

- You must have a bibliography card for every source you use.
  - Bibliography cards must have all the needed bibliographical information necessary for that source. For example, articles need: author's name, title of article, name of magazine, complete date of magazine, page numbers (or "online").
  - the information on the bibliography card does not necessarily need to be formatted properly. You can format the information when you write your bibliography.
  
- Each card from a book must have the appropriate page number listed.
  
- All cards from articles that have page numbers must have page numbers listed.
  - --If the article was obtained online, and has no page numbers, be sure the bibliography card says "online."
  
- Every time you switch to a new source, start from card #1.
  - If you return to an old source (a source from which you've already taken some notes) continue the cards in sequence, not with a new #1.
  - Cards from any source should be submitted in ascending order, i.e., card #1 should be the first card, card #2 the second card, etc.
  
- The sequence of cards from each source should begin with the bibliography card for that source. *Do not* separate the bibliography cards into a separate pile. Each bibliography card should be at the beginning of the note cards from that source.
  
- If you copy the exact words from a source onto a note card, be sure to use quotation marks. Plagiarism is a serious offense.
  
- You must take at least 10 cards from a source for it to count as one of the 6 required sources. You may use a source from which you have taken fewer than 10 cards, but it counts as an extra source, over and above the 6 required sources.
  
- You may take no more than 100 cards from any source. If you get to card #100, stop and use a different source.