

Citing Sources on Noodletools

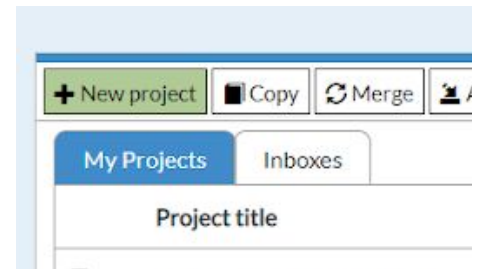
A Step-by-Step Guide

Step 1:

Log onto your Noodletools account.

Step 2:

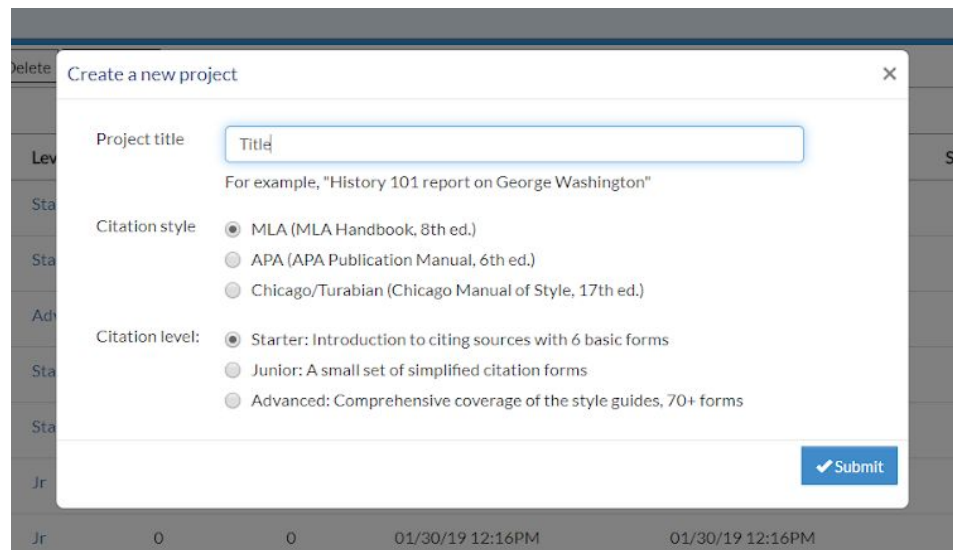
IF you are starting a brand new list of citations, click on **NEW PROJECT** (upper left of the screen).



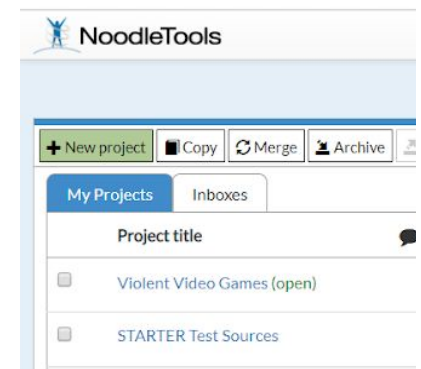
Give your project a logical title that you will remember.

Choose **MLA** and **STARTER**.

Click **SUBMIT**.

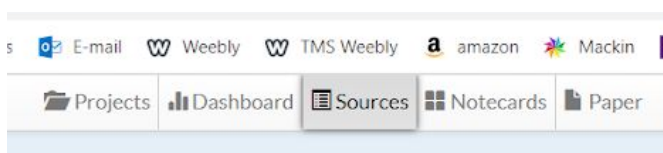


IF you are continuing to add sources to a list you already started, click on the title of the existing project and add them there. Don't start a new project for each source.



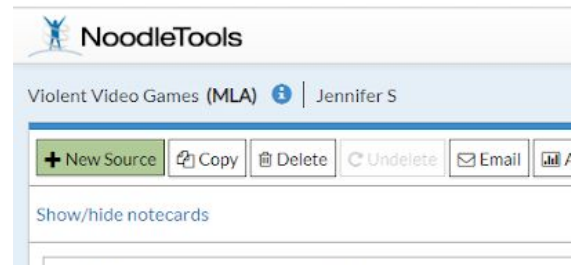
Step 3:

Click on **SOURCES** (top of the screen).



Step 4:

Click on **NEW SOURCE** (upper left of the screen).



Step 5:

Choose the type of source you are citing.



Step 6:

Fill out all of the information about the source.

See the following “cheat sheets” for each type of source if you need help with this.

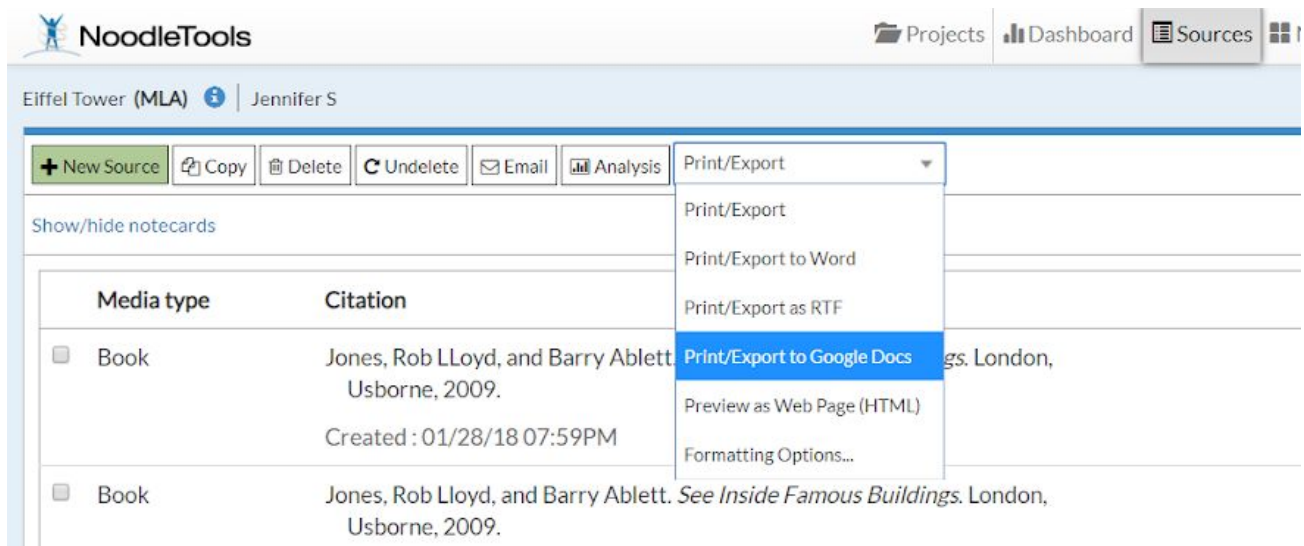
Step 7:

Be sure to click on **SAVE** after completing each new citation so that you don't lose all your work.



Step 8:

When you've completed all your citations for the project, go to the **SOURCES** page for the project you want to complete. Click on **PRINT/EXPORT** and choose **PRINT/EXPORT to GOOGLE DOCS**. This will convert your citations to the proper format for a Works Cited page and save it in your Google Drive account. The document will be named: SOURCES FOR and the title of your project. You can now share this document with your teacher in Schoology or Google Drive. Listen for your teacher's instructions about how to share it for a grade.



Citing a **Website** in Noodletools

Fill in all of the following:

URL - web address found at the top of the screen. For example: <http://www.cnn.com>

Date of Publication - usually found near the title or author or at the bottom of the screen.

Date you accessed the site - what day did you take notes from it?

Names of Authors or Editors - be sure to choose the correct ROLE from the drop down menu. If there are more than one, you can add contributors.

Web page or Document/Article Title - the title of this page NOT the title of the entire website.

Name of the Website - usually found in the upper left hand corner of the page.

Publisher - usually found at the very bottom of the screen - scroll ALL the way down. This will sound like a company - not an individual person. It is sometimes listed near the word copyright.

The image shows two screenshots of the Noodletools citation form. The top screenshot shows the 'Website' section with fields for URL, Date of publication (month, day, YYYY), and Most recent date of access (month, day, YYYY). The bottom screenshot shows the 'Web Page' section with a 'Contributors' table and a 'Web page or document/article title' field. The 'Contributors' table has columns for Role, First name, Middle name, Last name or group, and Suffix. The 'Web page or document/article title' field has a checkbox for 'Untitled (providing a description instead)'. Below this is another 'Website' section with a dropdown menu and fields for 'Name of the website' and 'Publisher of the site'.

Website

URL

Date of publication

month day YYYY

Most recent date of access [today?]

month day YYYY

Web Page

Contributors

Role	First name	Middle name	Last name or group	Suffix

Web page or document/article title

Untitled (providing a description instead)

Website

* Name of the website

Publisher of the site

Once you've filled in everything correctly, click **SAVE** to save your citation.

If something is missing on the website - leave it blank.

Sometimes a website has a HOW TO CITE THIS PAGE link.

If so - use this to copy and paste the citation provided to your Noodletools account.

Citing a **Book** in Noodletools (PRINT OR IN-HAND)

Fill in all of the following:

Names of Authors, Editors, or Illustrators - be sure to choose the correct ROLE from the drop down menu.

Title of the Book - be sure to capitalize each word.

Publisher - usually found on the Title Page near the bottom of the page. This will sound like a company - not an individual person.

Year of Publication - usually found on the back of the Title Page. It is sometimes listed near the word copyright or the copyright symbol.

City of Publication - usually found on the Title Page. You only need to include the state or country if it isn't a well known city. In other words, if the city is New York or London - that's all you need.

OR USE THIS USEFUL **SHORTCUT FOR CITING BOOKS**

Type the ISBN of the book into the blank in the IMPORT box at the top and click SEARCH.



What is an ISBN?

(International Standard Book Number)

The number near the price barcode on the back of the book.



Search Results				
Cover	Title	Contributor(s)	Publication	Edition
	Venus: The Second Planet	Michael D. Cole	City: Berkeley Heights. Publisher: Enslow Publishers, Year: 2001	
View in: WorldCat				

Select the correct book from the list by clicking on it.

Choose **IMPORT SELECTED SOURCE** (blue button at the bottom).

Check to make sure things imported correctly and choose **CONTINUE**.

Click **SAVE** to save your citation.

[Retrieve Cover Image](#) [Import Selected Source](#) [Cancel](#)

Citing a **Database** in Noodletools





















What's the difference between a website and a database?

They are both accessed on the Internet. A website is something anyone can find on the Internet by searching with Google or another search engine. A database is a special site on the Internet that an organization pays to access. We pay for the information because it comes from reliable, fact-checked and edited sources. FCPS students can access a set of databases that are paid for by the school system. The graphic to the right shows the databases we have access to at TMS.

Research Apps/Subscriptions

Click here for user names and passwords for remote access to these resources.

You must be logged into your FCPS Google account to access this list of passwords.

Use the QUICK CITE function to import citations from databases.

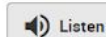
IN THE DATABASE:

Locate the **CITE** button in the article you used from the database. It will look different in different databases but it is usually in a toolbox. Here's an example from the SIRS Discoverer database:

Dressing Down School Dress Codes

📄 Newspapers | Robson, Ruthann. Los Angeles Times. Sep 5, 2013. | Lexile Score: 1420L

Translate

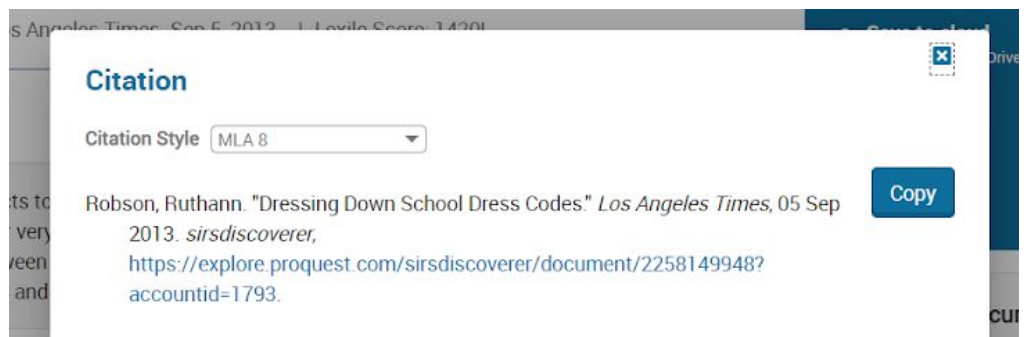


Summary: "It's time for school districts to worry less about student attire. Dress codes may seek to foster an educational environment, but their very existence can divert attention from substantive learning by fetishizing the number of inches between the hem of a skirt and the top of a knee." (*Los Angeles Times*)

Use this document

- 📁 Save to cloud
Google Drive, OneDrive, etc.
- 🗉 Cite
- 🖨️ Print
- ✉️ Email

Copy the citation
from the database.



IN NOODLETOOLS:

Click on **QUICK CITE - COPY & PASTE A CITATION** (upper right on the screen)

A screenshot of a citation tool interface. It shows a "From" dropdown menu set to "Online Database". To the right of the dropdown is a text input field containing the text "Quick cite: Copy & paste a citation". To the right of the input field are two buttons: "Save" and "Cancel".

Paste the citation you copied from the database into the empty box.

Complete the publication date.

Click **SAVE** to save your citation.

What is an ANNOTATION?

You'll notice that every type of citation gives you a place to include an annotation. An annotation is a short description of the source and how useful it was in your research process. We do not require you to include annotations for research projects at TMS, but you might need to write them in high school or college.