Library Resources for Citing Sources

The Library has books, software, and a collection of useful websites to help you cite the sources used in your writing.

Why Should You Cite Your Sources?

It must be clear when you’ve used outside sources in your papers and other work so your reader can:

• distinguish your ideas from those of other people
• locate the source to verify the information you found
• judge the accuracy and currency of the information

In order to give proper credit, you must describe the sources in a detailed list (bibliography) at the end of the paper and in brief references to bibliography entries inside the text of the paper whenever information from outside sources is used.

The Modern Language Association (MLA) and American Psychological Association (APA) have both created standard formats for formatting research papers and citing sources.

If you don’t cite sources appropriately, you are committing plagiarism and can face serious academic repercussions.

Books

The Ivy Tech library has several copies of the following books available for checkout:

• MLA Handbook (LB 2369 .G53)
• Publication Manual of the American Psychological Association (BF 76.7 .P83)

These are the official manuals for citing in MLA and APA style.

Software: NoodleTools

NoodleTools will format the citations for your sources in MLA, APA, or Chicago style. It will even format your citations in Word for you, and save any citations you create in your own online account.

To use NoodleTools:

1. Sign into MyIvy at http://my.ivytech.edu and click on the Library at the left side of the screen to access the Library website.
2. Under Help, click Citing Sources.
3. Click on NoodleTools Citation Building Software.

A handout guiding you through using NoodleTools is also available on the Citing Sources page of the Library website.
WEBSITES

The Citing Sources section of the Virtual Library contains resources that can help you with your citations.

To access websites to help with citing sources:

1. Sign into MyIvy at http://my.ivytech.edu and click on the Library at the left side of the screen to access the Library website.

2. Under Help, click Citing Sources.

3. Choose one of the following options:

   • **NoodleTools Citation Building Software/How to Use NoodleTools**
     Noodletools is software that cites sources for you, creates Works Cited/References pages, allows you to record notes from sources, and suggests in-text citations. To use Noodletools, create an account by following the instructions in How to use Noodletools.

   • **Library Guide for Citing Sources**
     Includes sample papers in MLA and APA format, instructions on formatting Microsoft Word documents in MLA and APA format, and guides to how to cite sources in MLA and APA style.

   • **Copyright Basics**
     List of websites on copyright and plagiarism