Research and Organizing the Paper

The Note Card System

South View High School Senior Project

Organization

- *Before you write your paper, you must organize your information.*

- *Use the index card system*
  - *Categorize the information you have gathered by topic*
  - *For each topic, you may have more than one source*
  - *Later, each topic becomes a part of your paper*

Researching

- *As you find facts about your topic, write them down.*

- *Each sentence or idea that you find should be paraphrased (put into your own words) and written on a card*

- *Only put one idea on a card.*

- *Do not mix topics or sources.*

  - *One topic/one source per card*

The Index Card

- *Your note cards should contain four items*
  1. *The card topic*
  2. *The source title*
  3. *The information*
  4. *Page numbers*
  5. *Type of information (optional)*
     1. *Summary*
     2. *Quote*
     3. *Paraphrase*

The Index Card

Topic Goes Here

Source # Goes Here

Information goes here. Say really smart stuff that will help your paper.

Type of information

Page numbers

1. topic

2. where you found the information

Hughes' poetry

Source #3

Hughes' poetry is an example of the innovative and influential art of the Harlem Renaissance.
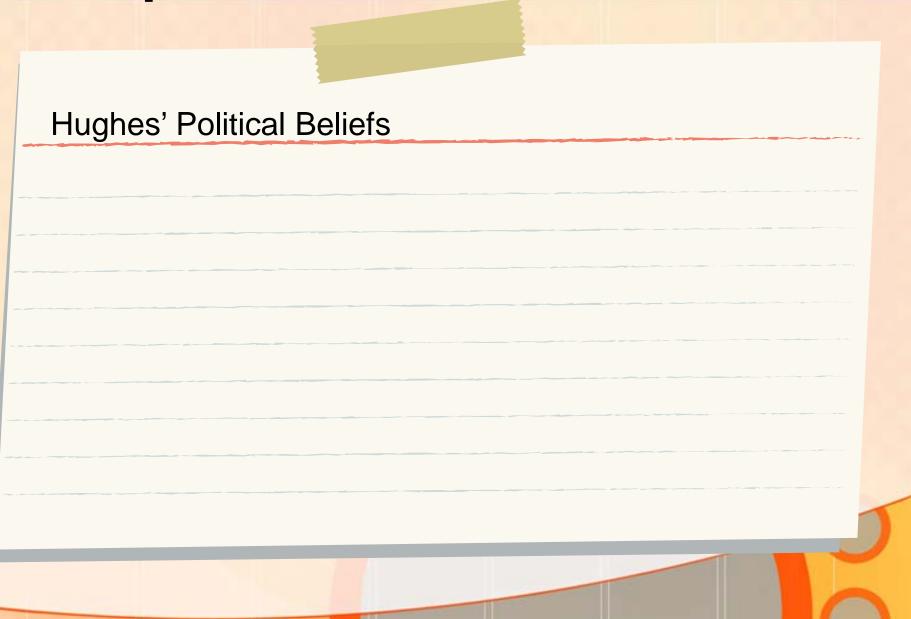
Page: 15

3. paraphrased information you found

4. page you found this fact on

The Card Topic

- *The title for the kind of information on the card.*

- *You make it up.*

- *Think of it as a title or main idea for the information on the card – how is that information categorized.*

- *Serves two purposes:*
  - *Keeps you focused in your research*
  - *Need topics to begin organizing*

- *Example: Life of Langston Hughes*
  - *Background*
  - *Harlem Renaissance*
  - *Influences*
  - *Poetry*
  - *Political beliefs*

The Topic

Hughes' Political Beliefs

The Source Title

- *The name of the book, magazine, website in which you found the information.*

- *You may give your source a number instead of a title.*
  - *List all your sources on a separate sheet and then give each a number.*
  - *This is not a bibliography.*

- *You may write the title of the source.*

- *Just be consistent.*

The Index Card

Hughes' Political Beliefs

Source #1

Hughes and Harlem

Card Information

- *This is the information you found from your sources.*

- *It is best to paraphrase or summarize the information.*

- *If done correctly, it will help you not to plagiarize someone else's work later.*

- *Paraphrasing now allows you to do less work later.*

- *Three ways to write information:*
  - *Paraphrasing*
  - *Summarizing*
  - *Quoting*

- *Each way must be documented.*

Paraphrasing

- ***Paraphrasing*** *involves putting a passage from source material into your own words.*

- *A paraphrase must also be attributed to the original source.*

- *Paraphrased material is usually shorter than the original passage, taking a somewhat broader segment of the source and condensing it slightly.*

Summarizing

- ***Summarizing*** *involves putting the main idea(s) into your own words, including only the main point(s). Once again, it is necessary to attribute summarized ideas to the original source.*

- *Summaries are significantly shorter than the original and take a broad overview of the source material.*

Quotations

- ***Quotations*** *must be identical to the original, using a narrow segment of the source.*

- *They must match the source document word for word and must be attributed to the original author.*

- *The must be encapsulated in quotation marks.*

- *Errors must be copied exactly as well.*

Hughes' Political Beliefs

Hughes struggled with his political beliefs but eventually found himself drawn to the communist party because he felt it offered the greatest equality to African-Americans.

Page numbers

- *It is important to be accurate with your page numbers because you will need them for citations throughout your research paper.*

- *Do not put the number of pages of your work, put the page number that you found the information.*

- *MLA requires page numbers within the paper. Without it, you are plagiarizing.*

Hughes' Political Beliefs

Hughes struggled with his political beliefs but eventually found himself drawn to the communist party because he felt it offered the greatest equality to African-Americans.

Pages 13-14

Type of Information

- *This is where you can remind yourself of what you've done to the information you have gathered.*

- *It also reminds you to put quotations marks around direct quotes.*

- *It also helps you edit information for later use.*

Hughes' Political Beliefs

Hughes struggled with his political beliefs but eventually found himself drawn to the communist party because he felt it offered the greatest equality to African-Americans.

Pages 13-14

Summary

Start Organizing

- *Once all your cards are done, go back and organize by topic.*

- *Group together all the cards that have the same topic into separate stacks.*

- *The length and detail of your paper will determine how many piles and cards you have.*

Hughes and the Harlem Renaissance — Source #2

The increased interest in African American culture and art during the Harlem Renaissance greatly affected the popularity of Hughes' poetry.

Page 21

Hughes' Influence on America — Source #1

Hughes' poetry impacted American thoughts on literature even after his death.

Pages 16-18

Hughes' Upbringing — Source #5

Hughes was a true product of the city, having grown up in the neighborhoods of Harlem.

Page: 145

Hughes' Poetry — Source #2

Hughes' poetry could be political or personal, emotional or detached.

Page: 172

Begin Writing

- *Once you have separated your cards into piles, each topic pile should become body paragraphs in your paper.*

- *This is key to the system*

- *Each topic should directly support your thesis statement.*
  - *Each pile should become a*
    - *Supporting idea*
    - *Body paragraph*
    - *Part of a paragraph*