Creating Bibliographic Citations with NoodleTools

**HOW CAN NOODLETOOLS HELP ME?**

NoodleTools is a web-based platform for organizing student research. One of the great features of NoodleTools is that it helps you easily create bibliographic citations for the sources you use in your research papers. The citation creation tool not only formats citations, but it also helps you evaluate and analyze each source while creating the citation.

**WHERE DO I FIND NOODLETOOLS?**

There are several links to NoodleTools on the Mission College Library Website (http://www.missioncollege.edu/lib/). It is very important to use a Mission College link to register and access NoodleTools as it is the only way to access the Mission College subscription. NoodleTools is available from the **Online Services** page, which is accessible from the left menu of any page on the Library’s website. The link takes you to the Registration/Sign In page for NoodleTools. Note that if you are off campus you will first be prompted to enter your last name and Mission College student number. Look for a green bar at the top of the page that reads: *You have automatically been authenticated into the Mission College Subscription*. You will need to register for an account in order to use NoodleTools. Once you have registered, you will use this page to sign in to your personal account.

**HOW DO I CREATE MY OWN NOODLETOOLS ACCOUNT?**

You create an account by clicking on the **Register** button ion the Registration/Sign In page. This takes you to the New User Registration page. Complete the form as instructed. *Note*: Only you will know your user name and password. You may want to use the same user name and password that you use for Canvas so that it will be easy to remember. There is a link on the Registration/Sign in page if you forget your password, but if you forget your user name, you will have to create a new account.

**HOW DO I ENTER MY CITATION INFORMATION INTO NOODLETOOLS?**

Before you start entering your citations into NoodleTools, you must first create a project. Once you sign into NoodleTools, you will go straight to the **My Projects** page. To create a project:

1. Click on the **New Project** button on the right side of the screen.
2. Enter a **Project Title**. This will be used as your project name.
3. Select the **citation style** and **citation level** you wish to use. For citation style you may choose **MLA**, **APA**, or **Chicago/Turabian**. For the citation level, always choose **Advanced**.
4. Click on **Submit**. You will be taken to the Dashboard for your project. The Dashboard is your project homepage and it helps you track and organize your work.
Create a Bibliography (Citations):

You do not have to create all of your citations at the same time. Your project is saved to your account so that you can add to it, or edit it, as needed.

1. Click on the **Sources** button at the top of your Dashboard (project homepage). This will take you to the bibliography page. Note that the name of the page will depend on the citation style you chose.
2. Click on the **Create New Citation** button. In order to create the correct citation format, you will need to first select where it is located (in a database, website, print, etc.). Next you need to select the source type. Ask yourself: Is it a book, journal, website or something else?
3. A form will appear. Read the information at the top of the screen to verify you made the correct choice.
4. Enter the Citation Information. Fill in the fields on the form as completely as possible. Be sure to read the information that pops up as you click into the different fields. This information is important to entering the information correctly.
5. Generate the Citation. When the form is complete, click on the **Submit** button at the bottom of the page. This will add your citation to your bibliography list and return you to the bibliography page. Your citation is now saved to your project.

If you find you need to make any changes once you have created your citation, use the **Edit** button to the right of the citation.

**HOW DO I ADD MY CITATIONS/BIBLIOGRAPHY TO MY PAPER?**

It is important that you use the **Print/Export** button to export your citations. If you do not, then your citations may not be formatted correctly. When you are finished adding all of your citations:

1. Click on the **Print/Export** button above the citation list.
2. Select one of the three options: Print/Export to Word, Print/Export as RFT, Print/Export to Google Docs.

If you are signed into your Google Docs account in NoodleTools, select Print/Export to Google Docs and your bibliography will automatically be added to your paper. If you select one of the other options, you will need to “copy and paste” your bibliography to the end of your paper.

For more information, go to the NoodleTools Help Desk: [https://noodletools.freshdesk.com/support/home](https://noodletools.freshdesk.com/support/home)