Things to consider for storing bibliographic information: suggestions in linear form

I. Index cards – a low-tech way to keep your records
   a. organise according to colours - i.e. books = blue cards
   b. organise according to theme - i.e. poetry = green cards

II. Reading journal – to keep records of sources you find and your searches
    a. notebook
    b. address book – you could use the A-Z pages to store items by author’s surname
    c. loose-leaf pages

III. Computers – using technology to store and organise your records
    a. Spreadsheet software – e.g. MS Excel
    b. Database software – e.g. MS Access
    c. Specialist bibliographic management software
       e.g. Endnote