**NOTECARDS GUIDE**

Your notecards are like photographs you have taken with the idea that you are going to put them together or arrange them for a PowerPoint presentation to create a theme or information as a whole you want to convey.

When you do your research and reading on your person keep your blank notecards by your side. When you come across information that you believe is relevant and useful for your writing your paper, jot the information down on the notecard.

Notecards should contain facts, quotes or other useful pieces of information for the use in writing your paper.

Notecards should be prepared as an outline for your paper.

Notecards should be in chronological order.

Examples of the type of information you might write on a notecard:

* DOB and location of birth, short relevant biographical information, background, early life, education, significant contributions to art/history/culture/government, etc., middle life, marriages, children. In the case of artists, describe 3 paintings, style, color, mood, etc., death, impact on country of origin or art world.
* Notecards need to cite your references (where or what book or article you made the notes from, date of publication and author).
* Remember: Notecards should contain important information relevant and useful to the paper. They should be an organization of your thoughts and provide an outline!