Citing Sources in Noodletools

On the Dashboard page of your project, locate the **Components** of Noodletools.

When you wish to cite a source, click **Bibliography**.

This page will appear.

To begin, click on the small black down arrow on the right side of the “Cite a” text box.

You will see a long list of source types as shown below.

Using the scroll bar, move down the list (continued to the right) until you locate a source type that best describes the source you want to cite.

Click on that type and then click **Create Citation**.
You will be asked a number of questions to help you determine whether the source type you have chosen is actually the correct one. One example is given here:

You have watched a video recording of the speech President Obama gave at the Buchenwald Concentration Camp Museum on June 4, 2009, and now want to cite it. You choose the source type shown in the box below.

![Works Cited](image)

You are not really certain if this selection is correct, so you click on Not sure? and a definition box appears. The definition seems to fit the speech Obama gave at the museum, so you close the definition box and move on to more questions.

The default setting for this source selection was Live lecture, speech, address, or reading. You were not present at Buchenwald in 2009, so you did not witness the speech as it was presented.

Instead, you click Film, video recording or video podcast because this choice best describes the way in which you did see and hear the president’s speech. Then you click Next (bottom right side of page).
The default setting for this question was Movie or film, but Video recording of a lecture, speech, address or reading at a meeting to a live audience seems to more accurately describe your source, particularly because this speech was videotaped as it was presented to a live audience. Then you click Next.

This choice is easy. You click Online: Video recording of an oral presentation available online. And then you click Next.
Once all questions about the source have been answered, a form appears. Simply fill in the spaces with information from the source.

Noodletools offers help with questions you may have. Simply click on the links presented in blue to find answers. Here’s an example of one – Advanced help with names:

1. If more than 3 names are entered, NoodleBib will automatically use et al after the first name listed, as suggested by the MLA Handbook.
2. If the name you are citing does not fit the “First Middle Last” template (for instance, the name of a group or corporation), enter the name in the “Last name or group/corporation” field and leave the “First name” and “Middle name” fields empty.
3. When citing a group author, spell out the full name of the organization (do not use abbreviations).
4. Use initials for the first and/or middle name if the title page does.
5. If the title page uses initials but you feel that spelling out the full name would be helpful to readers, use brackets, as in [Damon] Abloch.
6. If the author is listed under a pseudonym, you may provide the author’s real name in brackets, as in Robin [David Egger] James.
7. Omit titles, affiliations, and degrees that precede or follow the name, such as “PhD”, “Dr”, or “Sister.”
8. Include a suffix if it is essential to the name – like “Jr.” or a roman numeral – by entering it in the “suffix” field of the form.
9. Use the Move Up and Move Down buttons to order the names in the same order that they appear on the title page (not necessarily in alphabetical order).
Here are a few other helpful hints:

Often, the source does not offer enough information to fill in all sections of the form. Don’t worry. Noodletools provides spaces for the greatest amount of information sources will offer. Skip those spaces for which information is unavailable. Only those pieces of information marked with an * are required.

Always click Add after entering an author or speaker’s name. This feature allows the entry of more than one author or speaker.

Use a book’s title page and the reverse side (verso) for citation information. Covers don’t always provide complete information.

If a library’s book, film, or audio recording is not available when you wish to cite it, use the library’s catalog record for the information you need.

When you are finished filling in the text boxes, click Check for Errors at the bottom of the form. Noodletools will highlight in red areas in which errors have been made and will offer guidance to help you correct mistakes. When you have corrected errors, click Generate Citation.

Your citation will appear in your project’s bibliography:

If you wish to add or change something in the citation, you can do so by clicking Edit to the far right of the citation area. You can also delete the citation, copy it to this project list or any other you may have, see exactly what the parenthetical (inline) reference should look like (you can copy & paste this into your paper), or ask a question you might have.

If you click Have a Question, you will get a form like this. Type your name, email address and question. You’ll get an answer in 24 hours at the latest.
Teachers may want you to add whether a source is a primary, secondary, or tertiary source. To do this, click in the box to the left of a citation and then use the pull down menu at the bottom of the page to select the correct attribute. Select the attribute and click **Apply**:

![Select an attribute](image)

You may also wish to add an annotation to your citation. Researchers do this for two reasons:

- The researcher’s teacher requires it. In this case, the teacher usually provides annotation guidelines the researcher must follow.
- The researcher isn’t ready to actually take notes from the source and want to provide a description of the source’s content as a reminder and to add a note about when s/he intends to use the source.

Here’s an annotation written for the second reason:

![Annotation](image)

Note that Noodletools also offers a spell check and preview of the annotation. When satisfied with the annotation, click **Update Citation** at the bottom of the page. The annotation will appear as part of the citation in the bibliography page.

When you are ready to share your bibliography with your teacher, click **Share** in the menu area:

![Share](image)

In the screen that follows, you will be asked for your teacher’s drop box name and your name. Fill in those spaces and then click **Share Project**.

As you can clearly see by now, Noodletools has help for you from the very beginning of a citation until you have finished and shared your bibliography. Other tutorials for Noodletools can be found in the file folders on the Noodletools Tutorial page.