Learn how to:

- Make citing sources less stressful
- Find the information you need to cite your sources

Making Your Works Cited or Reference Page Stress-Free

The Problem

Trying to create a Works Cited or Reference page with incomplete information can be a struggle.

This might happen when you print out sources and then try to go back later to find you’re missing the information you need for citations. For example—you might print out an article from a database, but forget which database you used when you make your citations a few days later.

The Solution?

Open your NoodleTools account BEFORE you start searching.

As you find sources, add each one to your project in NoodleTools. It’s much easier to create the citation when you have the article in front of you than it would be while trying to find the information again a few days later.

You can always go back and edit or delete information later if you choose to not use the source.
Finding Information on Your Sources to Create Your Citations

Filling in The Blanks
NoodleTools helps you out by asking you to fill in the blanks. It then formats your citations for you to copy and paste into your paper.

This seems easy, but finding the information NoodleTools requests can feel like a wild goose chase if you don’t know where to look.

Knowing Where to Look
Every source is different, but once you know what to look for, it becomes easier to find the information you need. This booklet covers a few types of sources and tricks for finding citation information.

It’s basically your map to those sources, with a key that can apply to other sources as well.

Source Types

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BOOKS:

Where do I find...?

If you have the book in your hands...

<table>
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<tr>
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<th>Look On or Near:</th>
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<tbody>
<tr>
<td>Author(s)</td>
<td>The title page.</td>
</tr>
<tr>
<td>Year of Publication</td>
<td>The bottom of the title page, or the page directly behind the title page, were it says “Copyright ©.”</td>
</tr>
<tr>
<td>Title of Book</td>
<td>The title page.</td>
</tr>
<tr>
<td>Edition/Revision Number (if any)</td>
<td>The book cover or dust jacket and title page. If no edition number or revision information is in either of these places, assume the book is an original edition.</td>
</tr>
<tr>
<td>Place of Publication</td>
<td>The title page.</td>
</tr>
<tr>
<td>Publishing Entity</td>
<td>Usually on the bottom of the title page. Otherwise, try the page directly behind the title page.</td>
</tr>
</tbody>
</table>
If the book is part of our collection…
You can find citation information inside IvyCat. Go to the Library homepage, click IvyCat Online Catalog, and search for the book. You should see something like this:

Database Articles: Where do I find…?

Information in the Detailed Record
Most, if not all, information needed for a citation can be found in the Detailed Record. This is the page shown after you select an article in a search, as seen below:

Notice the DOI, Accession Number, and Database information are all available towards the bottom of the Detailed Record - just in case you need this information for your citation. You might need to scroll down to see it.
WEBSITES:
Where do I find…?

Author
You are looking for whomever has written the page you are citing. You can find it usually at the top/bottom of the article or page. If you do not find it there, look in the “contact us” or “about us” page of the website.

You may not find an individual author. If you feel that the website is reputable, this is okay. In most citation styles, you would just skip this information.

There will also be times that you cannot find the author because there isn’t an individual author. In these cases, the organization responsible for providing the website is often the author. This is especially the case with government sites or major organizations like the Robert Wood Johnson Foundation or American Psychological Association.

Title/Name of Website/Webpage
There are two titles you will need to find: the name of the webpage you are citing and the name of the overall website that the page falls under. In the example below, the webpage name is “Why contests improve philanthropy” while the website name is Knight Foundation. You will need both for your citation.

Publisher
You are looking for whomever produces or sponsors the website - many times this is just the name of the website.

In a big organization, like the Heart and Stroke Foundation, the publisher is the Heart and Stroke Foundation. However, other organizations might have a sponsor who pays for their website.
Here’s another example, showing the publisher, website title, and webpage title.

Publisher: United States Department of Labor, Bureau of Labor Statistics
Website Title: Occupational Outlook Handbook
Webpage Title: Dental Assistants

By the way - if you can’t find a publisher or sponsor (i.e. if it’s an average person’s website rather than an organization’s) make sure to include “n.p.” (as in “no publisher”) in your citation where the publishing information should go.

When using NoodleTools, just keep the publisher space blank and it will add the “n.p.” for you.