How to Copy Preformatted Database Citations into NoodleTools

Most databases provide preformatted citations for their articles. Instead of typing or pasting the information field by field into the form in NoodleTools, you can copy and paste the entire preformatted citation into NoodleTools, then edit it if you notice any mistakes.

These instructions assume that you know how to find an article citation in a database and that you know how to use NoodleTools.

1. Find the citation for your article. Below is the preformatted citation for a journal article in the database Academic Search Complete.

2. Copy the citation by highlighting it and using the keyboard command Ctrl+C or by right clicking and selecting “copy.”

3. In NoodleTools, create a new citation by selecting Where it is? (your resource location) and What it is? (your resource type), then click on the “Copy & paste a citation” link at the top of the citation form.

4. You will be taken to a new form that has a text box in which you can paste your citation. Simply paste the copied citation into the text box by using the keyboard command Ctrl+V or by right clicking and selecting “paste.”

There is a note above the box that reminds you that the citation may not be correct. You will need to compare it to an example to see if corrections need to be made (see image on next page).
5. NoodleTools has a pull out Guide at the right top of the page that you can click on for an example.

Below is the MLA Formatting Guide example for a journal article in a database. Note that it is important that you select the correct location and type for your resource or the example will not display the correct format for your resource.

6. Edit the citation as appropriate and then click on “Submit” at the bottom of the page to save it. You may need to go back to the article if the preformatted citation is not complete. Do not assume that all of the relevant information is present. Note that you do not need to include the URL for resources found in a database unless directed to do so by your instructor.

7. On the Sources List, citations created with the copy and paste method will include a note that reads: This is a copy of a preformatted citation. If you notice an error, you can simply click on “Edit” to the right of the citation to correct it.