Buchanan Library Learning Center

Noodletools:
Basic resource citations

Create an ACCOUNT in NoodleTools	1. Go to www.noodletools.com or visit the link via library site: www.bhslib.cusd.com 2. Login (button in upper right) 3. Enter your school Google email in the G Suite box: firstnamelastname001@cusdstudent.com 4. Enter your school Google email again on the next screen.
Create a PROJECT in NoodleTools	Click the green **New Project** button (upper left). 1. Title = Your research topic 2. Citation Style – MLA 8th Edition 3. Citation Level – Advanced 4. Submit

Cite a BOOK in NoodleTools	1. Click on the title of your project to open it.
	2. Click on Sources (top middle of the page).
	3. Click "Create new citation" (green button).
	4. Where is it? – Choose Print or in-hand OR File, app, e-book
	5. What is it? – Choose Book or eBook
	6. For both types of books, fill in the publication information for fields RELEVANT to the book. Where do you find the information?
	    a. Use the title page and the verso (back of the title page)
	    b. OR Search for the book in DISCOVER, click on the title, and click Additional Info.
	7. NOTE: Some of the fields, such as volume, chapter, and series, may not be relevant to your book.
	8. Another option: Use the ISBN number on your book to search for and import the publication information.
	    a. Next to Import (top middle), fill in (copy/paste) the ISBN (you can find this under Additional Info in DISCOVER for both print and ebooks).
	    b. Click Search.
	    c. Click on the result that matches your book.

	d. Click Import Selected Source. e. Look over the information to make sure it is correct. f. Click Continue. g. Review the information one more time to make sure it is <u>complete and correct</u>. h. Click Submit. 9. Once you have finished, click the green Submit button.

Cite a WEBSITE in Noodletools	1. Click on the title of your project to open it.
	2. Click on Sources (top middle of the page).
	3. Click "Create new citation" (green button).
	4. Where is it? – Choose Website
	5. What is it? – Choose Web Page
	6. Fill in the publication information for fields RELEVANT to the web page. Where do you find the information?
	    a. Use the top and bottom of the page.
	    b. Pay attention to titles and subtitles, as well as information near them.
	    c. Look for the copyright symbol.
	    d. Go to the Home and About pages (if the site has them).

CITE DATABASE SOURCES	1. Click the **Sources** tab (top of the page, right in the middle).
	2. On another tab, <u>open your first selected resource</u> in the database (PowerSearch). How to find the resource in the database again:
	    a. Find and copy the URL in the Source Citation at the bottom of the Google Doc version. It usually starts with "go.galegroup.com…" DO NOT copy the "Accessed" date.
	    b. Paste the URL into the TOP (URL bar) of a new tab in Chrome.
	    c. Hit Enter. Your document should appear again.
	3. Click Citation Tools.
	4. Choose MLA 8.
	5. Export to: Select NoodleTools.
	6. Export.
	7. A NoodleTools preview tab will open. If everything looks good, choose Import References (blue button at the bottom).
	**NOTE: If this preview tab does not open, you must go to your pop-up blocker in the upper right corner of your browser and allow pop-ups.
	8. Go back to your original NoodleTools tab and refresh the page. Your citation should now appear.
	9. Repeat steps 1-8 to add each source to your bibliography for the project. All sources must be on ONE list under ONE project.
	10. Remember that YOU are responsible for fixing any errors in citations. Do not assume that the database's citations are 100% correct.

Export Your WORKS CITED List	Once you have created citations with annotations for each source you selected, you will be ready to export your works cited list.
	1. Click the Print/Export button under Create a Citation.
	2. Choose Print/Export to Google Docs.
	3. URL GAPS: In the Google Doc version of your works cited, you will need to fill in any big gaps created by the URL. Do this:
	    a. Estimate the size of the gap. Click your cursor in the URL after the amount of text you think will fill the gap.
	    b. Hit the space bar.
	    c. If the part you just filled in becomes a hyperlink, click on it and choose Remove.
	4. Copy/paste the final works cited onto the LAST page of your MLA-formatted essay. The title, Works Cited, should only appear ONCE at the start of your list.