

round in which the infraction occurred all the way up to disqualification from the entire tournament. Because faulty evidence collection endangers all the teams competing for a given school (because they commonly share evidence), some coaches will summarily dismiss a debater from the squad when serious evidence violations are discovered.

STEPS FOR CUTTING EVIDENCE ONLINE

Open both your word processor (for example, Microsoft Word, WordPerfect) and your Internet browser (for example, Internet Explorer, Firefox). Arrange the windows for each program so they are side-by-side on your computer screen. Locate the information you want to quote from your Internet source. Now click over to your word processor and type in the source citation (using the proper NFL evidence citation format). All the information necessary for constructing the source citation should be visible on your web page screen. Highlight the text you want to quote from the web page and use the Copy command (Ctrl+C on a PC or Apple+C on an Apple computer). Now click back over to your word processor and use the Paste command (Ctrl+V on a PC or Apple+V on an Apple computer). Eliminate unwanted returns in one of two ways: (a) click at the beginning of each line and press Backspace, or (b) use the word processor's search and replace function to eliminate all paragraph breaks. Your objective is to have each evidence card in a single paragraph with the evidence citation in the same paragraph. Keeping each card within a single paragraph will allow you to use your word processor's Sort function to help you index your material. When you use your word processor Sort command, you are telling it to arrange all the paragraphs of the document into alphabetical order. If you leave internal paragraph breaks within a single card, the card is pulled apart when the Sort command is issued.

Continue pasting cards into the word processor until you have taken all the desired cards from the web page. Then copy and paste as many evidence citation tops as needed to match each of the cards.

SORTING EVIDENCE ON THE COMPUTER

Design a filing scheme that will allow the addition of categories. Suppose, for example, you are researching the topic of global warming. You might use a filing system where all the cards in this group begin with GW (for global warming).

GW101 to GW199—Harms of global warming

GW101 Sea rise harms

GW102 Agricultural harms