Noodlebib Notecard Checklist

Project Requirements:

☐ Have you completed the assigned number of notecards?
☐ Do you have the assigned number of sources in your Source list?
☐ Have you selected enough information to build/support your argument and answer your thesis question?

Notecard Fields:

☐ Is the correct source tagged in the Source field for each notecard? Be sure to launch your notecards from the Source screen to do this automatically.
☐ Did you add a brief title to each notecard to signify the exact meaning of the fact/idea inside the notecard?
☐ Did you select either the direct quotation or your paraphrase to use in your paper and delete the one you don’t need? Did you limit your use of direct quotes?
☐ Did you put quotation marks around the text in your Direct Quotation boxes?
☐ In the Paraphrase box, did you paraphrase properly box by completely rephrasing the author’s idea in your own words while maintaining the original meaning?
☐ Did you add an in-text citation at the end of each passage in the Direct Quotation and Paraphrase boxes?
☐ Did you complete the My Ideas box in nearly all of your notecards by doing the following:
  o Interpret, evaluate, and reflect on what you just learned from the fact/idea you collected.
  o Tie it back to your thesis. How does it fit with what you know?
  o Introduce or follow up the fact with your thoughts.
  o Make an inference, statement, or conclusion about the idea.

Outline Organization:

☐ Did you drag all of your notecards into the appropriate sections of the outline? Added notecards are shown with a checkmark.
☐ Did you organize the notecards within the outline so they are arranged in logical order within each section?
☐ Did you write your introduction in the My Ideas box of a notecard and drag it into the Introduction section of your outline?
☐ Did you write your conclusion in the My Ideas box of a notecard and drag it into the Conclusion section of your outline?
In each notecard, remember you should be selecting facts/ideas that help build support for your argument or answer your thesis question.

Is the correct source tagged in the Source field? Launch your notecards from the notecard screen to do this automatically.

Paraphrase Box: Completely rephrase the original idea while maintaining the meaning. Add an in-text citation to your paraphrase.

Direct Quotation Box: Add quotation marks and an in-text citation.

Select either the direct quotation or your paraphrase and delete the one you don't need. (Both are shown here for the purposes of the example).

My Ideas Box: Add your own ideas to most notecards do one/more of the following:
- Interpret, evaluate and reflect on what you just learned.
- Tie it back to your thesis; how does it fit with what you know?
- Introduce or follow up the fact with your thoughts.
- Make an inference, statement, or conclusion.

Add a brief title to each notecard to signify the exact meaning of the fact/idea inside.