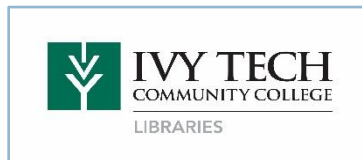


Using NoodleTools to Cite Sources



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

To use NoodleTools:

1. Sign into the Ivy Tech Community College South-Bend Elkhart library at library.ivytech.edu/sbe.
2. In the **Citing Sources** section, click on **NoodleTools (citation manager)**.

Getting Started: Logging into NoodleTools

After selecting NoodleTools, the Register or Sign In page will appear. If you have already registered, enter your personal ID/Ivy Tech email address and password to continue.

If this is your first time using NoodleTools, you will need to create a personal ID using your Ivy Tech email address so that NoodleTools can identify and store your work. You should see the following message: “You have been automatically authenticated into the Ivy Tech Community College subscription.”

3. Click the **Register** button.
4. Create a personal ID using your Ivy Tech email address and a password of your choosing.
5. Use a password you will remember for NoodleTools.
6. Click the **Register** button to be automatically logged in.


The screenshot shows the NoodleTools interface with a list of citations. Callout boxes provide the following instructions:

- To begin a citation, first click + New Source.** (Points to the top right corner)
- Print or Export your citations.** (Points to the print and export icons)
- Need help using NoodleTools?** (Points to the help icon)
- See a suggestion for how to format the in-text citation.** (Points to the in-text citation suggestion)
- NoodleTools staff are available to answer questions about your citation. Click “Have a question?”** (Points to the “Have a question?” link)
- Citations will be formatted and listed alphabetically. Note: *Do Not* copy and paste from this list. Use the **Print/Export** button.** (Points to the citation list)

Creating a List of Citations

7. Once you are signed in, click **New Project**, the green button in the upper right portion of the window.
Each project will contain all your citations for one paper, so make sure to have a separate project for each research assignment.
8. Give the project a descriptive project title, select the MLA, APA, or Chicago/Turabian citation style, and choose the Advanced level.
9. Click the **Submit** button and then click on the project title.
10. There are two main ways for citations to be entered into a NoodleTools project:
 - a. To create a new citation directly in a NoodleTools project:
For each source, click the **New Source** button, select where you found the source (Database, Website, Print or in-hand, etc.), and the type of source (Magazine, Journal, Book, Work of Visual Art etc.).
Fill out the text boxes below the tabs, and then click the **Save** button.
Note: If you used a library database (such as Academic Search Complete, JSTOR, ProQuest Research Library, etc.) then choose Database. If you are unsure of the correct choice, please consult a librarian via the contact information below.
 - b. In many databases there is a link for exporting a citation to NoodleTools. To export a citation from a database into a project in NoodleTools:
(I) Leave your NoodleTools tab open in your browser. (II) After selecting an article in the database, select **Export**. (III) In Academic Search Complete, an Export Manager window gives the option “Direct Export to NoodleTools.” Select **Save**. (IV) In the “Import Sources” page that opens, go to **Select Project** and click **Import**. (V) Refresh your NoodleTools tab to see the citation added in your project.
11. Repeat Step 10 for additional citations for the same assignment.
12. Double-check the formatting. Click on your citation in your NoodleTools project. A simple formatting guide for your citation style will appear in the upper right corner of the page.

Adding the List of Citations to Your Paper

13. Your list of sources has been formatted and alphabetized, but it still needs to be converted into a word processing document. **Do not** copy and paste from the webpage of your list of sources; instead, click *Print/Export*  to select from the Print/Export options (e.g. Print/Export to Word). You can then copy and paste this page into your paper or save and print the document separately.
14. Now that the citations are exported into your document, check for any spacing or other adjustments you may need to make within the document.
Note: If you haven’t already entered in-text citations in the body of your paper, NoodleTools can help. Click on the three dots to the right of each citation in your bibliography and choose “In-text citation” to see how an in-text citation is created for that source.

Questions?

Have a question about how to use NoodleTools? Click on the three dots at the top of the website (next to the search box) and choose Help. Or contact the [Library](#) and choose *Ask-a-Librarian* from the Library homepage.

NoodleTools staff are available to answer questions about citations within 24 hours (and usually much faster.) Click on the three dots to the right of each citation in your bibliography and choose “Have a question?”

More questions? Check out the [Library Guide for NoodleTools](#) on the [SBE Library website](#).