Name: _____

Notecards Checklist

Please make sure that **EACH** notecard has the following information. You are required to have at least 2 notecards per source and at least **12-15 notecards TOTAL**. **Notecards are due at the beginning of the hour, Friday, February 21, 2020.**

Notecard Format **(1 point)**
- ☐ Title describes what the notecard is about
- ☐ Title includes the **name** of the person who wrote the notecard
- ☐ Source included

Direct Quotation **(1 point)**
- ☐ Quotation is important to the project – not just a random quote chosen from the source ☺
- ☐ Quotation is about 3-5 sentences in length (some exceptions to this may occur)
- ☐ Quotation marks are placed around the **entire** quote

Paraphrase or Summary **(1 point)**
- ☐ Information correctly paraphrased – no additional information or opinion included
- ☐ About 2-3 sentences in length
- ☐ NO QUOTATION MARKS

Original Thinking **(1 point)**
- ☐ Reasoning explains why this information is important to include in your project
  - o Why is this particular fact/piece of information necessary to your research?
- ☐ About 2-5 sentences in length

In-Text Citations **(1 point)**
- ☐ In-text citation included at the end
- ☐ In-text citation includes the correct information (look at MLA In-Text Citation Cheat Sheet!)
- ☐ In-text citation formatted properly – PERIOD AFTER PARENTHESES
  - o "Here is an example quote" (Gratz).
  - o "If your quote comes from article, the citation will look different" ("Coronavirus").

Notecards Rubric

Notecard Component	Points	Comments
Notecard Format	/12	
Direct Quotation	/12	
Paraphrase or Summary	/12	
Original Thinking	/12	
In-Text Citations	/12	
TOTAL	/60	

Please note: Each component is worth 1 point/notecard, for a total of 12 points as each student is required to turn in at least 12 notecards. ☺