NoodleTools
IN A NUTSHELL
(MLA)
-THE BASICS-
STUDENT GUIDE
NORTH TONAWANDA HIGH SCHOOL
LIBRARY MEDIA CENTER
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“Why do I need to learn MLA style?” It is a question we sometimes hear at the Modern Language Association, and the answer is simple. Every time you write a research paper, you enter into a community of writers and scholars. The disciplines in this community all use conventions—think of the ways chemists, mathematicians, and philosophers use symbols and special terms to transmit information. MLA style represents a consensus among teachers, scholars, and librarians in the fields of language and literature on the conventions for documenting research, and those conventions will help you organize your research paper coherently. By using MLA style, you will direct your readers to the sources you consulted in arriving at your finding, and you will enable them to build on your work.” (MLA Handbook for Writers of Research Papers xiii)

**FORMAT OF A PAPER**

- Use a simple 12-point font that can be read easily.
- Use a 1 inch margin on all sides of the paper.
- Double space.
- Indent at the beginning of each paragraph by using the tab key.
- Create a header, and on the right side, type your last name and page number.
- On the left side, include:
  - First and last name.
  - Teacher’s Name
  - Class
  - Day Month Year
- Title is centered.

Works Cited


*The seventy wonders of the ancient world : the great monuments and how they were built /


(EXAMPLE)
WHY CITE????

Often, high school students wonder why they need to cite sources when a research project has been assigned. The task seems monotonous, grueling, and a waste of time. **IT ISN’T A WASTE OF TIME!!!** There are several reasons why we need to cite sources.

**PLAGARISM**

Plagiarism is the act of presenting someone else’s work or ideas as your own. It can be *intentional* or *unintentional*. By citing the source, we are explaining who owns the ideas or works we have used, and are “giving credit where credit is due!” College students often receive an “F” on a project when sources are not cited unintentionally, or be expelled if the plagiarism is intentional. **It is your job as a researcher to expand upon someone else’s work or idea, and then give credit by citing!**

**EVALUATION**

When beginning a research project, it is usually best to begin with a working bibliography – cite the sources you plan to use for your project first. The list can be adjusted and changed as you progress with your research. This gives you the chance to evaluate your sources for credibility. **This is especially necessary when using a website since ANYONE can publish on the web.**
Much of the information needed to cite a source is also the information needed to evaluate that source.*

| AUTHOR       | Who is the author?  
|--------------|---------------------
|              | What credentials or expertise does the author have regarding the topic?  
|              | What biases or opinions does the author have about the issues presented? 
|              | Have their opinions and biases influenced the author’s writing?  
|              | If an author is not given, is the publisher reputable?  
|              | For example, National Geographic, or The History Channel are reputable publishers. |

<table>
<thead>
<tr>
<th>TITLE/WORK</th>
<th>Does the author include the sources used within the work?</th>
</tr>
</thead>
</table>

| PUBLISHER    | Who is the publisher?  
|--------------|-----------------------
|              | Will they stand by the information presented?  
|              | Is there information about the publisher available?  
|              | (You may use [www.whois.net](http://www.whois.net) to learn who the registrant of a website is.) |

| DATE         | When was the work published?  
|--------------|-------------------------------
|              | Is the date current?          |

*So, remember, when you are citing your sources, you are ensuring the quality of information you are providing in your project!*

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**YOUR READERS**

Lastly, when you cite your sources, you are showing that you have confidence in your own work. You are giving evidence that the information in your paper is credible. And, you are giving your reader an opportunity to learn more about the topic!
SIGNING UP FOR A NORTH TONAWANDA NOODLETOOLS ACCOUNT

- On our library home page, click on the Noodletools icon. **YOU MUST SIGN UP THROUGH THIS LINK TO BE INCLUDED IN THE NORTH TONAWANDA ACCOUNT!**
- Click on the “Create a Personal ID button.
- Enter the password *library* and click the “Sign In” button.

![New User Registration](image)

- Complete all the information, and click ”Register”. The information should be kept in a safe place so your account can only be used by you. For example, write your ID and password inside your planner.
NAVIGATING THROUGH THE COMPONENTS OF NOODLETOOLS

The navigation bar at the top will bring you to one of the five components of Noodletools by clicking on Projects, Dashboard, Bibliography, Notecards, or Paper. The navigation bar enables you to move from component to component. Each component is briefly described below.

Projects
Creating a project is always the first step when you are using your Noodletools account. After you have created your account, you will find yourself on the “projects page”. It is on this page where you will find a list of projects that you have completed, or are working on presently.

Dashboard
By clicking into a project, you will find yourself in the project’s dashboard. Think of the dashboard of a car where all the controls are located. By clicking into a project’s dashboard, you are able to control your project’s notecards, outline, works cited, reminder notes etc.

Bibliography
This is where you will begin creating a working bibliography for your project. You will be guided where to find the information needed for a works cited, and given help in identifying your sources.

Notecards
Noodletools allows you to use virtual cards to organize your notes. You may cut and paste from online sources, and paraphrase, while easily keeping track of the source of information. Notecards may be easily organized into an outline form with all the information you have collected, and the sources used.

Paper
By clicking on “Paper” the user is directed to Google where an account may be created to write the paper using Google Docs. This is not necessary, but is an advantage to have all your work accessible online so you can work easily from a school computer or home.
Once you have registered, you will be on the page with the “create a new project” button.

You will see the following page:

- Select MLA as a citation style.
- Use the advanced level since you are a high school student.
- Describe your project by using your teacher’s name, the period, and the project topic, for example, “censorship”.
- Click the “create project” button at the bottom, and you find yourself on the project’s dashboard.
Next, write your research question and/or thesis statement. Your teacher will have given you guidance on which to use, and how.

Research Question vs. Thesis Statement

**Research Question**

A research question is an open-ended question about your topic. It cannot be answered with a “yes” or “no”. The question cover the topic of the paper, not just part of it. If they are not requiring one, skip this section.

*Example:* How has book banning played out in history, as well as today?

**Thesis Statement**

A thesis statement includes the topic of the paper, along with the writer’s position on that topic.

*Example:* Throughout history different groups and individuals have banned books in an effort to control the way people think.

Other Parts Of The Dashboard

This portion of the dashboard enables you to collaborate with others, and share with your teacher. This will be discussed later in greater detail under “Collaboration and Sharing.”
You may link to your Works Cited, Notecards & Outline, and your paper, if you choose to use Google Docs.

You may keep track of deadlines related to your research on the dashboard by clicking on the “Add to-do item” to the right.

Your teacher or other students if you are working in a group, may comment on your project’s content. This will be described in more detail in the “Collaboration and Sharing” section.
CITING A BOOK (PRINT)

1. Use the drop down menu to choose “book”. Then click the “create citation” button.

2. Click the continue button.

3. Find the book’s ISBN number, enter it, and submit. The ISBN number will be found on the back cover or your book, or on the reverse side of the title page. You may also search by title or author/editor.

4. Highlight the book.

5. Click Import selected source.

6. Review the entered information, click continue.

7. Click submit, and you will see the completed citation.
CITING A BOOK WHEN USING A SECTION OR A CHAPTER

1. Follow steps 1-6.
2. Click on the plus sign to open the window.
3. Complete and click Submit.

CITING A DATABASE

1. At this point, you should have a tab open for the database article you are using, as well as Noodletools. At the bottom of the database article, you will find the citation, document URL, and accession number.

   Source Citation

   Document URL
   http://lc.galegroup.com/lcovic/ReferenceDetailsPage/ReferenceDetailsWindow?fallOverType=&query=&prodId=ovic&windowstate=normal&contentModules=1&mode=view&displayGroupName=Reference&limiter=&currPage=&disableHighlighting=false&displayGroups=&sortBy=&source=&search_within_results=&action=e&catId=&activityType=&scanId=&documentId=GALE%7CPC302190031&userGroupName=nysl_we_notonaw&jsid=16e3b82ed20c5095cc1a30affa805590

   Gale Document Number: GALE|PC302190031

2. Back in Noodletools, use the drop down menu to choose “database”. Then click the “create citation” button.
3. You will then be prompted to indicate the type of source you are citing from the database, for example, “reference source”. If you do not know what type of source it is, choose “Original Contents/Other” at the bottom.

4. Click on the Copy & paste link.

5. Copy and paste the citation from the bottom of the database article into the box.

Make sure to copy and paste the URL from the bottom of the database article into the box.

6. Click submit at the bottom, and you will see the completed citation. You may click “View live Web page” to return to the reference article, even after you have closed out of the database.
CITING A REFERENCE SOURCE

1. At this point, you should have a tab open for the reference article you are using, as well as Noodletools. At the bottom of the article, you will find the citation. The document URL should be copied and pasted from the toolbar unless it is given.

2. Back in Noodletools, use the drop down menu to choose “Reference Source”. Then click the “create citation” button.

3. Select the “eBook File tab.

4. Click on the Copy & paste link.

5. Copy and paste the citation from the bottom of the reference article into the box.

Make sure to copy and paste the URL from the bottom of the database article into the box.

6. Click submit at the bottom, and you will see the completed citation. You may click “View live Web page” to return to the reference article, even after you have closed out of the database.
CITING A WEB SITE

When citing a web site, you are either citing the web site as a whole, or are citing a web page which is part of the web site.

1. You will need to find the following information:

2. If you are using a page from the web site, and not the entire site, you will need the following:

3. Don’t forget to give the contributors of the web site as a whole if they are given.
CITING AN IMAGE

1. Although there several types of images and photos, more than likely the image you are using is called a “born digital” created for the web. Select “Photo or Image (Born Digital) from the dropdown menu and click on the “Create Citation” button.

2. Click on “continue”, and fill the blanks, and click submit.

Remember, if you are using Google Images or a like search engine, you must go to the web site to collect the information for the citation.
To reach the Notecards component of Noodletools, you must first be inside your project from the Dashboard.

1. Either click on Notecards on the navigation bar or click on the Notecards and Outline link under components.
2. Click on the “New Notecard” button.
3. The card will appear.

**LEFT SIDE**

**Direct Quotation**
Copy and paste (words, images) from an online source, or retype from a printed work.

To copy text from a Web site or electronic document, highlight the text and copy it to the clipboard (Ctrl-C on a PC, Command-C on a Mac). There are a few choices of how to paste the text into your notecard:

- To remove formatting and HTML tags, use the **Paste as Plain Text** button.
- To paste text from a Word processor like Word, use the **Paste from Word** button.
- To paste text and images from a Web site, use the **Paste** button (or Ctrl-V on a PC, Command-V on a Mac). Note: If image does not display, click the **Insert/Edit Image** button and check the image URL.
Paraphrase
Rewrite the quotation by restating the idea in your own words.

- If you use the author's unique word or phrase put it in quotes.
- If there are words you don't know, you might highlight the word and write "define".
- If there are ideas that you can't explain, write questions under "My Ideas" (below).

Compare your paraphrase to the quote: Does your restatement mirror the entire idea?

My Ideas
Interpret, evaluate and reflect on what you've just learned. Ask questions about what you don't understand. Identify what you want to know more about. List what you need to do next.

Use the drop down menu to identify your source.

Include URL for digital resources for ease of returning to the source.

Tags are the details of your notecard. A notecard may have as many tags as needed. For tags with multiple words, place it in quotation marks or join by an underscore, for example, books_banned.
Cards may be stacked to create a group of similar notecards.
After a card is created, it may be edited or deleted.
Cards may be dragged to the column on the right to form an outline.
Notecards and outlines may be printed by clicking on the print icons and following the prompts.
PARENTHETICAL/INTEXT CITATIONS

THE BASICS

A works cited list gives credit to the sources used in a research paper, but it does not specifically indicate what piece of information was used from that source. Parenthetical citations are formed from the list of works cited of a research paper. Parenthetical citations come at the end of a sentence in a research paper to show the exact location of information in a source. The citation is placed inside of parenthesis, AND THE PERIOD COMES AFTER THE PARENTHETICAL/INTEXT CITATION. Review the following charts:

<table>
<thead>
<tr>
<th>PRINT SOURCES WITH PAGINATION</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>PARENTHELITICAL CITATION EXAMPLE</strong></td>
</tr>
<tr>
<td><strong>NO KNOWN AUTHOR</strong></td>
</tr>
</tbody>
</table>

AND

<table>
<thead>
<tr>
<th>WEB &amp; SOURCES WITHOUT PAGINATION</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>PARENTHELITICAL CITATION EXAMPLE</strong></td>
</tr>
</tbody>
</table>
What To Do If...

- **Works cited has more than one author with the same last name.**
  Include authors first initial.
  (A. Smith 44) and (T. Smith 683)

- **First initials are the same.**
  Include the full name.
  (Arthur Jones 54) and (Andrew Jones 231)

- **Two or three names begin the citation.**
  Include the last name of each author.
  (Jackson, Howard, and North 42)

- **The work has three or more authors.**
  Use the first author listed followed by *et al.*
  (Voight et al. 459)

- **There are two or more sources in the list without an author, and the title of the work is the same.**
  Add a publication date to separate the works.
  (Global Warming: Fact or Fiction? 2012)
  (Global Warming: Fact or Fiction? 2013)

- **The works cited contains two or more works by the same author.**
  Include the title of the work after the author.
  (Smith The Future of Stem Cell Research 34)
  (Smith Obstacles to Funding Stem Cell Research 67)

- **There is a work with more than one volume.**
  Include the volume.
  (Andrews 23: 45-48)
Creating Parenthetical Citations Using Noodletools

Noodletools will show you how to create a parenthetical/intext citation for a source. **You have not used the copy and paste option when creating your citations.** You will need to create your own parenthetical citation for sources where the copy and paste option was used. Since parenthetical/intext citations are taken directly from a works cited list, you must have created your citations already.

1. Click into your project, and then use the navigation bar to move into your bibliography.
2. At the far right of citation, you will see a link for “intext reference”. This is how Noodletools refers to a parenthetical citation.
3. When you click on the link, you will see the following:

   ![MLA Parenthetical Reference](image)

   Notice that this work does not include pagination.

4. Noodletools will provide information about MLA rules under the parenthetical citation. Just scroll down.
1. Click on the Print/Export button and select “PrintExport to Word.

2. Open the document and print.

Works Cited

COLLABORATION AND SHARING