NoodleTools Instructions

How to Copy a Citation from a Database

1. Copy MLA 8 formatted citation from database.

2. In NoodleTools, click on your project title and then click on the sources tab at the top of the page:

3. Click on the green Create New Citation button:

4. Choose Database:

5. Then choose Original Content in Database:

6. Near top, click on

7. Paste your copied database citation in the box:

8. Click on the green SUBMIT button at the bottom.
How to Create a Website Citation in Noodletools

1. In NoodleTools, click on your project title and then click on the sources tab at the top of the page:

2. Click on the green Create New Citation button:

3. Choose Website:

4. Then choose from the list what you are citing (webpage, photo or image, video clip, etc.):

5. Remember to include the URL - this is a new MLA8 Rule.

6. For the Publisher, look near the copyright date at the bottom to find the publisher. If you cannot find it there, look for an About Us or Contact Us page.

7. If the Publisher's name is the SAME as the website title or the author, leave the publisher box blank.

8. Click on the green SUBMIT button at the bottom.
How to Create a Book Citation

1. In NoodleTools, click on your **project title** and then click on the sources tab at the top of the page:

   ![NoodleTools Interface](image)

3. Click on the green **Create New Citation** button:

   ![Create new citation button](image)

4. Choose **Print or in-hand**:

   ![Print or in-hand button](image)

5. Then choose **Book** from the list:

   ![Book selection](image)

6. Near top, and find the **Import ISBN** field:

   ![Import ISBN field](image)

7. Look at the back of your book, the ISBN number is usually above the barcode or it is on the back of the title page of your book near the copyright information. Type in the ISBN number in the blank box and click search. *(If your book is older than 1970, it will not have an ISBN. You will need to type in the parts of the book citation in the correct fields and click on the green submit button when finished).*

8. Click on the correct book that matches your ISBN. When you click on it it will change color.

   ![Search Results Table](image)

9. Click on **Import Selected Source** at the bottom of the box.

10. Check the information, make any necessary changes and then click **Continue** at the bottom.

11. Click on the green **Submit** button on the bottom.
How to Create an Encyclopedia/Reference Source (Print) Citation

1. In NoodleTools, click on your project title and then click on the sources tab at the top of the page:

2. Click on the green Create New Citation button:

3. Choose Print or in-hand:

4. Then choose Reference Source (in gray) from the list:

5. Near top, and find the Import ISBN field:

6. Look at the back of your book, the ISBN number is usually above the barcode or it is on the back of the title page of your book near the copyright information. Type in the ISBN number in the blank box and click search. (If your book is older than 1970, it will not have an ISBN. You will need to type in the parts of the reference source citation in the correct fields and click on the green submit button when finished).

7. Click on the correct title that matches your ISBN. When you click on it it will change color.

8. Click on Import Selected Source at the bottom of the box.

9. Check the information, make any necessary changes and then click Continue at the bottom.

10. Fill in the following fields:

   **Author of Article Entry:** List the name(s) found at the beginning or very end of the encyclopedia article.

   **Article/Entry Title:** List the name of the individual article using Title Case.

   **Pages:** List pages numbers of article.

   **Contributors of Reference Source as a Whole:** If article had an individual author(s), change these roles to Editor.

11. Check the rest of the information to make sure it is correct.

12. Click on the green Submit button on the bottom.
How to Create a Music Citation

1. In NoodleTools, click on your project title and then click on the sources tab at the top of the page:

![Projects Dashboard Sources Notecards Paper](image)

3. Click on the green Create New Citation button:

![Create new citation](image)

4. If you are getting the music online, choose Website:

(Note: If you have the actual CD or record, choose Print or in-hand and then select Sound Recording).

5. Choose Audio Clip (in green) from the list (middle column).

### What is it?

<table>
<thead>
<tr>
<th>Blog</th>
<th>Religious Work</th>
<th>Historical Work in an Archive</th>
</tr>
</thead>
<tbody>
<tr>
<td>Electronic Mailing List</td>
<td>Report (Technical/Research)</td>
<td>Interview</td>
</tr>
<tr>
<td>E-Mail</td>
<td>Reprinted Article</td>
<td>Letter or Memo</td>
</tr>
<tr>
<td>Microblog (Tweet, Status Update)</td>
<td>Advertisement or Commercial</td>
<td>Review</td>
</tr>
<tr>
<td>Newsgroup</td>
<td>Audio Clip (Online)</td>
<td>Unpublished Paper or Data</td>
</tr>
<tr>
<td>Software</td>
<td>Audio Podcast</td>
<td>Court Case</td>
</tr>
<tr>
<td>Web Forum (Message Board)</td>
<td>Cartoon or Comic Strip</td>
<td>Government Publication</td>
</tr>
<tr>
<td>Web Page</td>
<td>Chart, Table, Infographic (Born Digital)</td>
<td>State Bill or Resolution</td>
</tr>
<tr>
<td>Wiki</td>
<td>Film or Video Recording</td>
<td>State Committee Hearing/Testimony</td>
</tr>
<tr>
<td>Conference Proceedings</td>
<td>Map or Chart (Born Digital)</td>
<td>State Report or Document</td>
</tr>
<tr>
<td>Journal</td>
<td>Map or Chart, Published or in an Archive</td>
<td>State Statute</td>
</tr>
</tbody>
</table>

6. Complete the fields that NoodleTools provides:

**URL:** Copy and paste URL

**Date of Publication:** This will be the upload date (YouTube) or the release date (usually provided on music sites)

**Most Recent date of access:** click Today

**Title of Audio clip:** Name of song or compilation

**Name of Site:** List the website where you found music (YouTube, iTunes, Spotify, Amazon Music, etc.)

**Publisher of Site:** Scroll down website to find near copyright date. If it is the same as the Website name, leave blank.

**Contributor(Creator/Archiver):** List the musician or composer’s name. If a group, put group’s name in “Last Name or Group” box.

7. Click on the green SUBMIT button at the bottom.
How to Create a Photo or Artwork Citation

1. In NoodleTools, click on your project title and then click on the sources tab at the top of the page:

2. Click on the green Create New Citation button:

3. Click on the green Create New Citation button:

4. If you found the photo or artwork online, choose Website:

5. Choose **Photo or Illustration** (in green) from the list (middle column) for a photograph.
   Choose **Work of Visual Art** (last in green) from the list (middle column) for artwork.

<table>
<thead>
<tr>
<th>Newsletter</th>
<th>Musical Score or Libretto</th>
<th>U.S. Bill or Resolution</th>
</tr>
</thead>
<tbody>
<tr>
<td>Newspaper</td>
<td>Photo or Illustration</td>
<td>U.S. Committee Hearing/Testimony</td>
</tr>
<tr>
<td>Reprinted Article</td>
<td>Photo or Image (Born Digital)</td>
<td>U.S. Congressional Debate</td>
</tr>
<tr>
<td>Anthology/Collection</td>
<td>Radio Program</td>
<td>U.S. Constitution</td>
</tr>
<tr>
<td>Bible</td>
<td>Sound Recording (CD, Record, etc.)</td>
<td>U.S. Executive Order/Proclamation</td>
</tr>
<tr>
<td>Book</td>
<td>Television Program</td>
<td>U.S. Patent</td>
</tr>
<tr>
<td>Conference Proceedings</td>
<td>Video Clip (Online)</td>
<td>U.S. Report or Document</td>
</tr>
<tr>
<td>Pamphlet or Brochure</td>
<td>Video Podcast</td>
<td>U.S. Rule or Regulation</td>
</tr>
<tr>
<td>Press Release</td>
<td>Work of Visual Art</td>
<td>U.S. Statute</td>
</tr>
</tbody>
</table>

6. Complete the fields that NoodleTools provides:

   **Name of Container Website**: List the website where you found photo artwork (NOT Google Images).

   **Publisher of Site**: Scroll down website to find near copyright date. If it is the same as the Website name, leave blank.

   **URL**: Copy and paste URL

   **Most Recent date of access**: click Today

   **Artist**: List the name of photographer or artist.

   **Title of Image/Artwork**: List the photograph’s or artwork’s title. If none is given, you can briefly describe the photo (ex. Jackie Robinson at Baseball Hall of Fame Induction).

   **Date Created**: List date of photograph or when artwork was created. If none is given, leave blank. **Do not list upload date. This date is for historical purposes, so it should be the original date of photograph or artwork.**

7. Click on the green SUBMIT button at the bottom.
How to Create a Personal Interview Citation
(This is for an Interview that YOU did with another person.
If you found an interview ONLINE, choose Website and then Interview (in pink)).

1. In NoodleTools, click on your project title and then click on the sources tab at the top of the page:

   ![NoodleTools Interface]

3. Click on the green Create New Citation button:

4. Choose Viewed/heard live:

5. Choose Interview (in pink) from the list.

<table>
<thead>
<tr>
<th>What is it?</th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Film or Video Recording</td>
<td>Radio Program</td>
<td>Television Program</td>
<td>Work of Visual Art</td>
<td></td>
</tr>
</tbody>
</table>

6. Complete the fields that NoodleTools provides:

   ![NoodleTools Interview Form]

   **For Interview format:** Choose personal or telephone. Check off “I conducted this interview”
   
   **For Interview participants:** Make sure you add another contributor (you must have two fields).
   
   **For InterviewEE:** this is the name of the person you interviewed (ex. Your Grandmother’s name - first and last).
   
   **For InterviewER:** this is your name (first and last)
   
   **Date of Interview:** fill in date of interview.

7. Click on the green SUBMIT button at the bottom.
What should my annotation include?

The 2 to 3 sentence annotation for each source must explain:

(a) how you used the source

AND

(b) how it helped you understand your topic.

Examples:

This primary source photograph depicts an automatic scraping machine utilized in a Chicago meat packing house in 1906. This photo provided me a first-hand visual account of the inside of the meat packing plants in Chicago during the time of the debate over the alleged unsanitary conditions.

Daisy Bates was the president of the Arkansas NAACP and the one who met and listened to the students each day. This firsthand account was very important to my paper because it made me more aware of the feelings of the people involved.

Adding Annotations to Your Sources

1. In NoodleTools, click on your project title and then click on the sources tab at the top of the page:

2. Select the source to which you will be adding an annotation by checking the box on the left.

3. On the far right of the screen, click on Options and select Edit.

4. Scroll down and find the Annotation box. Type your annotation in the box.
Labeling Citations as Primary or Secondary Sources

1. In NoodleTools, click on your project title and then click on the sources tab at the top of the page:

2. Select the citations that you want to label as ONE category (either primary OR secondary), by checking the box to the left of the citation.

3. At the bottom of all the citations, click on the drop down menu inside the Description menu and select either Primary or Secondary.

4. Click apply. You will see your citations labeled S (green - secondary) or P (blue - primary) under description on the right.
5. Repeat for your other source category (primary OR secondary).

6. If you need to change a source that you labeled incorrectly, repeat the steps and select only the citation that needs to be changed.

## Sorting Your Annotated Bibliography into Primary and Secondary Sources

1. In NoodleTools, click on your project title and then click on the sources tab at the top of the page:

   ![Source Tab](Image)

2. In the upper right hand corner, click on the Sort menu and choose: Primary, Secondary.

## How to Print Your Works Cited Page

1. In your project, click on the sources tab at the top of the page:

   ![Source Tab](Image)

2. Click on Print/Export:

   ![Print/Export](Image)

3. Choose Print/Export to Google Docs.

4. Allow NoodleTools to access your Google Drive.