



## Using NoodleTools to Cite Sources

NoodleTools is a suite of interactive tools designed to aid students and professionals with their online research. One of these tools, NoodleBib, will help you to cite sources in MLA or APA style. It will even format your citations in Word for you!

### HOW DO I ACCESS NOODLETOOLS?

Go to the Virtual Library at [www.ivytech.edu/library/fortwayne](http://www.ivytech.edu/library/fortwayne) and click ***Cite Sources with Noodletools*** in the **HELP:** section.

### GETTING STARTED: LOGGING INTO NOODLEBIB

After selecting ***Cite Sources with Noodletools***, the **Register or Sign In** page will appear. If you have already registered, you can simply enter your personal ID and password to continue. However, if this is your first time using NoodleBib, you will need to create a Personal ID so that Noodletools can identify and store your work.

1. Click the ***Create a Personal ID*** button.
2. Create a personal ID and password.
3. Click the ***Register*** button to be automatically logged in.

### CREATING A LIST OF CITATIONS

4. Click ***Create New List*** to create a list of citations.
5. Select the appropriate citation style (either MLA or APA) and give your new list a short name that will distinguish it from other lists of citations you will create. If you are citing sources in MLA style, choose MLA Advanced – it will give you more options for types of sources to cite.
6. Click ***Create List***.
7. Select the **type** of source that you are citing from the dropdown menu at the top of the screen (see *Figure 1* on the next page).
8. Click the ***Create Citation*** button and you will be guided through a series of forms which ask you to enter the information about the source, such as author, title, publication date, etc.
9. The last page will have a ***Generate Citation*** button at the bottom of the screen. Click it and your first entry will be displayed, correctly formatted.
10. If you have additional sources to cite, repeat steps 7-9 until you have created citations for all your sources.

## ADDING THE LIST OF CITATIONS TO YOUR WORK

12. You can either **Print** the list of citations or **Save as a Word Doc** by clicking the appropriate button above your citation/s. If you save it as a Word doc, simply copy and paste the citations page into your paper.

The screenshot shows the NoodleBib website interface. At the top, there are navigation tabs for "My Lists", "Bibliography", "Notecards", and "Help". The "Bibliography" tab is selected. Below the navigation, there is a "Works Cited" section. A dropdown menu labeled "Cite as:" is set to "<Select a citation type>" and a "Create Citation" button is next to it. Below this, there are buttons for "Print", "Save As Word Doc", "Share", "Email", and "Analysis". A "Sort:" dropdown is set to "Alphabetic". The main content area displays a list of citations with columns for "My", "Type", and "Citation". Each citation entry includes a checkbox, a type (e.g., "Web Site", "Book", "Journal"), and the citation text. To the right of each citation, there are icons for editing (pencil), deleting (red X), and a "Have a Question?" link. At the bottom of the list, there is a section for "Select one or more items and perform an action:" with buttons for "Duplicate", "Delete", and "Apply".

To begin a citation, first choose the type of source that you are citing.

Save as a Word Doc or Print your citations.

Correctly formatted citations will be generated after you submit information about your source.

Made a mistake? Edit your citation by clicking the pencil and paper button, or delete it by clicking the red X.

Figure 1: NoodleBib list of citations

## QUESTIONS ABOUT NOODLEBIB?

There is a **Help** button at the top of the screen which will lead you to more information.