

*GW801 Kyoto Protocol will kill the U.S. economy*

*GW802 Wind power kills birds*

*GW803 Shift away from oil will increase Middle East war*

*Etc.*

All the research you have done on global warming is saved to a single word processing file in which every paragraph is a card preceded by the appropriate filing number. Examine carefully the following sample card:

GW103 Alok Jha and Tania Branigan, (Staff Writers), *The Guardian*, July 30, 2007, p. 10. Online. Lexis/Nexis Academic Universe. July 31, 2007. Climate scientists have blamed global warming for a dramatic rise in the number of storms in the Atlantic over the past century. Their study showed the average number of storms that develop every year has doubled since 1905. They suggest the trend is due to the rise in sea surface temperatures in the Atlantic, a phenomenon with a well-established link to climate change. Tropical storms are powered by the energy in the oceans they pass over, with warmer sea surfaces leading to more intense storms. In the past century, the surface temperature of the Atlantic has risen by 0.7C. The increase in storm frequency was most recently visible in 2005, with more than double the average number of storms, including Hurricane Katrina, the most costly natural disaster in U.S. history. It claimed almost 2,000 lives.

The evidence card contains a complete source, listing all the required elements of an NFL citation. The evidence card contains a complete quotation with nothing left out in the middle. In the original newspaper article, this quotation had four paragraph breaks; these paragraph breaks were removed so the card will not be pulled apart when sorted. Notice also that the text of the evidence card is within the same paragraph as the evidence source—this is also important to prevent the card's source from becoming separated from the text during the sorting process.

The evidence card has its filing number first so the word processor's sort function will place together all similar evidence. In Microsoft Word, the Sort command can be found under the Table menu; simply select all the paragraphs in your document (do this by using the Edit menu and selecting the Select All option) and then issue the Sort command. You will discover that all your paragraphs have been rearranged into alphabetical order using your filing category numbers.

After they're filed and sorted, your on-disc evidence file functions just like the "piles of cards" on the table. You use the index to see where the cards are that support the part of the argument you are putting together and then use the search function on the word processor to find the cards, by searching for GW301, for example. Read the cards filed