

NOODLETOOLS™ – SMART TOOLS, SMART RESEARCH

NoodleBib User's Guide

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Table of Contents

TABLE OF FIGURES	5
INTRODUCTION	6
ABOUT THIS GUIDE.....	7
ADDITIONAL HELP	7
<i>NoodleTools tour</i>	7
<i>NoodleTools Knowledge Base</i>	7
<i>NoodleBib “Have a Question?” links</i>	7
<i>Contacting NoodleTools for technical support</i>	7
CHAPTER 1: REQUIREMENTS AND OPTIONS	9
SYSTEM REQUIREMENTS	9
<i>Browser requirements</i>	9
Minimum requirements.....	9
Browser requirements for the notecards feature.....	9
<i>Browser settings</i>	9
NOODLEBIB VERSIONS.....	10
<i>NoodleBib MLA Starter (free)</i>	10
<i>NoodleBib Express (free)</i>	10
<i>NoodleBib MLA and APA Advanced (subscription)</i>	11
SUBSCRIPTION OPTIONS	11
<i>Individuals</i>	11
<i>Teachers, schools, districts, consortia, and public libraries</i>	11
CHAPTER 2: GETTING STARTED	12
LOGGING IN	12
<i>Individual subscribers</i>	12
<i>Group subscribers (classrooms, schools, libraries)</i>	13
PERSONAL FOLDERS.....	13
<i>Overview</i>	13
<i>Creating a new personal folder</i>	14
Individual subscribers	14
Group subscribers (classrooms, schools, libraries)	14
<i>Opening an existing personal folder</i>	15
<i>Modifying your profile and personal folder password</i>	16
Individual subscribers	16
Group subscribers (classrooms, schools, libraries)	16
<i>The personal folder view</i>	16
My Lists.....	17
<i>Deleting lists</i>	17
<i>Renaming lists</i>	18
<i>Sharing, copying, and merging lists and notecards</i>	18
CHAPTER 3: CITING SOURCES	19
THE PROCESS	19
<i>Creating a new list</i>	19
<i>Adding citations</i>	19
<i>Editing citations</i>	20
<i>Deleting citations</i>	20

<i>Copying citations</i>	20
SELECTING A CITATION TYPE	21
<i>Available citation types</i>	21
<i>Selecting the correct citation type for your source</i>	22
FORM BASICS	23
<i>Required fields</i>	27
<i>Name fields</i>	27
SUBSCRIPTION DATABASE WIZARD (MLA)	28
CHECKING FOR COMMON ERRORS	34
PARENTHETICAL (IN-TEXT) REFERENCE HELP	34
LABELING PRIMARY, SECONDARY AND TERTIARY SOURCES	35
<i>Applying descriptions to citations</i>	35
<i>Removing descriptions from citations</i>	35
SORTING LISTS IN ALTERNATIVE WAYS	36
CHAPTER 4: NOTECARDS	38
WHAT ARE NOTECARDS?.....	38
OVERVIEW	38
<i>Access and special browser requirements</i>	38
<i>Notecards</i>	39
<i>Approaches to note-taking</i>	39
THE PROCESS	40
<i>Note-taking skills enabled by this software</i>	40
<i>Creating and manipulating clusters</i>	41
Creating a cluster	41
Deleting a cluster	42
Renaming a cluster.....	43
Reordering a cluster	43
<i>Creating and manipulating notecards</i>	44
Creating a notecard	44
Editing a notecard	46
Deleting a notecard	46
Reordering a notecard	46
Showing and hiding notecard details	47
<i>Notecard tags</i>	48
What is a tag?.....	48
Why are tags useful on notecards?.....	49
Associating tags to notecards.....	50
Renaming and deleting tags	50
Searching by tag.....	50
CHAPTER 5: WORKING WITH LISTS & NOTECARDS	52
PRINTING CITATIONS.....	52
<i>Formatting</i>	52
Changing the title.....	52
Adding a header	52
Underlining vs. italics (MLA only).....	53
Annotation spacing (MLA only).....	53
Including or omitting annotations	53
Other formatting	54
<i>Adding your source list to your research paper</i>	54
<i>Printing</i>	55
<i>Previewing as a Web page</i>	55
PRINTING NOTECARDS	55
COPYING LISTS AND NOTECARDS	58

SHARING LISTS AND NOTECARDS	59
<i>Teacher instructions</i>	59
<i>Student instructions</i>	62
E-MAILING LISTS	64
MERGING LISTS AND NOTECARDS	64
CHAPTER 6: TROUBLESHOOTING.....	66
OVERVIEW	66
COMMON ISSUES	66
<i>Subscribing</i>	66
<i>Using NoodleBib</i>	67

Table of Figures

Figure 1: Login screen	12
Figure 2: Creating a personal folder	15
Figure 3: Empty personal folder (teacher's view includes Lists Shared With Me)	16
Figure 4: Personal folder (My Lists view)	17
Figure 5: "Magazine" selected as the citation type (MLA Advanced)	22
Figure 6: "Web Site" selected as the citation type (MLA Advanced)	23
Figure 7: MLA Starter citation form (newspaper article in a subscription database)	25
Figure 8: MLA Advanced citation form (partial form shown)	26
Figure 9: Field for adding names of authors and other contributors	27
Figure 10: Entering the MLA Subscription Database Wizard	29
Figure 11: MLA Subscription Database Wizard: Finding the database	30
Figure 12: MLA Subscription Database Wizard: Database search results	31
Figure 13: MLA Subscription Database Wizard: What URL?	32
Figure 14: MLA Subscription Database Wizard: Selecting the database type	33
Figure 15: Example of "Check for Errors" results	34
Figure 16: Dropdown menu for classifying sources	35
Figure 17: "Secondary sources" label applied to a citation	35
Figure 18: Sorting a list by media type	37
Figure 20: "Notecards" screen showing initial "Uncategorized" cluster	42
Figure 21: Renaming a cluster	43
Figure 22: Option in the header of a cluster to create a new notecard	44
Figure 23: Creating a new notecard	45
Figure 24: Notecard details hidden using the "Hide All" button	48
Figure 25: Find notecards by tag	50
Figure 26: Printing notecards (all, by cluster, or individual)	56
Figure 27: Printing options for "Print cluster"	57
Figure 28: Printing options for printing an individual notecard	57
Figure 29: Open/save notecards as an RTF file	58
Figure 30: Copying a source list	58
Figure 31: Lists Shared With Me (teacher's view of shared lists)	60
Figure 32: Teacher's view of a citation within a shared list	62
Figure 33: Shared lists (one with new comments)	63
Figure 34: Teacher's comment displayed on a student's list	63

Introduction

Welcome to NoodleBib, a fully-integrated note-taking and documentation program which is anchored in the best practices of academic research and inquiry learning. Known as the most comprehensive and accurate MLA- and APA-style bibliography composer on the Web, NoodleBib also includes a note-taking component which enables you to extract, organize and synthesize information that you find during the research process. NoodleBib is a flexible teaching tool which supports both individual learning preferences and a variety of teaching styles.

Taking notes and correctly citing your sources has never been easy, as the 50-70% of students who admit to plagiarism can testify. To extract, understand, summarize, synthesize and integrate notes from multiple online and print sources requires both analytical and creative thinking. Just documenting those sources by sifting through the 332 pages of the *MLA Handbook*¹ or the 439 pages of the *APA Publication Manual*² to identify the correct model is challenging – and the examples in those guides don't always match the information you can find about the source you use. Finally, printed notes don't facilitate a comparison of the authority and value of your sources.

That's not to say that examples of notecards or citations aren't available. Many Web sites show samples of note-taking cards, examples of summaries and paraphrases, and thousands of Web sites contain citation examples. If you compare an example given on one site with a similar example on a different site, you are likely to become confused – they're inconsistent. University professors, database vendors, and librarians often disagree about methods and formats. Just stating that you should "say it in your own words" doesn't provide you with the just-in-time scaffolding and organizational structure that can help you think and create your own work.

The NoodleBib solution: Convenient Web-based software to extract and organize notes from your sources as you build your working bibliography. Tools that help you think, assess, and synthesize -- and complete a polished source list that accurately reflects the latest editions and interpretations of the *MLA Handbook* and *APA Publication Manual*.

¹ Gibaldi, J. (2003). *MLA Handbook for Writers of Research Papers* (6th ed.). New York: Modern Language Association of America.

² American Psychological Association. (2001). *APA Publication Manual* (5th ed.). Washington, DC: Author.

About this guide

The purpose of this guide is to help you get started with NoodleBib. This reference manual provides step-by-step instructions with screenshots explaining how to use the program. The topics are ordered in the way you will likely encounter them as you use the program.

Additional help

If you are unable to find the information you are looking for in this guide, there are several other ways to obtain help:

NoodleTools tour

A short tour with screenshots is available online. If this is your first time using NoodleBib, or you want a high-level overview of the software, this is a good place to start:

<http://www.noodletools.com/tour/>

NoodleTools Knowledge Base

The NoodleTools Knowledge Base is a searchable database of how-to articles and expert answers to some of the trickiest MLA and APA citation questions. In addition, most of the content of this user's guide has been included in the knowledge base. If you are having trouble figuring out how to cite a source correctly, you'll want to search the NoodleTools Knowledge Base:

<http://www.noodletools.com/kb/>

NoodleBib "Have a Question?" links

A "Have a Question?" link appears next to every citation that you create in NoodleBib. If you aren't sure whether you composed the citation correctly, click the link to submit your question to us. Our team will personally assist you with the citation via e-mail. All questions are answered within 24 hours.

Contacting NoodleTools for technical support

The online contact form is the fastest way to contact us with administrative questions. The form routes your question to the expert who can help you best. We respond to all questions via e-mail within 24 hours. Please do not submit citation questions to us with these forms (use the "Have a Question?" link in NoodleBib).

Introduction

<http://www.noodletools.com/about/contact.php>

For questions that cannot be answered via online communications, you may call us at **(408) 373-5273**. Subscription purchase orders and other correspondence should be faxed to **(650) 618-1911**.

Our mailing address is:

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Chapter 1: Requirements and Options

System requirements

NoodleBib is a Web-based tool, which means that teachers, students and professionals can access and edit their work from any computer that has access to the Internet. There is no software to install on your own computer or your school's server – only a Web browser is required to access the NoodleTools Web site.

NoodleBib was designed with a simple, clean interface, so running it over slower dial-up Internet connections will work well.

Browser requirements

Minimum requirements

Although NoodleBib has been designed to work with any available graphical Web browser, we recommend that you use a configuration listed below. These are the ones that we use for testing the software internally. While NoodleBib will work with other browsers and browser versions, we do not support those alternative configurations.

- Microsoft Internet Explorer: Versions 6.x and higher (5.x on Mac)
- Mozilla Firefox: Version 1.0 and higher
- Netscape Browser: Versions 7.x and higher
- Opera: Versions 8.x and higher
- Safari: Version 1.3 and higher

Browser requirements for the notecards feature

If you are using the notecards feature in NoodleBib, the browser requirements are stricter, since that feature depends on cutting-edge DHTML and AJAX technologies that are only supported well in the browsers noted here:

- Microsoft Internet Explorer: Versions 6.x and higher (not supported on Mac)
- Mozilla Firefox: Version 1.5 and higher (PC and Mac)
- Netscape Browser: Version 8.1 and higher

Browser settings

You must have both cookies and JavaScript (also called active scripting) enabled in your browser. If one of these features is disabled, you will not be able use NoodleBib. For instructions on how to enable JavaScript and cookies in your particular browser, refer to:

<http://www.noodletools.com/kb/index.php?article=115>

NoodleBib versions

NoodleBib MLA Starter (free)


NoodleBib MLA Starter can be accessed via the **NoodleBib MLA Starter** link on the NoodleTools home page (under the heading **Free Software Tools**), or directly via the URL:


<http://www.noodletools.com/noodlebib/starter.php>

NoodleBib MLA Starter is free and designed for students in the elementary grade levels who are just learning to create a bibliography. It introduces citation basics by providing clear, color-coded examples of how to cite the sources they are most likely to encounter (e.g., printed and online books, reference sources, magazines, newspapers, Web pages, e-mails, interviews).

Even emergent readers can enter elements for one citation, then cut and paste the resulting citation into a word-processed document. As students learn to use the NoodleBib software, they can create a folder with several citations and one or more lists, and then export a correctly formatted bibliography into a word-processed document.

Once students are familiar with the software interface and citation concepts introduced in NoodleBib MLA Starter, their transition to the advanced versions will be easier.

 **Note:** NoodleBib MLA Starter does not include the notecards component that is available in the full version. Some of the more advanced features like parenthetical reference help and list sharing are also absent in the free version.

 **Note:** This guide does not have separate directions for the free NoodleBib MLA Starter tool, but the basic procedures are identical.

NoodleBib Express (free)

NoodleBib Express can be accessed via the **NoodleBib Express** link on the NoodleTools home page (under the heading **Free Software Tools**) or directly via the URL:

<http://www.noodletools.com/noodlebib/express.php>

NoodleBib Express, also free, can help students who just need one or two quick citations. While citations cannot be compiled and saved as a source list, the entire range of citation types from the advanced tools (MLA and APA) is available in Express.

NoodleBib MLA and APA Advanced (subscription)

The advanced versions of NoodleBib can be accessed via the **Current Users: Sign In** link on the NoodleTools home page (under the heading **NoodleBib**) or directly via the URL:

<http://www.noodletools.com/noodlebib/go.php>

If you are accessing NoodleBib through a school's or library's subscription, you may be instructed to use a customized login for that school or library.

The MLA and APA Advanced versions of NoodleBib are the most comprehensive bibliographic tools available on the Web, with full coverage of both the *MLA Handbook* and *APA Publication Manual*.

Subscription options

Individuals

The registration form for individual users can be found at:

<http://www.noodletools.com/subscriber/signup.php>

You are eligible for the individual subscription rates if you and your family members will be the only ones using the account. NoodleTools subscriptions for individual/family accounts must be purchased through one of our online credit card payment services.

Individual subscription rates: \$4.00 for 3 months, \$6.00 for 6 months (25% discount), or \$8.00 for one year (12 months, 50% discount).

Teachers, schools, districts, consortia, and public libraries

Subscription information and pricing for group subscriptions (classrooms, schools, districts, libraries, etc.) can be found at:

<http://www.noodletools.com/tools/subscriptions.php>

The registration form for group subscriptions can be found at:

<http://www.noodletools.com/tools/subscribe.php>

Chapter 2: Getting Started

Logging in

Register or Sign In

You'll need your own Personal ID so that the NoodleTools system can store your work (you'll be able to access it from any computer with this ID).

[Create a Personal ID](#)

Already Have a Personal ID?

If you are a returning user, enter your Personal ID and password to sign in to your NoodleTools account. If you are a new user, you should [choose a Personal ID](#) now.

Personal ID:

Password:

[I forgot my password](#)

Remember me (this is my personal computer)

[Sign In](#)

Figure 1: Login screen

Individual subscribers

Logging in to an individual account

- ⇒ Point your browser to <http://www.noodletools.com/login.php> or click the **Current Users: Sign In** button on the NoodleTools home page.
- ⇒ Enter the personal ID and password you selected on the registration form when you signed up for the service. **Important:** Your personal ID **is not** case-sensitive. Your password **is** case-sensitive.
 - If you are a new user, refer to *Chapter 2: Creating a new personal folder*.
- ⇒ If you cannot remember your personal ID and/or your password, click the **I forgot my password** link beneath the **Password** field, select the **An individual subscription I purchased via PayPal or PayFlow Link** option on the next screen, and then enter either your personal ID or your e-mail address on the next screen. Your personal ID and password will be e-mailed to you.

- ⇒ Clicking the checkbox titled **Remember me** will direct NoodleBib to save your login data, so that the next time you visit NoodleBib your personal ID and password will be automatically filled in for you.
- ⇒ If your login is successful, you will see your **personal folder** (with “My Lists” at the top).

Group subscribers (classrooms, schools, libraries)

Logging in to a group account

- ⇒ Click the link to NoodleBib on your school’s or library’s Web page. If there isn’t one, point your browser to <http://www.noodletools.com/login.php> or click the **Current Users: Sign In** link on the NoodleTools home page.
- ⇒ Enter the personal ID and password that you selected the first time you logged in to this school/library subscription. *Your personal ID and password are different than your school’s remote access username/password.* Your personal ID and password **are not** case sensitive.
 - If you are a new user, click “Create a Personal ID” (refer to *Chapter 2: Creating a new personal folder*).
- ⇒ If you cannot remember your personal ID and/or your password, click the **I forgot my password** link, select the **A subscription I have access to through my library, school or district** option on the next screen, and then enter your personal ID and last four digits of your phone number on the next screen. A password hint will be displayed on the screen. If you still aren’t sure of your password after viewing the password hint, the NoodleTools administrator at your school or library can log in to the **subscription management area** to find your login information.
- ⇒ Clicking the checkbox titled **Remember me** will direct NoodleBib to save your login data, so that the next time you visit NoodleBib your personal ID and password will be automatically filled in for you. Do not use this feature when you are accessing the site from a public location (school, library, etc.).
- ⇒ If your login is successful, you will see your **personal folder** (with “My Lists” at the top).

Personal folders

Overview

Your **personal folder** provides you with a unified view of all the lists that you have created in NoodleBib. Important information like the list description, style (MLA or APA) and level (Starter or Advanced) is indicated alongside each list to help you identify and track your work. Your personal folder also allows you to easily perform certain tasks that involve two or more lists together. For example, you can share several lists as a group. Or, you can merge several lists into a single combined list.

The personal folder serves an additional function for classroom teachers – a **Lists Shared With Me** area of the teacher’s personal folder gives an instructor the opportunity to watch students’ progress and provide helpful feedback to individual students directly within NoodleBib (see *Chapter 5: Sharing lists and notecards*).

Creating a new personal folder

Individual subscribers

Individuals can subscribe to the full version of NoodleBib as described in *Chapter 1: Subscription options*.

If you are an individual subscriber, a personal folder is created automatically for you the first time you log in. After entering the personal ID and password you entered on the sign-up form, you will see your personal folder view (with **My Lists** selected).

You can modify your personal ID and password by clicking the **My Account** link near the top of the screen (see *Chapter 2: Modifying your profile and personal folder password*).

Group subscribers (classrooms, schools, libraries)

If you are logging in to a subscription created for your classroom, school, university, library, company, or other organization for the first time, you will need to create a personal folder. Your personal folder is essentially an account just for you, created within the larger group account.

Creating your personal folder

- ⇒ On the login screen, click **Create a Personal ID** and then choose the option to create **an account linked to a school/library subscription or trial** on the next screen.
- ⇒ Depending on whether or not your school or library has set up **automatic authentication**, you may be prompted for the school/library username and password or a library barcode. Ask your teacher or librarian for help if you don’t know how to log in.

New User Registration

About You

I am a student or library patron

I am a teacher or librarian

Choose a Personal ID

You'll use this personal ID and password to access your saved work. The last 4 digits of your phone number is used to identify your account in the event that you forget your password.

Personal ID:

Example TourGuide is available!

Password:

Retype password:

Phone: (last 4 digits only)

Figure 2: Creating a personal folder

- ⇒ On the **New User Registration** screen, don't change the default selection under **About you** if you are a student or library patron. If you are a teacher or librarian, change the selection so that your students will be able to share their work with you.
- ⇒ Under **Choose a Personal ID**, select a personal ID and a password that you will remember. You will need to enter this login information to access your personal folder every time you open NoodleBib. The password is *not* case-sensitive and must be 6 or more characters long. Do not share this password with your classmates.
- ⇒ To save time, click the **Check availability** button to see whether or not the personal ID you have selected is available. If you have selected an ID that is already in use, you can change it now before clicking the **Register** button.
- ⇒ Finally, enter the last four digits of your phone number. This is used to identify you if you lose your password or if we need it to locate your account.
- ⇒ Click the **Register** button.

Opening an existing personal folder

Subscribers are taken directly to their personal folder upon logging in to NoodleTools with their personal ID and password. Once a year (or when an account administrator

changes the remote access username/password), students and library patrons may be prompted to log in to their school's/library's account again, to verify their account.

Modifying your profile and personal folder password

Individual subscribers

To change your profile

- ⇒ Log in using your personal ID and password.
- ⇒ With **My Lists** selected, click the **My Account** link near the top of the screen.
- ⇒ Click the link under **Your Profile**: "Click here to change your username, password, name, or e-mail address."
- ⇒ Make the necessary changes and click **Save** to save your changes.

Group subscribers (classrooms, schools, libraries)

To change your profile

- ⇒ Log in using your personal ID and password.
- ⇒ With **My Lists** selected, click the **My Account** link near the top of the screen.
- ⇒ Update your personal ID, password, or phone number, and then click **Save Profile** to save your changes.

The personal folder view

The first time you open your personal folder, it will be empty. If you are a student, a single empty table titled **My Lists** is displayed, along with a large button titled **Create a New List**. If you are a teacher or librarian, you'll find a second table below **My Lists** titled **Lists Shared With Me**.

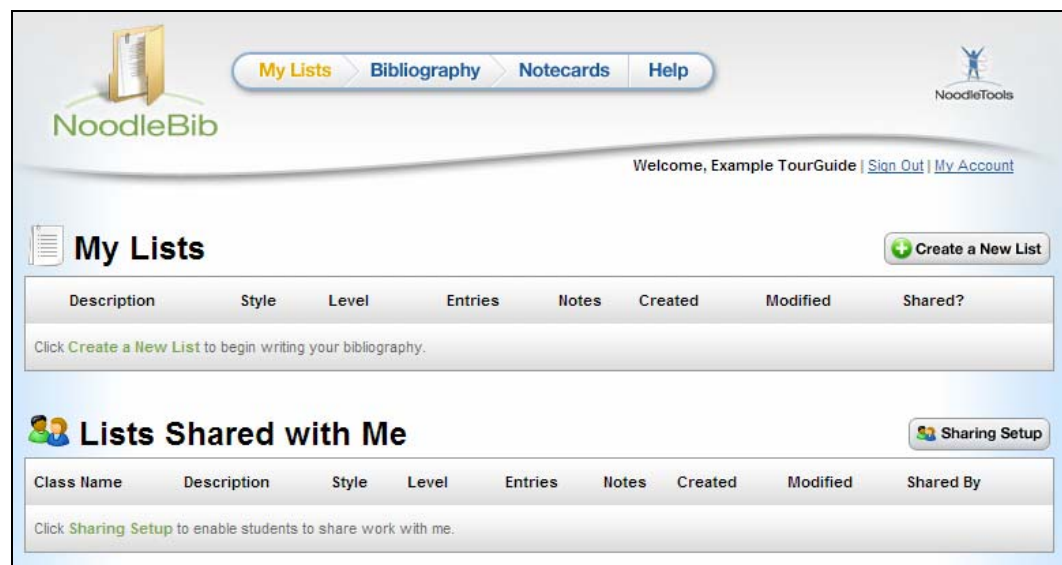


Figure 3: Empty personal folder (teacher's view includes Lists Shared With Me)

My Lists

As you create source lists in NoodleBib, they will appear in the **My Lists** table. The list that was most recently revised will appear at the top. To open a list, click the hyperlink under the **Description** heading. The list that you are currently editing will be displayed in your personal folder with the word “open” in parentheses beside the list description.

Description	Style	Level	Entries	Notes	Created	Modified	Shared?
<input type="checkbox"/> Frog Decline (open)	MLA	Advanced	5	5	07/07/07	08/13/07	<input type="checkbox"/> Copy <input type="checkbox"/> Rename
<input type="checkbox"/> Frogs	MLA	Advanced	11	21	02/09/06	06/29/07	<input type="checkbox"/> Copy <input type="checkbox"/> Rename

Select one or more items and perform an action:

Figure 4: Personal folder (My Lists view)


Column headings and their meanings

- ⇒ **Description:** A short description that you write when you create the list. It helps you remember the contents of each list in your personal folder. Keep in mind that your teacher or instructor will see your written description if you share this list with him or her.
- ⇒ **Style:** MLA or APA
- ⇒ **Level:** Starter or Advanced
- ⇒ **Entries:** The number of citations in the list
- ⇒ **Notes:** The number of notecards associated with the list (only visible if the notecards feature is enabled).
- ⇒ **Created:** The date you first created the list
- ⇒ **Modified:** The date you last opened or edited the list
- ⇒ **Shared?:** Indicates if you have shared the list with someone, and whether or not that person has submitted new feedback to you. Indicators are:
 - Blank = the list has not been shared with anyone.
 - ✓ = the list has been shared but no new feedback has been submitted back to you.
 - **NEW!** = the list has been shared and there is new feedback that you can view by opening the list.

Deleting lists

One or more lists can be deleted by checking the boxes to the left of the lists in the **My Lists** table, then clicking the **Delete** button below the table. The selected lists will no longer appear in your folder. As a safeguard, we do not remove the deleted lists from our database right away. This allows us to retrieve a list that you delete accidentally.

Renaming lists

To rename a list in your personal folder, click the **Rename** button ( **Rename**) next to the source list (far-right column in the table). You will be prompted to enter a new description for the list. Each list in your folder must have a unique description.

Sharing, copying, and merging lists and notecards

NoodleBib allows you to perform additional tasks from this screen. Lists and notecards can be shared with an instructor, copied within your folder, copied to another user's folder, or merged together. Please refer to *Chapter 5* for detailed instructions on how to perform these tasks.

Chapter 3: Citing Sources

The process

Creating a new list

To create a new list, click the **Create a New List** button in your personal folder (with **My Lists** selected). On the **Create a New List** screen, you must provide some information before NoodleBib allows you to begin a list:

⇒ ***Step #1: Choose the list style and version.***

Ask your teacher or instructor before choosing between MLA and APA. You will **not be able to switch between MLA and APA format later.**

Note that MLA Starter is a simplified tool for younger students and has a limited set of citation types available: Book, journal, magazine, newspaper, reference source, e-mail, Web site, film or video recording, lecture, speech, address or reading, television or radio program, and personal interview.

⇒ ***Step #2: Provide a brief description***

Enter a brief description that will help you remember the contents or purpose of this list when you see it later among other lists in your personal folder.

At the bottom of the page, click **Create List** to begin a new list. If you change your mind, click **Cancel** to return to your personal folder.

Adding citations

In the navigation bar at the top of the screen, **Bibliography** will be active after you create a new list. If you click on **My Lists**, you will see that the new list is marked (**open**). The entries you create now will be added to this open list.

Further down on the screen you will see "**Cite a:**" followed by a dropdown list that contains all of the citation types available.

Creating a citation


⇒ Click the **Create Citation** button after you have made your selection from the dropdown list.

⇒ A series of screens will prompt you for information about your source (the screens you see will vary depending on the citation type). NoodleBib uses your answers to tailor the final form, so that only the fields and instructions that are exactly right for your particular source are shown.

- ⇒ If your source is from a subscription database, the MLA version will take you through the **Subscription Database Wizard**, which helps you cite these tricky online sources (see the *Subscription database wizard* section later in this chapter).
- ⇒ On the main form, fill in as many details about your source as you can locate.
- ⇒ Click **Check for Errors** to scan your entry for common mistakes (see the *Check for Errors* section later in this chapter). After making corrections, submit the form to create your citation.
- ⇒ If there are several citations in your list, a link at the top of your bibliography ("**Jump to citation I just edited**") takes you to the citation you just added.
- ⇒ Repeat all steps above for each source you wish to cite.


Editing citations

Editing a citation

- ⇒ Open the list you want to edit.
- ⇒ Find the entry you wish to edit and click the **Edit** button ( **Edit**).
- ⇒ Modify the information about your source.
Note: If you realize you have chosen the wrong citation form (for example, you chose *print* instead of *online*), you will have to delete the entry and begin again.
- ⇒ Click **Update Citation**.
- ⇒ If there are several citations in your list, a link at the top of your bibliography ("**Jump to citation I just edited**") takes you to the last citation you edited.

Deleting citations

Deleting one citation from your list


- ⇒ Open the list to be edited.
- ⇒ Find the entry you wish to remove and click the red **Delete** button ( **Delete**).
- ⇒ Click **OK** when asked "Are you sure you want to delete this entry?"

Deleting multiple citations at once

- ⇒ Open the list to be edited.
- ⇒ Mark the checkboxes next to the citations you wish to delete, along the left side of the source list.
- ⇒ Scroll down to the bottom of the screen and click the **Delete** button (with the label "Select one or more items and perform an action").
- ⇒ Click **OK** when asked "Are you sure you wish to delete all of the entries that are selected above?"

Copying citations

Copying a citation

- ⇒ With **Bibliography** selected in the navigation bar, find the entry you wish to copy and click the **Copy** button ( **Copy**).

- ⇒ From the **Copy Citations** screen, a copy of the citation may be made in the list you have open, or the citation can be copied to another source list in your folder. Note that if you choose to copy the citation to a different folder, it can only be copied to a folder of like style (MLA or APA). Citations created in the MLA Advanced tool cannot be copied to an MLA Starter list, although a copy can be made in the opposite direction.
- ⇒ Click **Copy**. If you are creating a copy of the citation in the list you have open, you will be taken to a form where the new (copied) citation can be edited. If the citation is copied to a different list, you will be given an option to either open the list that you copied the citation to or remain in the list you already have open.

Copying multiple citations at once

- ⇒ With **Bibliography** selected in the navigation bar, mark the checkboxes next to the citations you wish to copy, along the left side of the source list.
- ⇒ Scroll down to the bottom of the screen and click the **Copy** button (with the label “Select one or more items and perform an action”).
- ⇒ Follow the directions for copying a single citation once you reach the **Copy Citations** screen.

Selecting a citation type

Available citation types

NoodleBib provides assistance with citing nearly every type of citation discussed in the *MLA Handbook* and *APA Publication Manual*. Some citation types available in NoodleBib are not in those guides (for example, the **blog** citation type in the MLA version).

Coverage of *The Bluebook*:

Forms available in APA Advanced for legal sources (statutes, court cases, etc.) go beyond what is described in Appendix D of the *APA Publication Manual*. For example, all of the forms allow you to indicate if the material was retrieved online (LEXIS, Westlaw, GPO Access, FindLaw, THOMAS, etc.). The information for these forms is derived from the *The Bluebook* (2005, 18th ed.).

Selecting the correct citation type for your source

A source can potentially “fit” under more than one citation type. For example, consider the articles that are included in Thomson Gale’s *Opposing Viewpoints* online database. *Opposing Viewpoints* was originally a series of print books. Each book was a collection of articles (mostly reprints of newspaper and magazine articles) about a controversial issue. The print series is now available as a library subscription database. To cite a magazine article reprinted in this database, you might select any of the following citation types:

1. Magazine (where the article was originally published)
2. Anthology / Book Collection (referring to the printed book)
3. Web Site (referring to the current form in an online database)

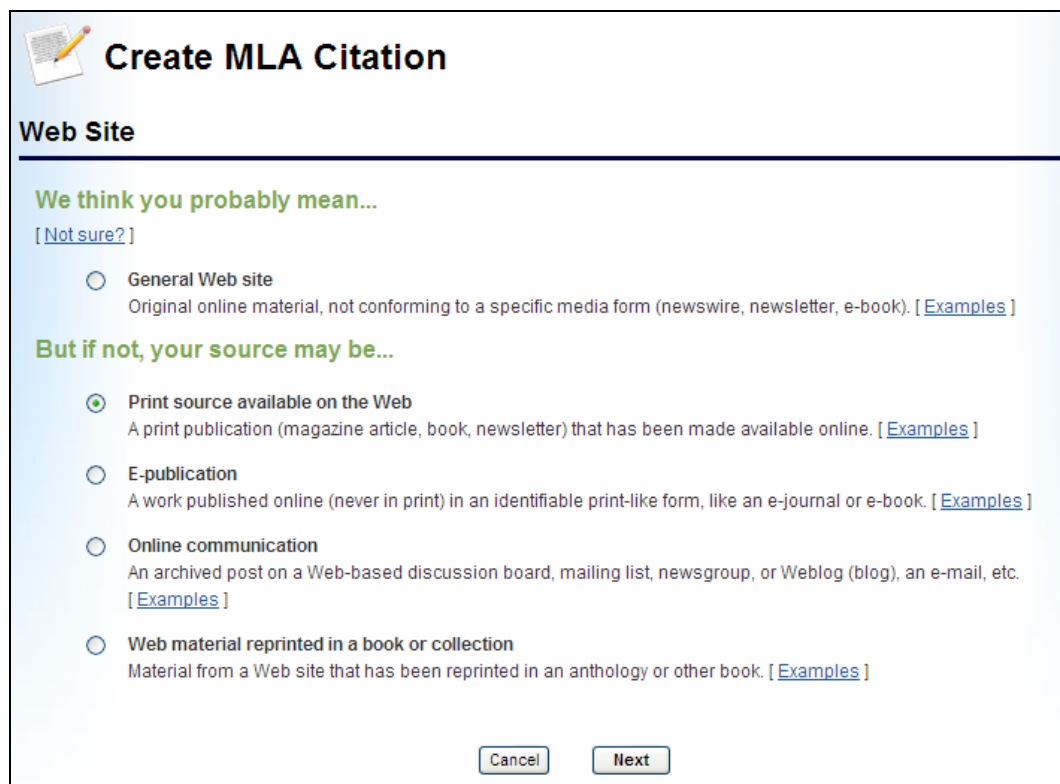
NoodleBib will guide you to the correct form no matter which of these three citation types you select. For example, if you were to select “Magazine” (MLA Advanced), you are presented with the following screen:

The screenshot shows the 'Create MLA Citation' interface for a 'Magazine' citation type. The page title is 'Create MLA Citation' with a pencil icon. Below the title is the section 'Magazine'. A green heading reads 'We think you probably mean...' followed by a link '[Not sure?]'. Under this heading, there is a radio button selected for 'Magazine', which includes a list of sub-options: a magazine article, an e-zine, an editorial, letter to the editor, or cartoon, a transcript of an interview or speech, an individual image, a review, an abstract published in a abstracts journal, an article or abstract reproduced online (often as part of a library subscription database), and content available on electronic media, microfiche, or within a loose-leaf collection. Below this list is a link '[Examples]'. A second green heading reads 'But if not, your source may be...'. Under this heading, there are two radio button options: 'Reprint in a book' (which is selected) and 'Journal'. The 'Reprint in a book' option has a description: 'A magazine article reprinted in a book or collection (which in turn can be published in print, online, or on electronic media). [Examples]'. The 'Journal' option has a description: 'Are you sure...'. A pop-up window titled 'Examples' is overlaid on the 'Journal' option, containing the text: 'A "viewpoint essay" from Thomson Gale's *Opposing Viewpoints* library subscription database, which is a reprint of a magazine article in a volume of Gale's print *At Issue Series* (and then reproduced in the online database)'. At the bottom of the page, there is a copyright notice: 'Copyright © NoodleTools Inc. | Privacy Policy | Terms of Service | Legal'.

Figure 5: "Magazine" selected as the citation type (MLA Advanced)

There are several elements on this screen that help you choose the correct path. Three possible options are presented, with the most common one under the heading “We think you probably mean...” In our example above, the source is a reprint in a book, so we would choose that option. Near the top of the screen, a “Not sure?” link provides the user with a detailed description of exactly what a magazine is. And “Examples” links next to each choice allow you to compare your source against other similar sources (see the popup window in the picture).

Instead, if you chose “Web Site” or “Anthology / Book Collection” (or even just “Book”), a similar screen helps you find your way to the correct form. For example, in the following screen for “Web Site” you could select “Print source available on the Web.”



The screenshot shows a web form titled "Create MLA Citation" with a sub-heading "Web Site". Under the heading "We think you probably mean...", there is a link "[Not sure?]". Below this, there are two main sections. The first section, "General Web site", has a radio button that is not selected and a description: "Original online material, not conforming to a specific media form (newswire, newsletter, e-book). [Examples]". The second section, "But if not, your source may be...", has five radio button options. The first option, "Print source available on the Web", is selected with a green dot and has the description: "A print publication (magazine article, book, newsletter) that has been made available online. [Examples]". The other four options are "E-publication", "Online communication", and "Web material reprinted in a book or collection", each with a description and an "Examples" link. At the bottom of the form are two buttons: "Cancel" and "Next".

Figure 6: "Web Site" selected as the citation type (MLA Advanced)

Finally, you can ask us for help if you can't decide how to cite a particular source – that is an important part of what makes NoodleBib more helpful than handbooks or other software!

Form basics

The form that you will complete to cite a source is dynamically generated from the information you supply. That means it shows you only the fields that apply to your specific source. Those fields change based on:

Citing Sources

- The style (MLA or APA)
- The level (Starter or Advanced)
- The citation type you select from the dropdown list.
- Your answers to the questions NoodleBib asks (for example, the publication medium and method of access) before you reach the final form.

For beginning scholars, the MLA Starter form (see below) shows an example of a citation, then prompts you to enter information in the color-coded form below that. Basic instructions can be found alongside many of the fields, while more advanced help is often available via a small question mark button to the right of those fields.



Create MLA Citation

Newspaper or Newswire (Online)

Elements of the citation

Last Name, First Name Middle Name. "Title of Article." Name of Newspaper or Newswire

Date of Publication, Edition ed. Name of Database. Name of Service.

Name of Library. Date You Viewed It <URL>.

Your citation

Author(s)

First name	Middle name	Last name (or organization)	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="Add"/>

Chase, Kimberly
↑
↓

Article title * required
Capitalize the first letter of important words in the title

Name of newspaper or newswire * required
Capitalize the first letter of important words in the name

Date of publication

Edition
For example, *nat'l.*, *late*, or *eastern*

Name of subscription service * required

Name of database

Name & location of my library
Include city and state (abbreviated)
 For example, *Ohlone School Lib., Palo Alto, CA*


URL

Date you viewed it * required

Annotation

Figure 7: MLA Starter citation form (newspaper article in a subscription database)

In MLA or APA Advanced lists, citation forms are usually divided into sections in order to simplify the data entry process. The form begins with a review of the choices you have already made (citation type, publication medium, online retrieval mechanism, etc.), to remind you of the information you have already supplied to get the particular version of the form that you are seeing. The **Basic information** section below it prompts you to start entering essential information about your source.

 **Edit MLA Citation**

Newspaper or Newswire (Online)

About this source:	Online A newspaper article
Online retrieval:	Retrieved through a library subscription service. Change to: unique URL search page path

Basic information

* Name of newspaper/newswire <input style="width: 90%;" type="text" value="Christian Science Monitor"/>	Omit the word <i>The</i> if it is the first word of the name of the newspaper. Capitalize the first letter of each word: What words should be capitalized?
Author(s) First name Middle name Last name or group/corporation Suffix <input style="width: 80px;" type="text"/> <input style="width: 80px;" type="text"/> <input style="width: 150px;" type="text"/> <input style="width: 40px;" type="text"/> <input type="button" value="Add"/>	Omit honorary and academic titles (e.g., Queen, Dr., Ph.D.). Advanced help with names
<div style="border: 1px solid #ccc; padding: 5px; min-height: 30px;">Chase, Kimberly</div> <div style="text-align: center; margin-top: 5px;"> <input type="button" value="↑"/> <input type="button" value="↓"/> </div> <div style="text-align: center; margin-top: 5px;"> <input type="button" value="Remove Name(s)"/> </div>	
Article title <input style="width: 90%;" type="text" value="Teachers Fight Against Internet Plagiarism"/>	Capitalize the first letter of each word: What words should be capitalized?
* Date of publication (M, D, YYYY) <input style="width: 80px;" type="text" value="March"/> <input style="width: 20px;" type="text" value="2"/> <input style="width: 60px;" type="text" value="2004"/>	
Page number(s) <input style="width: 90%;" type="text"/>	For example 5C or 3A+ (if article continues on another page). Advanced help with page numbers.

Additional information, if available

Figure 8: MLA Advanced citation form (partial form shown)

Additional sections of the form may be visible, depending on the citation type and the options you selected previously. For example, the form for an online source asks for online retrieval information (e.g., URL). Detailed instructions are printed to the right of

each field, many with hyperlinks to advanced help. All forms end with an **Annotation** field, so that you can create descriptive or evaluative comments for each citation.

Required fields

In MLA Starter, fields that are required show both an asterisk and the word “* **required.**” In MLA or APA Advanced lists, the titles of required fields are tagged with an asterisk, as in “* **Title of book.**”

As a safeguard, NoodleBib prompts you for required information if you do not enter it. Required fields make it possible for your reader to find a source – a key reason for creating a bibliography.

Name fields

NoodleBib allows you to add any number of authors, editors, and other contributors to your citation.



The screenshot shows a form with four input fields: "First name", "Middle name", "Last name or group/corporation", and "Suffix". The "Last name or group/corporation" field contains the text "Sting". To the right of the "Suffix" field is an "Add" button. Below the input fields is a list box containing two names: "Smith, John Lee, Jr." and "Parker, Sara". The "Parker, Sara" entry is highlighted in blue. To the right of the list box are two vertical arrows (up and down) and a "Remove Name(s)" button.

Figure 9: Field for adding names of authors and other contributors

To add a name, enter the first, middle and last name and then a suffix (such as "Jr."). Then click the **Add** button to include it in the list of names. If you forget to click **Add**, the software will automatically add the name for you when you submit the form. If you make a mistake, you can click on the name in the list and click the **Remove Name(s)** button to remove it.

Academic titles

Titles such as "PhD" or "Dr." should not appear in your citation.

Corporate authors

If you are citing a corporate author (e.g., American Medical Association), or giving the name of a group (e.g., the band “Sting”), enter the entire name in the "last name or group/corporation" field and leave the other fields blank. Then click the **Add** button to include it in the list of names.

How many?

You may add up to eight names in this way. NoodleBib will automatically shorten the list of names for you according to rules in MLA or APA style. In MLA, if there are more than three names, only the first name will appear in the citation, followed by "et al." In APA, if there are more than six names, only the first six names will appear in the citation, followed by "et al."

What order?

Names should be listed in the same order as they appear in the source credit (for example, on the title page in a book or on the credit screen of a movie). You can move a name up or down in the list once you've added it by clicking on it in the list (to select it), and then using the up and down arrows next to the list.

Subscription database wizard (MLA)

In the MLA Starter and Advanced versions of NoodleBib, if your source is from a subscription database (e.g., *Encyclopaedia Britannica*, Thomson Gale's *Opposing Viewpoints*), the tool takes you through a two-step wizard to help cite it correctly. We know you need help figuring out how to identify certain elements - even the subscription vendors tell us that they find citing their own products confusing!

The wizard helps you answer questions like:

- Why is a subscription database produced by Oxford UP cited differently than one produced by a company like EBSCO or Thomson Gale?
- What is the difference between a subscription service and a subscription database?
- Should the service name be *Gale*, *Gale Group* or *Thomson Gale*?
- How does my citation change when an aggregating service like ProQuest purchases a publisher's database like *CultureGrams*?
- What URL should be cited?

We keep the wizard up-to-date (unlike the *MLA Handbook*) so that you won't have to guess - and so that you cite these databases correctly!

You will enter the subscription database wizard in NoodleBib if you answer “Subscription database” to the question “Free or subscription content?” (see example below, based on selecting “Newspaper or Newswire” as the citation type and “Online” as the publication medium).

Note that the options under “How can your reader find this source again?” are disabled after selecting “Subscription database.” This is because the subscription database wizard guides you through selecting the proper URL in the subsequent screens.

Information about online retrieval of this source

Is specific publication information (page numbers, date of publication, etc.) about an original printed version provided?

No. One of the following is true:

- This is an **e-publication** (never made available in print)
- Specific information about a printed version is not given
- I can't tell if it was ever published in print form or not

Yes. I am sure that this material was **originally published in print form**, so I will provide the publication details of the original print publication in my citation.

Free or subscription content?

Free

Subscription database
Library or individual subscription to a database (e.g., Opposing Viewpoints, CountryWatch, Encyclopaedia Britannica)

Periodical subscription
Subscription to an individual periodical (e.g., Time Online Edition, New York Times on the Web)

How can your reader find this source again?

Unique URL:
I have a URL that is a [simple and persistent](#) link to the content.

Search Page:
No unique URL. Material can be found using the Web site's own search page (not an external search engine like Google).

Path:
No unique URL. Material can be found by following a series of links (a *path*) starting from a unique URL (like the site's home page).

Figure 10: Entering the MLA Subscription Database Wizard

Step 1 of the wizard allows you to search for the database you are using. If you aren't sure of the exact name, you can enter a partial name (e.g., *Academic Search*) or the name of the vendor (e.g., *EBSCO*) that provides access to the database you are using.

Newspaper or Newswire (Online)

Subscription Database Wizard
Step 1: Find Database

Enter the name of subscription database that you used. If you aren't sure, enter keywords or the name of the vendor.

Name of Database:

To enter the database information manually, [click here](#).

Figure 11: MLA Subscription Database Wizard: Finding the database

Your search will have one of three results:

1. A single match is found. The wizard presents the database name, vendor, and URL to you and asks you to verify that it has found the correct database.
2. Multiple matches are found (see screenshot below). The wizard prompts you to select the correct database from a list.
3. No matches are found. The wizard allows you to search again or to enter the database information manually.

Newspaper or Newswire (Online)

Subscription Database Wizard

Step 1: Find Database

Your search terms yielded 4 possible matches. Please select the correct database from the list of matches below:

	Vendor	Database	URL
<input type="radio"/>	EBSCO	Academic Search Alumni Edition	http://search.ebscohost.com/
<input type="radio"/>	EBSCO	Academic Search Complete	http://search.ebscohost.com/
<input checked="" type="radio"/>	EBSCO	Academic Search Elite	http://search.ebscohost.com/
<input type="radio"/>	EBSCO	Academic Search Premier	http://search.ebscohost.com/

- Select the correct database, then click **Next**.
 - To try your search again, click **Back**.
 - To enter the database information manually, [click here](#).

Figure 12: MLA Subscription Database Wizard: Database search results

After verifying or selecting the database, Step 2 of the wizard explains how to select the right URL for the particular database. This may involve some thinking and sleuthing – and we show you how.

Newspaper or Newswire (Online)

Subscription Database Wizard

Step 2: What URL?

There are two questions to consider when deciding what URL to cite for content from a subscription database:

1. Will your reader be able to return to exactly the *same source* using the URL?
2. Is the URL *long and/or complex*?

Material in **Academic Search Elite** does not have a unique URL when you are viewing the full-text article. However, the database may provide a way to obtain a unique, persistent link to the material. Follow the directions below to locate it. If you are unable to find it then provide the URL of the database's search page or home page instead (we have pre-filled it for you below).

To locate the persistent URL: If you are using EBSCOhost, click the name of the article in your search results list to view to bring up the **citation** format view for the article. Search for the **Persistent link to this record** URL near the bottom of the screen and copy and paste it into the field below (it will look similar but not identical to this one:
<http://search.epnet.com/direct.asp?an=12239599&db=buh>).

URL:

Figure 13: MLA Subscription Database Wizard: What URL?

For your MLA-style citation, we show you how to figure out whether the database supplies you with a *unique and persistent* URL that can be used to return directly to the source. In some databases the URL might look unique to you, but it is actually specific to your particular Web browser session or to your school. In other cases, the URL in the browser's address bar isn't unique, but we can show you how to find the persistent URL (as in the EBSCO example shown) in the database you are using.

NoodleBib also alerts you when the URLs used by a database are too long and complex to cite. If you aren't sure which URL to use, the wizard automatically includes the URL for the database's home page or search page.

When you complete the wizard and reach the final citation form, you'll find that the vendor, database name, and URL are pre-filled on your form.

Your library subscribes to various databases that may appear visually similar but that are cited differently:

1. Databases available from services like EBSCO, Thomson Gale, and NewsBank are aggregations of unconnected articles and content from a range of sources unrelated to the vendor (the aggregating service). For this reason, a database available through EBSCO (e.g., *Academic Search Elite*) is treated as a **library subscription database** (see 1.4.6c and 5.9.7a of the *MLA Handbook*). Therefore,

your citation should include the name of the library or organization through which you accessed the subscription.

2. Publishers (e.g., Encyclopaedia Britannica, Inc, Oxford UP and CountryWatch) provide their own proprietary content in the form of online databases (see 1.4.6a of the *MLA Handbook*). From the user's point of view, a database like *Britannica Online* feels like a single, unified reference publication, rather than an aggregation of unconnected content that one might find in a database available from an aggregating service like EBSCO or Thomson Gale. For these reasons, *Britannica Online* is cited as a Web site. Therefore, your citation should include the name of the Web site, the database editor (if applicable), the date of e-publication or copyright, and the sponsoring organization (the publisher). The name of the library is not included in the citation.
3. Digital archives of journals (Project MUSE, JSTOR) as described in section 1.4.6b of the *MLA Handbook* and digital archives of books (ebrary, NetLibrary) as described in section 1.4.6a are also cited as Web sites.

The wizard automatically categorizes the databases that it knows about. However, if the database you are using isn't included in the current version of the Database Wizard or you choose to enter the database information manually, you will be asked to classify the database under one of these categories, since the resulting citation will be different.

Newspaper or Newswire (Online)

Subscription Database Wizard
Step 2: Database Type

In order to cite material from the subscription database correctly, classify it under one of these three categories:

- Library subscription database** (e.g., EBSCO, Gale, LexisNexis, NewsBank, ProQuest)
 - An aggregation of unconnected books and articles from a range of sources unrelated to the aggregating service.
 - From the user's point of view, the aggregation is not unified into a single publication.
- Reference database from a publisher** (e.g., ABC-CLIO, CountryWatch, Encyclopaedia Britannica, Oxford UP)
 - The database is produced by a publisher and consists of material proprietary to that publisher.
 - From the user's point of view, the database feels like a single, unified publication.
- Book or journal archive** (e.g., NetLibrary, ebrary, Digital History Books Project, JSTOR, Project MUSE)
 - An archive of books in digital format.
 - An archive of articles from scholarly journals published by various presses.

Cancel Back Next

Figure 14: MLA Subscription Database Wizard: Selecting the database type

Checking for common errors

Until you become an expert on the capitalization and abbreviation rules detailed in the *MLA Handbook* and/or *APA Publication Manual*, we strongly encourage you to click the **Check for Errors** button at the bottom of the citation form before you generate or update a citation. This feature will quickly scan your input on the form and alert you to common mistakes, so that you can be sure that your source list is polished and complete.

Checking for errors

- ⇒ Fill in form fields with as much detail as possible, including all required fields.
- ⇒ Click **Check for Errors** at the bottom of the form.
- ⇒ The form will reload with a message at the top of the screen indicating the check is complete.
- ⇒ Scroll down the form slowly, looking for red error messages.
- ⇒ Follow the directions to correct any mistakes.
- ⇒ Click **Update Citation** when satisfied.

* Title of book
Cataloging and classification: an introduction Capitalize the first letter of each word: [What words should be capitalized?](#)

The first word after *classification*: ("an") should be capitalized.
The words listed here should most likely be capitalized: *classification;*, *introduction*

Publication city
New york [Click here for instructions.](#)

Capitalize the first letter of each important word in the location.

Publisher
McGraw-Hill [Click here for instructions.](#) What is an [imprint?](#)

Abbreviate "McGraw-Hill, Inc." as "McGraw".

Figure 15: Example of "Check for Errors" results

Parenthetical (in-text) reference help

A "Parenthetical Reference" help link next to each citation that you create opens a popup help screen that shows how to create the correct parenthetical ("in-text") reference for that specific entry:



The example is followed by detailed instructions that guide you through special cases and other modifications to the parenthetical reference that might be necessary depending on the rest of your sentence and the other entries in your list.

Labeling primary, secondary and tertiary sources

Each entry in your bibliography can be described as a primary, secondary or tertiary source. Once you have labeled entries in a list, you can sort the list so that all of the primary sources are grouped together (sorted alphabetically), followed by all of the secondary sources and then the tertiary sources.

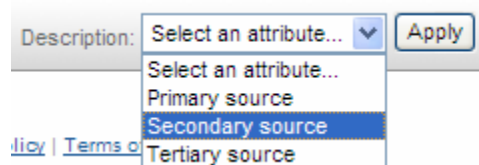


Figure 16: Dropdown menu for classifying sources

Applying descriptions to citations

Only one description can be applied to a citation. This prevents you from making a mistake such as associating both “primary source” and “secondary source” to a single citation. If you apply the description “secondary source” to a source that was already labeled “primary source,” the new description (“secondary source”) will replace the old one.

Applying a description to one or more citations

- ⇒ Open your source list.
- ⇒ Mark the checkboxes next to the citations that you wish to label.
- ⇒ In the **Description** dropdown list at the bottom of the screen, select “primary source,” “secondary source,” or “tertiary source.”
- ⇒ Click the **Apply** button.
- ⇒ The label will appear in the **Description** column of your list for each of the entries that you selected.

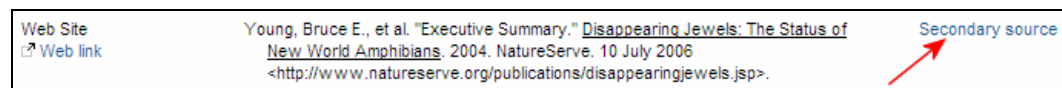


Figure 17: “Secondary sources” label applied to a citation

Removing descriptions from citations

Removing a description from a citation

- ⇒ Open your source list.

- ⇒ Mouse-over the text in the Description column next to your citation. A context menu titled **Options** will be displayed with several options.
- ⇒ Click **Remove the attribute “[Primary/Secondary/Tertiary] source” from this entry**.

Sorting lists in alternative ways

By default, NoodleBib orders your list alphabetically (using some special rules as described in the *MLA Handbook* and *APA Publication Manual*). Unless an instructor specifically requests otherwise, a source list should always be submitted using this default sort order. However, it can be revealing and instructive to be able to group or sort your list in other ways. NoodleBib currently allows you to view and print your list in three alternative ways:

1. **Currency:** Citations are ordered in descending order of publication or copyright date (most recent first). Sources for which no date is known or provided are listed at the bottom when this sort order is selected.
2. **Media type:** Citations are grouped into general, pre-defined groups indicating the type of publication: Periodicals, nonperiodicals, audio-visual material, Web sites and other e-sources, legal sources, and unpublished/other. Within each of these groups, entries are ordered alphabetically.
3. **Primary, secondary and tertiary:** Citations are grouped based on whether they have been labeled by the user as a primary, secondary, or tertiary source. Unlike the other views, citations that have not been labeled by the user are omitted from view.

Works Cited

Cite as:

Sort:

Media Type	Citation	Description	Notecards
Periodicals			
<input type="checkbox"/> Journal Web link	Ben-Ari, Ella. "A New Piece in the Puzzle of Global Amphibian Declines." <i>BioScience</i> 55.1 (Jan. 2005): 96. <i>BioOne</i> . 4 Dec. 2006 < http://www.bioone.org/periserv/?request=get-document&issn=0006-3568&volume=055&issue=01&page=0096 >.		1 Show New <input type="button" value="Edit"/> <input type="button" value="Copy"/> <input type="button" value="Delete"/> Parenthetical Reference Have a Question?
<input type="checkbox"/> Journal Web link	Blaustein, Andrew R., and Andy Dobson. "Extinctions: A Message from the Frogs." <i>Nature</i> 239 (Jan. 2006): 143-44. 17 Sept. 2006 < http://bert.lib.indiana.edu:2148/nature/journal/v439/n7073/full/439143a.html >.		1 Show New <input type="button" value="Edit"/> <input type="button" value="Copy"/> <input type="button" value="Delete"/> Parenthetical Reference Have a Question?
<input type="checkbox"/> Magazine Web link	"It's Not Easy Being a Frog." <i>Scholastic News, Senior Edition</i> 8 Dec. 1997. <i>Scholastic.com</i> . Scholastic. 24 Sept. 2006 < http://content.scholastic.com/browse/article.jsp?id=4567 >.		1 Show New <input type="button" value="Edit"/> <input type="button" value="Copy"/> <input type="button" value="Delete"/> Parenthetical Reference Have a Question?
<input type="checkbox"/> Newspaper or Newswire Web link	Martin, Glen. "Farms May Cut Habitat Renewal over E. Coli Fears." <i>San Francisco Chronicle</i> 19 Dec. 2006: A1+. <i>SFGate.com</i> . 20 Dec. 2006 < http://sfgate.com/cgi-bin/article.cgi?file=/c/a/2006/12/19/MNGVHN291V1.DTL >.		5 Show New <input type="button" value="Edit"/> <input type="button" value="Copy"/> <input type="button" value="Delete"/> Parenthetical Reference Have a Question?
<input type="checkbox"/> Newspaper or Newswire Web link	Morelle, Rebecca. "Bullfrog Linked to Fungus Spread." <i>BBC News: Science/Nature</i> 24 May 2006. 12 July 2006 < http://news.bbc.co.uk/1/hi/sci/tech/5008940.stm >.		1 Show New <input type="button" value="Edit"/> <input type="button" value="Copy"/> <input type="button" value="Delete"/> Parenthetical Reference Have a Question?
Web sites, e-sources			
<input type="checkbox"/> Web Site Web link	Department of Environment & Conservation (NSW). "Frog Chytrid Fungus." <i>The National Parks and Wildlife Service (NPWS)</i> . 16 Dec. 2004. 11 Nov. 2006 < http://www.nationalparks.nsw.gov.au/npws.nsf/Content/Frog+Chytrid+fungus >.		1 Show New <input type="button" value="Edit"/> <input type="button" value="Copy"/> <input type="button" value="Delete"/> Parenthetical Reference Have a Question?
<input type="checkbox"/> Web Site Web link	"Habitat Destruction, Alteration and Fragmentation." <i>AmphibiaWeb</i> . 23 Sept. 2003. U of California. 29 Nov. 2006 < http://www.amphibiaweb.org/declines/HabFrag.html >.		2 Show New <input type="button" value="Edit"/> <input type="button" value="Copy"/> <input type="button" value="Delete"/> Parenthetical Reference Have a Question?

Figure 18: Sorting a list by media type

Sort order is maintained when you save your list as an RTF file via the **Save as Word Doc** option. Category titles are displayed in green with a light brown background.

Chapter 4: Notecards

What are notecards?

The **notecards** feature in NoodleBib is designed to help you extract, organize and synthesize information you find during the research process. NoodleBib's notecards are "e-index cards" with some important advantages:

- Access from any computer via a Web browser
- Capture any digital information (e.g., quotes, images, diagrams, tables) that you want to use from the Web or your computer
- Link your notes to your sources to avoid accidental plagiarism
- Create notes of your own ideas not linked to any source
- Label notecards with multiple "tags" so you can identify concepts or facts
- Search tags to view and organize notes in multiple ways
- Use your browser's search mechanism to locate notecards by keyword
- View, arrange and organize notecards quickly and easily
 - Drag individual cards into clusters to develop a main idea
 - Order cards within clusters to develop a logical argument
 - Examine detailed notecard information or hide it for easy organizing
 - View notecards for each source to assess the value of a resource
- Share notecards with classmates or instructors

Overview

Access and special browser requirements

All individual subscribers have access to the notecards feature. The free version, NoodleBib MLA Starter, does not include access to notecards.

Administrators can control users' access to notecards according to local school needs. By default, the notecards feature is enabled in NoodleBib. However, an account administrator may turn the feature off by logging in to the subscription management area and clicking the **NoodleBib Customization** link.

To determine whether or not you have access to the notecards feature, simply log in to NoodleBib and click **Notecards** in the navigation bar. If the feature is not available, a message will be displayed explaining the limitation.

The notecard feature relies on technologies that are only supported by these browsers:

- Microsoft Internet Explorer: Versions 6.x and higher (not supported on Mac)
- Mozilla Firefox: Version 1.5 and higher (PC and Mac)
- Netscape Browser: Version 8.1 and higher

Notecards

Once you create and open a new source list in NoodleBib, there are two entry points into the notecards feature: the **Notecards** and **Bibliography** screens.

1. Clicking **Notecards** in the navigation bar takes you to the primary notecards screen. From this screen, you can:
 - a. View all of your notecards
 - b. Create, edit, and delete notecards
 - c. Organize a group of notecards under a main idea called a “cluster”
 - d. Reorder notecards and clusters using drag-and-drop
 - e. Place a notecard in an “uncategorized” group until you decide where it belongs
 - f. Create, edit, and delete clusters
 - g. Tag any notecard with multiple words that represent important facts or ideas
 - h. Rename and delete notecard tags
 - i. Search notecards (by tag or using the browser’s search mechanism)
 - j. Print a single notecard, a cluster of notecards or all your notecards

2. Clicking **Bibliography** in the navigation bar takes you to your list of citations. In the **Notes** column next to each citation, you’ll find a link that allows you to create a new notecard. If you have already taken notes associated with a citation, you will see a tally of the number of notecards. From this screen, you can:
 - a. Create, edit and delete notecards for a particular source
 - b. Open the notecards for a particular source to help you assess the value of the source or to remind you if you have finished taking notes
 - c. Hide the notes for your sources so that you can quickly see your entire source list easily

Approaches to note-taking

The components of the note-taking software are anchored in the best practices of academic research and inquiry learning. At the same time, it has been designed flexibly in order to support both individual note-taking preferences and a variety of teaching styles.

- Already have a good sense of the structure of your research paper? Identify the main ideas that you want to address and create a cluster for each of them from the **Notecards** screen. Add individual notecards from your sources under the appropriate cluster.

- Unsure of how to organize the information you are finding? Add your sources and notes one-at-a-time from the **Bibliography** screen. Allow the notecards to remain in the predefined “Uncategorized” cluster but tag each notecard with concepts, descriptive words or phrases that you can use later to identify potential clusters.
- Investigating different ways of organizing your paper? Search on different tags to discover all related notecards. When you are satisfied with a grouping, create a cluster to drop them into, then experiment with ordering notecards within a cluster until you are satisfied with the logical order or have identified information gaps you need to fill (through the **Bibliography** screen). Tag each notecard with some descriptive words or phrases that you can use later to identify potential clusters.
- Have thoughts and questions as you are extracting a quotation? First explain and summarize the quote or chart in your own words, since this will help you understand it better. Then use the **My Ideas** field to synthesize the information, reflect on what you’ve learned, and ask questions about what you don’t understand or want to investigate next.
- More accustomed to manipulating physical 3”x5” notecards? Save the notecards as an HTML or RTF file that you can open and print, and then physically experiment with different ways of ordering and clustering the printed notecards.

The process

Note-taking skills enabled by this software

Notes are tools for thinking, not forms to complete. They document what you already know, help you explain what you are reading so that you will understand it more thoroughly, and keep a record of important ideas you unearth (or creative thoughts that occur to you).

Tagging, organizing and clustering your notes can show you patterns or trends, enable you to join critical elements from different sources, and help you identify redundant or irrelevant notes that you can delete. By rereading and experimenting with various arrangements of your clustered notes, you will clarify the focus of your investigation, discover patterns and trends across different sources, develop a logical order for your ideas, or tag solutions within a series of causes and effects. Your clusters can support the development of any product you need to create; they can eventually become the outline of your report, the framework of your debate speech and rebuttal arguments, the plot structure of your historical story or the main ideas and supporting evidence for your persuasive letter.

To guard against accidental plagiarism, we suggest that you cut-and-paste the actual words or images on a notecard before you try to summarize or paraphrase your source’s

idea. This will assure that you will always be able to reread or review the author's original words even after you have returned a book or closed a Web page.

Put one idea on one notecard. You can always split one card into two by cutting-and-pasting part of a quote into a second card, if you discover more than one idea on a card.

Take the time to reread and think about the author's words; the better you understand them, the easier it will be to paraphrase or summarize the author's idea. Be aware of your thoughts and feelings and record them in **My Ideas**, as these are the responses that are helping you develop a personal perspective.

Use different colors to go back and make notes on your notes; the more you think about your investigation, the more satisfying and interesting your investigation becomes.

If you are asked to annotate your source list or if you need to weigh one source's contribution or qualities in comparison with another, reorder your notes by source and read through them as a group, since it will help you assess the value of the source.

When you scan your source list you will notice that some sources have significantly more notecards than others. Ask yourself why -- it will help you assess the value of your sources or even monitor your own progress. For example, if you noticed that one source list only had one notecard, it might remind you that you had been interrupted when taking notes and had intended to continue later. Or, when you compare the notes for one source with another, you might recognize that one source is particularly useful for an overview of the topic, while another has been written by an expert whose research has focused on one aspect of a topic. This knowledge can be useful when you want to reinforce a conclusion you make ("*Kermit, whose knowledge of frogs comes from deeply personal experience, confirms my hypothesis that...*"). As you critically annotate your sources, your source list view of your notecards can remind you of particular strengths or gaps in information ("*While this author is not concerned with environmental threats...*").

Creating and manipulating clusters

Creating a cluster

A cluster is a container for a group of notecards that share a common theme, support an idea, or center on a particular topic.

When you initially view the notecards screen, an **Uncategorized** cluster is automatically created for you. This special cluster always appears at the top of the screen and contains notecards that have not yet been assigned to a user-created cluster. It cannot be deleted or moved.



Figure 20: “Notecards” screen showing initial “Uncategorized” cluster

Creating a new cluster

- ⇒ Open your list and select **Notecards** in the navigation bar.
- ⇒ Click the **New Cluster** button.
- ⇒ A **New cluster** window will appear, prompting for the title. Enter the title for the new cluster and click the **Create cluster** button.
- ⇒ Cluster names should be unique – if the new cluster title already exists, you will be prompted to choose a different title.
- ⇒ If the cluster is created successfully:
 - The new cluster will appear below the existing clusters.
 - A new item will appear in the **Jump to a cluster** list. This is a shortcut that automatically scrolls the screen so that the cluster is in view.
 - The browser will automatically scroll down to put the new cluster in view, if necessary.

Deleting a cluster

Although the special **Uncategorized** cluster cannot be removed, clusters that you create can be deleted. When you delete a cluster, *notecards in that cluster are not deleted* – they are moved to the **Uncategorized** cluster. To prevent accidents, notecards must be explicitly deleted to be permanently removed from the notecards view.

Deleting a cluster

- ⇒ Open your list and select **Notecards** in the navigation bar.
- ⇒ Select **Remove cluster** from the “Cluster options” dropdown list in the cluster header.
- ⇒ Click **OK** when asked “Are you sure you want to delete this cluster?”
- ⇒ The cluster will be removed, as will the associated item in the **Jump to a cluster** list.

Renaming a cluster

Renaming a cluster

- ⇒ Open your list and select **Notecards** in the navigation bar.
- ⇒ Select **Rename cluster** from the “Cluster options” dropdown list in the cluster header.
- ⇒ A **Rename cluster** window will appear, prompting for the new title. Enter the title and click the **Rename cluster** button.
- ⇒ Cluster names should be unique – if the cluster title already exists, you will be prompted to choose a different title.




Figure 21: Renaming a cluster

Reordering a cluster

Clusters can be reordered in the **Notecards** screen to reflect the order in which they might be used in your research paper. The **Uncategorized** cluster is an exception – it appears at the top and cannot be reordered.

Reordering clusters

- ⇒ Open your list and select **Notecards** in the navigation bar.
- ⇒ **Suggestion:** Click the **Hide All** button at the top of the screen to hide notecard details. This will make it easier to reorder a cluster, since you will not have to move it as far and you won't be distracted by the larger notecards.
- ⇒ Place your mouse over the gray header of the cluster that you wish to move.
- ⇒ Click and drag the cluster up or down to where you want it relative to the other clusters, then release the mouse button to drop it.
 - While you are dragging the cluster, the screen will scroll up or down if your mouse nears the top or bottom of the screen. This allows you to drop the cluster in a place that is initially out of view.

 **Note:** The **Jump to a cluster** dropdown list at the top of the **Notecards** screen updates whenever you drag and drop the clusters, so that the items in the list always accurately reflect the current order of the clusters.

Creating and manipulating notecards

Creating a notecard

Notecards can be created from either the **Bibliography** or **Notecards** screens. However, if a notecard is created from the **Bibliography** view, it is automatically associated with a particular citation. If you want to create a “thought card” (a notecard that contains your own thoughts or a reminder to yourself, not tied to any citation in your list), you need to do so from the **Notecards** screen.

Creating a new notecard

- ⇒ Open your list and select **Notecards** in the navigation bar.
- ⇒ To create an uncategorized notecard, click the large **New Notecard** button near the top of the screen, or the **New notecard** item in the “Cluster options” dropdown list within the **Uncategorized** cluster header. To add a new notecard directly into an existing cluster, select the **New notecard** item in the “Cluster options” dropdown list within the specific cluster’s header.

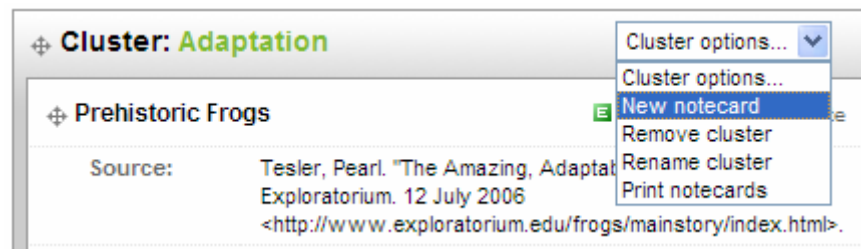


Figure 22: Option in the header of a cluster to create a new notecard

Create Notecard

Title
 (required)

Source

Cluster

URL

Pages

Tags

Existing tags: [adapt](#) [aloae](#) [threat](#) [animal](#) [threat](#) [baby](#) [behavior](#) [blood](#) [bullfrog](#) [California](#) [chemical](#) [threat](#) [climate](#) [climate](#) [threat](#) [construction](#) [threat](#) [contamination](#) [problem](#) [economic](#) [problem](#) [eyes](#) [food](#) [fungus](#) [threat](#) [habitat](#) [loss](#) [habitat](#) [sharing](#) [japan](#) [life](#) [cycle](#) [North_America](#) [organic](#) [parasite](#) [threat](#) [skin](#) [solutions](#) [South_America](#) [toadue](#)

Direct Quotation

Like all amphibians, frogs are **cold-blooded**, meaning that their **body temperatures change** with the temperature of their surroundings. When temperatures drop, some frogs **dig burrows** underground or in the mud at the bottom of ponds. They **hibernate** in these burrows until spring, perfectly still and scarcely breathing. Wood frogs can live north of the Arctic Circle, surviving for weeks in a frozen limbo state. This frog uses **glucose** in its blood as a kind of antifreeze that **concentrates in its vital organs**, protecting them from damage while the rest of the **body freezes solid**.

Paraphrase

Because frogs are cold-blooded, they need protection from cold:

- **burrow in the ground or pond mud**
- **hibernate with very little body activity**
- **body freezes but glucose protects their organs**

My Ideas

How do frogs handle heat?

A short phrase that reminds you of the content of this notecard. [Examples](#)

Link this notecard to a source in your list.

Clusters organize notecards into groups. Select a cluster for this notecard. You may leave it "uncategorized" to be grouped later. [Examples](#)

Direct, persistent link to the online material, if applicable.

Page number(s) of material, if given.

Add one or more tags (keywords) by typing or click on existing tags. They will help you uncover new patterns when you organize your notes. You can wait to tag or add them now and tidy up later. [Examples](#)

Note: Put multiple-word tags in quotation marks (e.g., "global warming") or add an underscore (e.g., global_warming).

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

PC: **Ctrl-C** to copy, **Ctrl-V** to paste
 Mac: **Open-Apple-C** to copy, **Open-Apple-V** to paste

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?


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. [Examples](#)

Figure 23: Creating a new notecard

- ⇒ A **Create Notecard** screen will be displayed. Provide:
- A **title** – typically 1-5 words that clearly identify the topic of the note.

- The **source** of the note (if any). Citations that you have already created are selectable from a dropdown list.
 - The **cluster** association can be changed here, if necessary.
 - A **URL** (if applicable). This may or may not be the same URL that you actually use in your citation. For example, if the URL is very long and complex, you might not include it in your citation, but it would be useful here on your notecard, to allow you to access the resource quickly.
 - **Pages** from which the quotation is retrieved (if applicable).
 - **Tags** (see the *Notecard tags* section later in this chapter for instructions).
 - A direct **quotation**. If your source is a Web document, simply copy and paste the material directly from the Web page. On a PC, you can do this by highlighting the material on the Web page and typing Ctrl-C, then clicking in the text area on the **Create Notecard** screen and typing Ctrl-V.
 - Optionally, you can continue and add information into the “paraphrase” and “my ideas” fields (see “Approaches to note-taking” earlier in this chapter).
- ⇒ Click the **Create notecard** button.
- ⇒ The new notecard will be added at the bottom of the cluster to which you are adding it.
- ⇒ The screen will automatically scroll to put the new notecard in view.
- ⇒ Reorder the notecard within the cluster or move it to another cluster as desired (see the *Reordering a notecard* section later in this chapter).


Editing a notecard

Once you have created a notecard, you can edit it in order to change the title, modify the cluster association, or edit the other information contained on the notecard (URL, pages, tags, quotation, paraphrase, and my ideas). To edit the notecard, click the **Edit** button ( Edit) in the top-right corner of the notecard.

You can edit the card from either the **Notecards** screen or the **Bibliography** screen.

Deleting a notecard

Deleting a notecard

- ⇒ **Be careful!** Deletion of a notecard is permanent and cannot be undone.
- ⇒ Open your list and select the **Notecards** or **Bibliography** in the navigation bar.
- ⇒ Locate the notecard you wish to delete and click the **Delete** button ( Delete) in the top-right corner of the notecard.
- ⇒ Click **OK** when asked “Are you sure you want to permanently delete this notecard?”

Reordering a notecard

Notecards can be reordered in the **Notecards** screen to reflect the order in which they might be used in your research paper. Notecards can be moved within or between different clusters.

Reordering notecards

- ⇒ Open your list and select **Notecards** in the navigation bar.
- ⇒ **Suggestion:** Click the **Hide All** button at the top of the screen to hide notecard details. This will make it easier to reorder a notecard, since you will not have to move it as far and you won't be distracted by large notecards.
- ⇒ Place your mouse anywhere over the notecard that you wish to move.
- ⇒ Click and drag the notecard up or down to where you want it relative to the other notecards, then release the mouse button to drop it.
 - While you are dragging the notecard, the screen will scroll up or down if your mouse nears the top or bottom of the screen. This allows you to drop the notecard in a place that is initially out of view.

Showing and hiding notecard details

As your list of notecards grows, hiding the notecard details can help you to get a better feel for the structure and order of your notecards. It can also help you to reorder notecards or clusters, which can get confusing with many other notecards in view.

Hiding the details of a notecard in the **Notecards** view leaves just the notecard title and the print/edit/delete buttons. In the **Bibliography** view, the "hide details" option is not available (since you cannot reorder notecards from that screen). From that view, you either show or hide the entire set of notecards associated with a particular citation via the **show/hide** link in the **Notes** column.

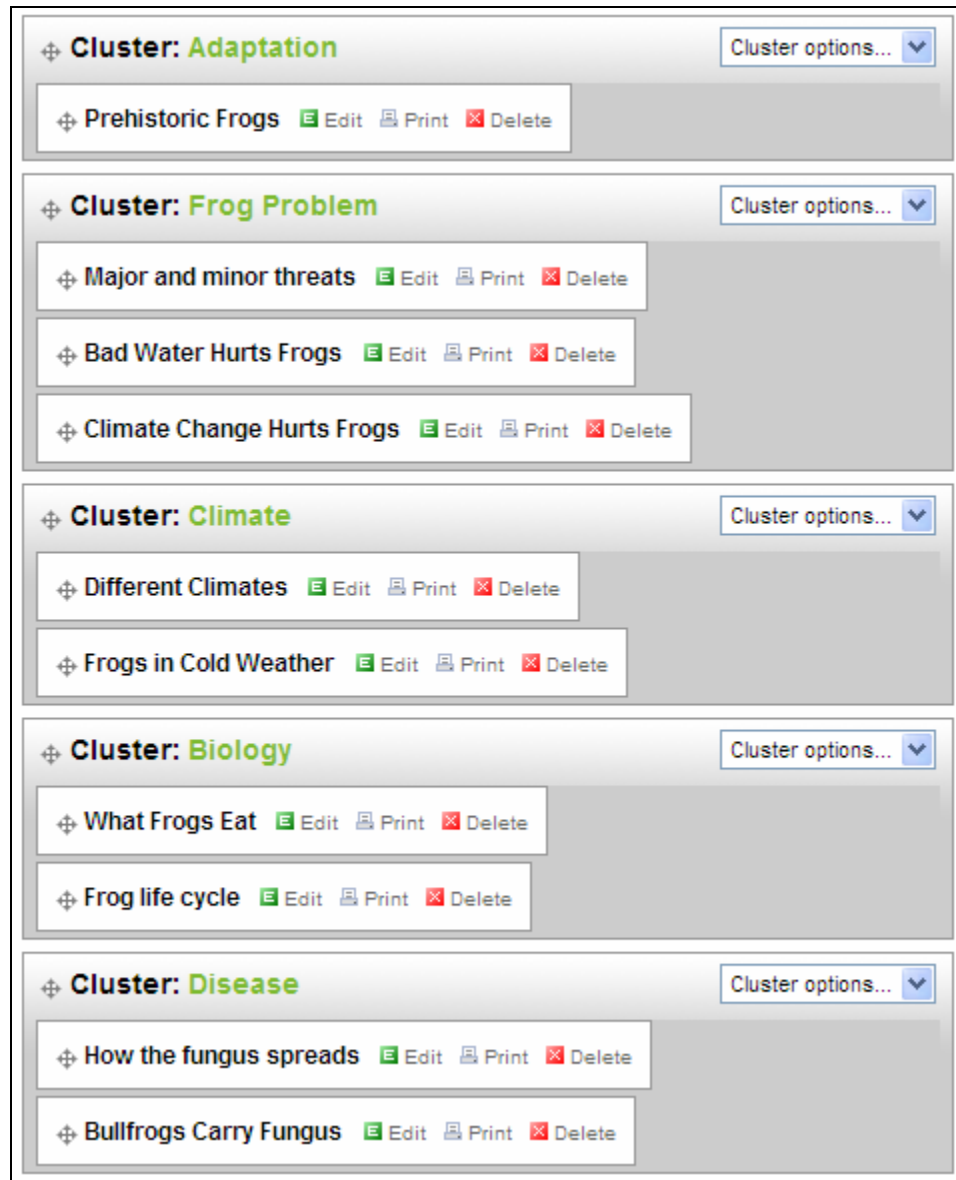


Figure 24: Notecard details hidden using the “Hide All” button

To show or hide the details of all of the notecards, click the **Show All** or **Hide All** buttons at the top of the **Notecards** screen.

Notecard tags

What is a tag?

A tag is a way for you to identify and label concepts within each notecard. As you take notes, you can continually add and edit tags, both tags you’ve already used and new ones that you create. Later you can easily sort by a particular tag/concept across all your notecards.

Unlike a notecard's title which corresponds to the main idea of one notecard, tags represent other important ideas or details on a notecard. Later you will realize that certain notecards will have common tags; some will become cluster subtopics while others might be used as evidence or data for a point that you make.

In our example in the previous section (figure 24), there are both keyword tags (e.g., *climate, food, eyes, adaptability, tongue, skin*) and phrase tags (e.g., *chemical_threat, climate_threat, construction_threat, fungus_threat, habitat_loss, life_cycle*).

Tags have the following attributes in NoodleBib:

1. Any number of tags can be added to a particular notecard.
2. A particular tag can be assigned to any number of notecards.
3. Tags are separated (delimited) by spaces.
4. Multi-word tags must be enclosed in quotation marks (e.g., "chemical threat") or joined by an underscore (e.g., *chemical_threat*) so that they will not be treated as two separate tags.
5. Tags are unique to a particular source list. If you want to use the same tag in a new list, you must add it again to a list.

Why are tags useful on notecards?

As you read, investigate and take notes, you discover facts, ideas, themes and data that you suspect may be important, and that you want to remember and collect. Tag them, so that you can find them again. At any point you can quickly sort all your notes by any tag you create, or even locate all your notes that contain two or three tags in common.

Tags can help you gather organize, analyze, evaluate and even synthesize different aspects of the information you collect. For example, in our tags on frogs, we may eventually **gather and organize** several environmental threats (*chemical_threat, fungus_threat, climate_threat, construction_threat, habitat_loss*) for a discussion on declining frog populations. Or, when we **analyze** the tags we have used about the frog's physical features (e.g., *eyes, tongue, skin*), we may realize that we probably need information about other parts of the frog's body (e.g., *legs, digestive system*) and so we decide to search for other sources.

Sometimes we take notes on an article about the results of a research study, the abstract of a scientific paper or an executive summary of a foundation's report. As we **evaluate** our notes on this source, we may realize that we ought to find and read the entire report or the original study, since it will include the details, examples and explanations that will **expand and elaborate** the ideas we recorded.

Eventually we may realize that certain tags should become a **cluster subtopic** called "environmental threats." Or, when we group the notecards by the *skin* tag, we may discover connections among complex biological attributes; the frog's skin keeps it moist


and allows it to breathe, but it also absorbs dangerous chemicals and carries disease to other frogs.

Tags help us **focus** our ideas, **support our claims with evidence** and **uncover** the big picture in order to **synthesize information**. It is precisely this flexibility that makes tags such a useful tool for thinking.

Associating tags to notecards

To associate a tag to a notecard, simply type the tag into the **Tag** field on the **New Notecard** screen (see the *Creating a notecard* section earlier in this chapter). You can also add or remove tags from a notecard later on by editing the notecard and changing the tags there.

If tags already exist, they will be listed below the tag entry field as links. To associate an existing tag to the notecard, simply click the link to append that tag to the text that is already typed in the tag field. If the tag has already been added to the notecard, it will not be added again (clicking the tag will have no effect).

 **Note:** Tags are “normalized” when they are compared to each other (to determine whether or not a given tag is a duplicate of one already associated with the notecard). Punctuation and capitalization are ignored, so for example the tag “WashingtonDC” is considered equivalent to “Washington D.C.”

Renaming and deleting tags

To rename or delete an existing tag, click the **Edit Tags** button on the **Notecards** screen. From the resulting screen, you can rename individual tags, or select one or more tags to permanently remove.

Searching by tag

The **Search by tag** feature at the top-left of the **Notecards** screen allows you to identify the notecards that have tags that you are interested in.

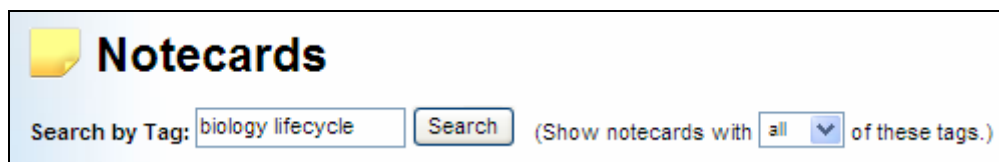


Figure 25: Find notecards by tag

The figure above shows an example of search for all notecards that have both the tags “habitat loss” and “picture.” The **Show notecards with...** option next to the search field allows you to search using boolean AND (“all”) or OR (“any”).

Notecards

After you click **Search**, the number of results will be displayed (for a few seconds) to the right of the **Search** button. Rather than displaying a list of matching results, NoodleBib will open the notecards that match the criteria, and hide the details of the notecards that do not. The reason for not just showing a list of matches is that after searching for notecards by tags, you most likely want to reorder those cards relative to the other notecards. To see the notecards matching your query, simply scroll through your **Notecards** view and visually scan for open notecards.

Chapter 5: Working with Lists & Notecards

Printing citations

Formatting

Before you export your source list and open it in your word processor, NoodleBib allows you to do some basic formatting. To see the formatting options, click the **Print** button in the options panel above your source list (in the **Bibliography** screen).

Changing the title

In both the MLA and APA versions, you can change the title of your source list. By default, MLA lists are titled “Works Cited” and APA lists are titled “References.” These are the most common titles, but you may want the title to more accurately reflect the contents of your particular list. For example, if you have added annotations to your MLA list, a more descriptive title would be “Annotated List of Works Cited.”

- ⇒ Click the **Print** button about your source list.
- ⇒ Under **Formatting Options**, click the link next to “List Title.”
- ⇒ If you are creating an MLA style list, select one of the titles from the examples listed by clicking on the associated hyperlink, or create your own title by typing a title in and clicking **Set Custom Title**.
- ⇒ If you are creating an APA style list, no preset alternatives are provided. Simply type your own title in and click **Set Custom Title**.

Adding a header

A “header” is information that appears at the top of each page of your paper. The *MLA Handbook* indicates that the header at the top of your source list should consist of your last name followed by a space and the page number. The APA Publication Manual states that the header should consist of a shortened version (2-3 words) of the title of your paper, followed by 5 spaces and the page number. If you are not writing a paper that will be published, a header is generally not required (you can ask your teacher if you aren’t sure). NoodleBib can add the header to your source list for you, correctly formatted (although you’ll still need to make sure that it also appears throughout the rest of your paper).

- ⇒ Click the **Print** button about your source list.
- ⇒ Under **Formatting Options**, click the link next to “Page Header.”
- ⇒ If you are creating an MLA style list, enter your last name and click **Set Header**.
- ⇒ If you are creating an APA style list, enter a shortened version of your paper’s title and click **Set Header**.

Underlining vs. italics (MLA only)

According to section 3.3 of the *MLA Handbook*, underlining is generally preferred in papers that will be graded, edited, or typeset, since italic type can occasionally be difficult to read. By default, NoodleBib uses underlining in your source list. However, your teacher may instruct you to use italics.

- ⇒ Click the **Print** button about your source list.
- ⇒ Under **Formatting Options**, click the link next to “Italics/Underlining.”
- ⇒ Click the link that reads “Switch to italics.”
- ⇒ All entries in your list will be automatically updated to use italics. You can return to this screen to convert back to underlining, if necessary.

Keep in mind that this affects only the list that is open. Other lists in your personal folder will not change.

Annotation spacing (MLA only)

The *MLA Handbook* recommends that annotations be typed directly after citations, without any separation (see example in section 5.3 of the *MLA Handbook*). By default, NoodleBib displays annotations in this manner. However, your teacher may instruct you to separate annotations with an extra vertical space, for readability.

- ⇒ Click the **Print** button about your source list.
- ⇒ Under **Formatting Options**, click the link next to “Annotation Spacing.”
- ⇒ Click the link that reads “Start annotations on a new line.”
- ⇒ All annotations in your list will be automatically updated. You can return to this screen to convert back to the default formatting, if necessary.

Keep in mind that this affects only the list that is open. Other lists in your personal folder will not change.

Including or omitting annotations

If you have included annotations in your source list but you do not wish them to appear in the version you print or export to Word, you can omit them:

- ⇒ Click the **Print** button about your source list.
- ⇒ Under **Formatting Options**, click the link next to “Include.”
- ⇒ Click the link that reads “Print citations only (omit the annotations).”
- ⇒ Note that your annotations will no longer appear in your source list, even though you can still edit existing or add new annotations. You can return to the Formatting Options screen if you would like to see them again.

Other formatting

To change other document formatting, such as fonts and line spacing, wait until your list is complete and then make the changes after you have imported your list into your word processing program (see next section).

Adding your source list to your research paper

When you are satisfied that your source list is accurate and complete, you can import it into your word processing program and append it to the end of your research paper.



Note: Formatting will be lost if you attempt to copy and paste your list from the NoodleBib screen to your document.

To add your list to your research paper

- ⇒ Open your source list.
- ⇒ Click the **Save as Word Doc** button.
Microsoft Word is often used, but lists can be opened in any word processor that supports the RTF file format standard (nearly all word processors do).
- ⇒ On the **Print** screen, verify the settings under Formatting Options are correct, then click **Export and Print**.
- ⇒ A screen titled **Export as RTF/Open in Word** will be displayed, followed by one of these three events:
 1. If your computer is configured to open Word or another word processing program automatically, your list may immediately open within that word processor. This may or may not be the word processor that you have used to write the rest of your research paper. Regardless, to save the list, use that word processor's **File → Save as...** mechanism to save the document as you wish (for example, in Word, as a **.doc** file), to a location on your computer or network that you will remember.
 2. If your browser is configured to prompt you before opening the file, a browser popup window will appear asking you whether you would like to save or open the file. **Select the option to save the file** and save it as an RTF file to a location on your computer or network that you will remember.
 3. A security message may notify you that the browser has blocked the site from downloading the file. Click the message for options and allow the download, then follow options 1 or 2 above.
- ⇒ Now that the list has been saved in RTF format to your computer or network, open both your research paper and the new file that contains your source list. Copy and paste your list from its word processing document to the end of your

research paper in the second word processing document. It is customary to begin your source list on a new page, not on the last page of your research paper.

Printing

The final version of your list should always be printed from your word processor. Do **not** print your list from the **Preview** screen (described in the next section) because the HTML version is not perfectly formatted – it is only a close approximation of the correct spacing and formatting.

Previewing as a Web page

Although you should always use the **Save as Word Doc** option described in *Adding your source list to your research paper* and print your list from Word, NoodleBib does give you the ability to preview your formatted list as an HTML-based Web page.


To preview your list

- ⇒ Open your source list.
- ⇒ Click the **Print** or **Save as Word Doc** buttons.
- ⇒ Click **Preview**.
- ⇒ A new window will be opened containing just your list. If no window appears, disable your popup blocker and retry.

This view of your list is also useful if you wish to put a copy of your list up on a Web page. Use the browser's **File → Save as...** mechanism to save what you see in the preview window out as an HTML file on your computer or network.

Printing notecards

To print notecards

- ⇒ Open your list and select **Notecards** in the navigation bar.
- ⇒ There are 3 print options:
 - Print all notecards: Click the **Print All** button at the top-left of the screen.
 - Print notecards associated with a specific cluster: Select the **Print notecards** options from the “Cluster options” dropdown in the header of the cluster.
 - Print an individual notecard: Click the **Print** button ( Print) in the top-right corner of the notecard you wish to print.

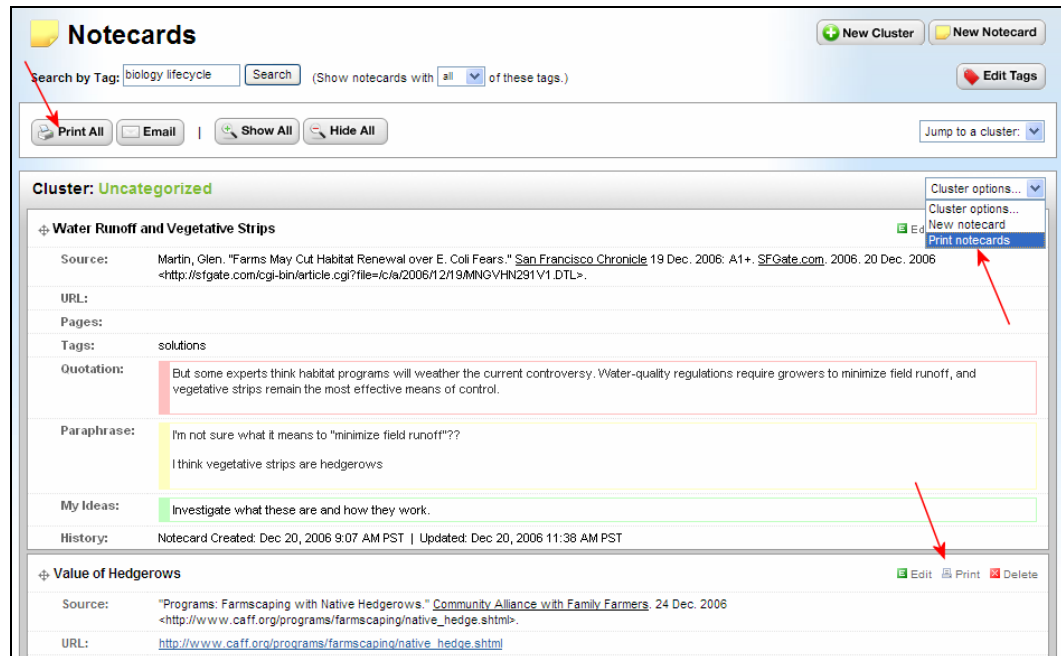


Figure 26: Printing notecards (all, by cluster, or individual)

- ⇒ Clicking **Print All** or selecting **Print notecards** will bring up a window with two print options. Under **Pagination**, the default option is **HTML**, which will export your notecards as a single HTML Web page, with formatting, images, and links intact as you entered them (but no special pagination). The other options under **Pagination** allow you to export your notecards as an **RTF** file, formatted so that they can be printed with or without page breaks, or full or half-page size. **Important:** Only the HTML option will retain formatting, images, and links. The other (RTF) choices strip all formatting and images (but allow more flexibility in how they are paginated when printed). The **Content** option allows you to select which components of the notecard to print (quote, paraphrase, and/or my ideas).

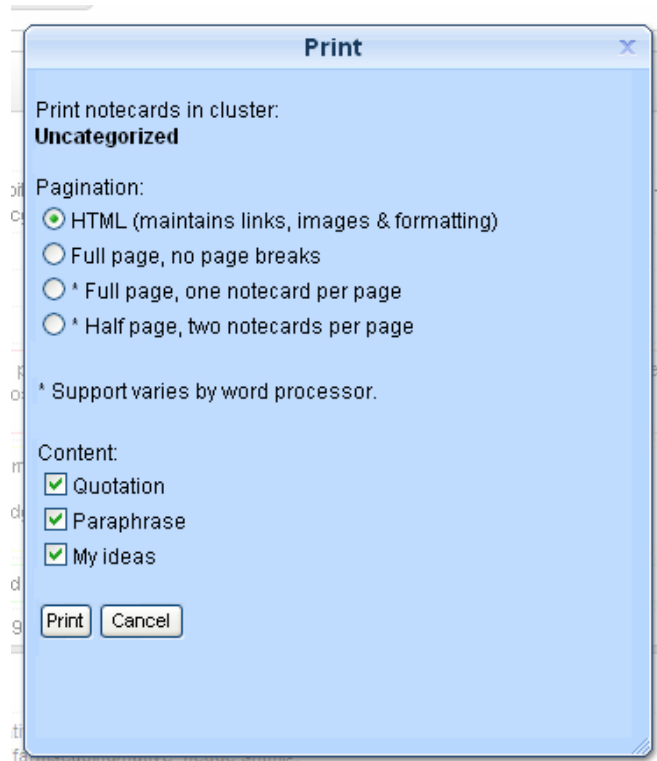


Figure 27: Printing options for "Print cluster"

⇒ Selecting the printer icon on an individual notecard brings up a similar window, but with only the **Content** option (the pagination is automatically set to HTML).

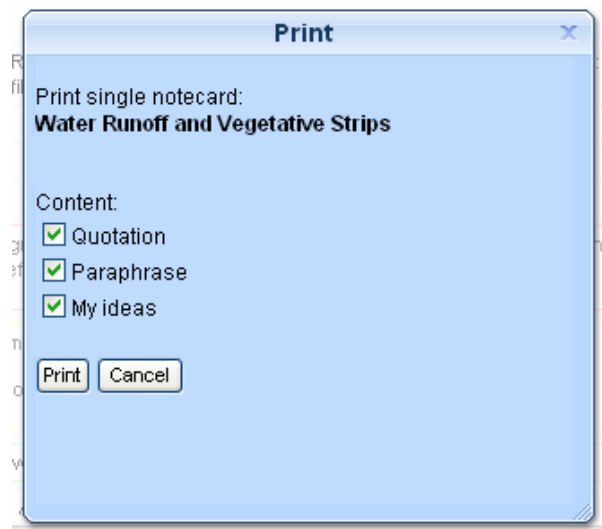


Figure 28: Printing options for printing an individual notecard

- ⇒ Click the **Print** button.
- ⇒ When the file has been created, the print options window will be replaced with a new window that states that the file has been generated.



Figure 29: Open/save notecards as an RTF file


- ⇒ To open or save the file, click the **Open file** button.

Copying lists and notecards

You can create a duplicate copy of an entire source list and its associated notecards in your own folder, or transfer a copy of one of your source lists to another user. For instructions on how to copy individual citations, see *Chapter 3: Copying entries*.

A screenshot of a web form titled "Duplicate List" with a plus icon in a green circle next to the title. Below the title is a paragraph of text: "You may create a copy of Frogs in the folder you have open, or you may transfer a copy of the list to another user's folder (you'll need to know their personal ID to do so)." Below this is a sub-heading "Duplicate List" in green. Underneath, there are two radio button options for "Copy to": "my own personal folder" (which is selected) and "another user's folder:" followed by a text input field and the instruction "(enter the user's personal ID)". Below the radio buttons is a "Description:" label followed by a text input field containing "Copy of Frogs" and a smaller line of text below it: "For example, 'History 101 report on George Washington'". At the bottom of the form is a "Duplicate" button.

Figure 30: Copying a source list

To copy a source list and its notecards, click **My Lists** in the navigation bar, then click the **Copy** button ( Copy) in the right-most column. Select **my own personal folder** if you want to duplicate the source list and notecards in the same folder, or select **another**

user's folder and enter a personal ID to transfer a copy of the list and notecards to another user.

Note that if you have work under two separate personal folders (for example, one free MLA Starter folder and one folder under a school's subscription), the copy feature is a simple way of gathering all your work into a single folder.



Note: Only MLA Starter lists can be copied to a user's free NoodleBib MLA Starter account.

Sharing lists and notecards

If you are logging in through a school, library or classroom subscription, you have the option to share work. If a student shares a list, her instructor can view the list and give feedback next to individual citations. If the list has associated notecards, the instructor can also view a read-only view of those notecards.



Note: A teacher or librarian can only view a student's list and notecards if that student actively allows a list to be shared (described below in *Student instructions*).

Teacher instructions



Note: We recommend that teachers read both the *Teacher instructions* and *Student instructions* sections of this guide, so as to understand how sharing works on both sides.

To enable your students to share lists and notecards with you, you will need to create one or more **class names**. A class name is a word or phrase that defines a "drop box" into which students can submit lists.

For example, if you created two class names, "Smith History P3" and "Smith History P5," then your period 3 students could share their work with you via the "Smith History P3" drop box and your period 5 students could share their work with you via the "Smith History P5" drop box.

Work submitted to you by your students is accessible from the **Lists Shared With Me** section of your personal folder. By creating one class name for each class/period that you teach, student work is conveniently grouped for evaluation, as shown below.

Class Name	Description	Style	Level	Entries	Notes	Created	Modified	Shared By	
Frizzle Science 2007S2									
Frizzle Science 2007S1	Light and electricity project	MLA	Advanced	4	0	02/04/07	08/11/07	LarryReeves (Larry)	Delete
	Magnetic fields	MLA	Advanced	14	35	02/13/07	05/20/07	MonaYing (Mona)	Delete

Figure 31: Lists Shared With Me (teacher's view of shared lists)

Creating class names


- ⇒ Click **My Lists** in the navigation bar to view your personal folder.
- ⇒ Scroll to the bottom of the screen to view the **Lists Shared With Me** table.
 Note: If your folder view does not include a **Lists Shared With Me** section, you did not select the **I am a teacher or librarian** option when you first created your personal folder. If your folder is empty, you can simply create a new folder using the correct option. If you have already composed a list within your folder that you wish to keep, contact your account administrator, who can convert your folder to a teacher's folder through the **subscription management area**.
- ⇒ Click the **Sharing Setup** button.
- ⇒ On the **Sharing Setup** screen, first enter your name. This is the name that your students will see when you write comments to them, so it should be the name by which they refer to you in the classroom (e.g., "Mrs. Reeves" or "Debbie").
- ⇒ Enter a new **class name**. The class name must be unique to the NoodleTools community but should also be simple enough for students to type easily. Including the year and semester can be a good idea, to avoid getting it confused with a class name for the same class in a different year. For example, "2007S1 Hamlet Paper." Avoid using periods, dashes, commas and other punctuation that your students might type incorrectly (e.g., "Dr. Smith History – Per. 1").
- ⇒ If there are other teachers or librarians who need to review and comment on the lists shared with you through this class name, you may enter their personal IDs under **Additional recipients**. They will see the shared lists in their **Lists Shared With Me** area, just as you do.
- ⇒ Click **Add class name**.
- ⇒ To add another class name, click the **Create a New Class Name** button above the list of class names on the **Sharing Setup** screen. If you make a mistake, you can edit a class name (and additional recipients) by clicking the class name in the list.
- ⇒ When you are done, click **My Lists** in the navigation bar to return to your personal folder.


In order for students to share lists with you, you must tell the students what **class name** to use. For example, your assignment sheet might say: "Share your bibliography with me by entering the class name **Smith History P3**."

Students can share their list either from the **My Lists** view or the **Bibliography** view. Before you provide instructions to students, you may want to create a test student folder and share a list, so that you understand how the process works.

Lists that are shared with you are grouped in the **Lists Shared With Me** table by class name and then sorted by the date of last revision (i.e., lists that have been edited most recently will appear at the top). To improve readability when you have many classes sharing work with you, the individual lists under each class name are hidden until you click the class name that you wish to view (or the “+” symbol next to it).

To identify the author of each list, the student’s username followed by their real name (as they have provided it) in parentheses (under the **Shared By** column) appears in the far-right column. The first column of the table provides the **description** that the student gave to the list. The **style** (MLA or APA) and **level** (Starter or Advanced) of each list is given, as well as the **number of entries** (and **number of notes**, if the notecards feature is enabled). The last two columns indicate the date each was **created** and last **modified**.

You can remove a list that has been shared with you by clicking the **Delete** button ( **Delete**) next to the list (at the far-right). If you do so, you will not be able to view it unless the student shares the list with you a second time.

Lists shared with you are opened in read-only mode – you can view but not modify the citations and notecards associated with the list. Click a list’s description to open it. Display the form used to create the citation by clicking the **View** button ( **View**) next to the citation you wish to see. When you see exactly what information the student entered into each field, you will be able to analyze what a student is doing wrong. If the notecards feature is enabled, a **show** link in the “Notecards” column allows you to view notecards associated with that entry.

Although you cannot change the entries themselves, you do have the ability to add comments to individual citations. Students will appreciate having a chance to improve or correct their work based on your feedback before they submit their final products.

Providing feedback to your students


- ⇒ Open the list by clicking on the list’s description under **Lists Shared With Me**.
- ⇒ Click the **Send comment** button ( **Send comment**) next to the citation that you wish to provide feedback about.

The screenshot shows a 'Bibliography' interface with a toolbar at the top containing 'Print', 'Save As Word Doc', 'Email', and 'Analysis' buttons. A 'Sort' dropdown menu is set to 'Alphabetic'. Below the toolbar is a table with the following data:

Media Type	Citation	Description	Notecards
Web Site Web link	Bent, Ian D., and Anthony Poole. "Analysis." Grove Music Online . 2006. Oxford UP. 14 Nov. 2006 < http://www.grovemusic.com/shared/views/article.html?section=music.41862#music.41862 >.		9 Show <input checked="" type="checkbox"/> View <input type="checkbox"/> Send comment Parenthetical Reference Have a Question?
Web Site Web link	De Gutierrez, Marie-Louise Oosthuysen. "Massage and Music: A BrainConnection Reader's Intriguing Commentary." Brain Connection . Oct. 2006. Scientific Learning. 30 Jan. 2007 < http://www.brainconnection.com/content/240_1 >.		4 Show <input checked="" type="checkbox"/> View <input type="checkbox"/> Send comment Parenthetical Reference Have a Question?
Book	Farnsworth, Paul R. "Major and Minor Modes." The Social Psychology of Music . Ames, IA: Iowa State UP, 1969. 73-76.		4 Show <input checked="" type="checkbox"/> View <input type="checkbox"/> Send comment Parenthetical Reference Have a Question?

Figure 32: Teacher's view of a citation within a shared list

- ⇒ On the **Add Comment** screen, type your comment and then click **Send Comments**.
- ⇒ Your comment will be displayed to the student directly within the list. The student's personal folder will display **NEW!** (see screenshot below) to indicate that new comments have been added since the last time the student viewed the list.

 **Note:** The current version of NoodleBib does not have an option to add comments on notecards. This feature will be added in an upcoming release.

Student instructions

Your teacher may ask you to share your source list and associated notecards. This gives your teacher the ability to look at your work and send you helpful feedback. On your assignment sheet, your teacher will tell you the **class name** to use when sharing your list.

Sharing a list

- ⇒ Either (a) open the list you wish to share and then click the **Share** button at the top of the screen or (b) check the box next to the list in your **My Lists** view and click the **Share** button at the bottom of the screen. If you need to share a number of lists with someone, use option (b), checking the boxes next to each list.
- ⇒ Enter your name in the **My Name** field so that your instructor will know who you are (he or she may not recognize your personal ID).
- ⇒ Enter the **class name** where prompted.
- ⇒ Click **Share**.
- ⇒ When you return to your personal folder, you will find that the list you shared has a checkmark in the **Shared** column.

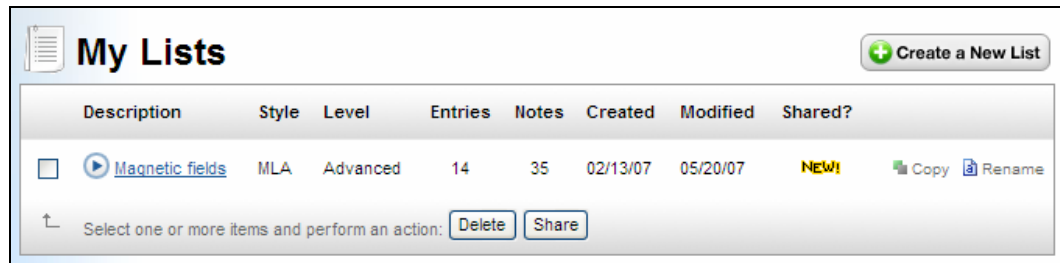


Figure 33: Shared lists (one with new comments)

If a teacher views your shared list and writes comments to you, you will notice that the checkmark displayed in the right-hand **Shared?** column of your personal folder is replaced with a yellow “new” indicator (**NEW!**). Open the list to view the new comments. Your teacher’s comments about a citation appear directly below the citation. If there is more than one comment on a citation, the comments will be sorted with the most recent comment first.

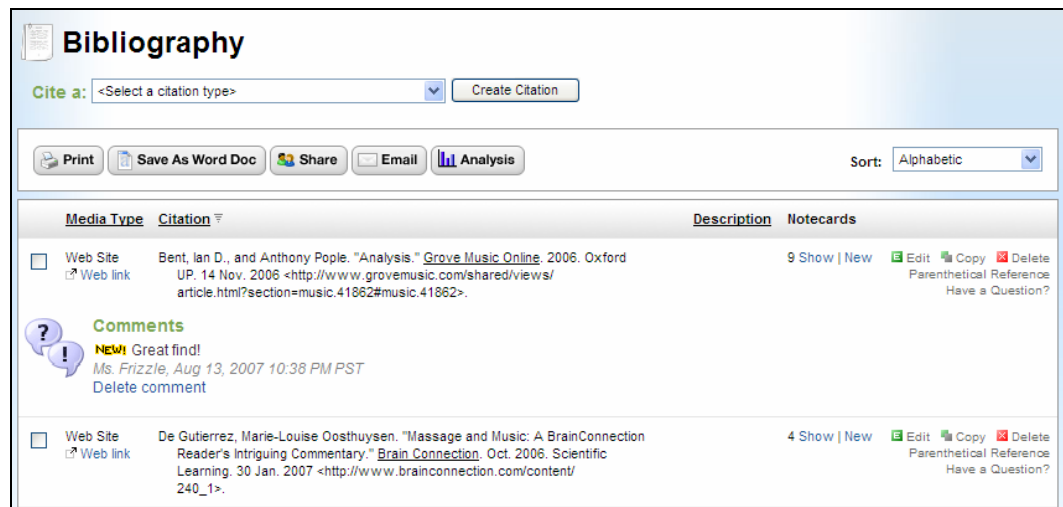



Figure 34: Teacher's comment displayed on a student's list

Following each comment, you will find the name of the teacher who wrote the comment, as well as the date and time the comment was written.

When you have read and acted on the comment, you can permanently remove the comment from view by clicking the **Delete comment** link.

 **Note:** Even if they are not removed via the **Delete comment** link, comments will not appear in RTF files generated by the **Print** option in NoodleBib.

E-Mailing lists


You can e-mail the RTF version of your list to yourself or someone else. The recipient will be able to open the list in Microsoft Word or another word processor. The recipient will not be able to log in to your personal folder or change your master list in any way – only a copy of your list is sent. There is also no way for the recipient to import the RTF version of your list into their own personal folder. However, you can share an editable copy of your source list with another NoodleBib user (see *Chapter 5: Copying lists and notecards*).

E-mailing a list to someone

- ⇒ Open your source list.
- ⇒ From either the **Bibliography** view or the **Notecards** view, click the **Email** button.
- ⇒ Enter your name and your own e-mail address in the first two fields.
- ⇒ Enter the recipient's e-mail address in the next field.
- ⇒ If your source list contains notecards, an additional option, **Include notecards**, is available. Mark the checkbox to include your notecards as an HTML attachment to the e-mail.
- ⇒ Click **Send** to e-mail the list.

Merging lists and notecards

Two or more lists (and their associated notecards) in your personal folder can be merged into a single list. As a safeguard, the original lists you select to merge will also remain in your personal folder unchanged. The new merged list will be added to your folder, identified by a new description that you provide.

 **Note:** Merging an MLA Starter list with an MLA Advanced list yields an MLA Advanced list.

To merge lists

- ⇒ Click **My Lists** in the navigation bar to view your personal folder.
- ⇒ Check the boxes next to the lists that you wish to merge (two or more).
Restriction: All lists must be in the same style (MLA or APA).
- ⇒ Click the **Merge** button at the bottom of the screen.
- ⇒ Enter a brief description for the new, merged list.
- ⇒ If you would like to prevent duplicate citations from appearing in the new list, mark the checkbox next to **Remove duplicate citations from merged list**.
- ⇒ If the original lists have notecards, decide whether or not you would like those notecards to be transferred to the merged list. By default, the **Include notecards from original lists (if any) in merged list** option is checked.

- Note: Checking both the “remove duplicates” and the “include notecards” options can potentially cause unwanted results. If there are duplicate citations that have different sets of associated notecards, then only one set of those notecards will be transferred to the merged list.
- ⇒ Click **Merge**.

Chapter 6: Troubleshooting

Overview

If you need assistance, please follow these steps:

1. Double-check the **Common issues** section of this chapter.
2. Search the **Knowledge Base** to see if your question has already been answered:

<http://www.noodletools.com/kb/>

3. If you have a “How do I cite...?” question, click the “**Have a Question?**” link next to one of the citations in your list to get personal assistance from NoodleTools experts.

4. View the NoodleBib overview tour:

<http://www.noodletools.com/tour/>

5. If you have a question about how to use NoodleBib, or about the status of your subscription, direct your question to the appropriate NoodleTools staff member using our **online contact form**:

<http://www.noodletools.com/about/contact.php>

Common issues

Subscribing

“How much does subscribing cost?”

Subscription pricing is all available on the Web site. From the home page, click **Subscription Info** (under “NoodleBib”). Then click **Learn more** next to the appropriate subscription license type to view subscription pricing. If you are subscribing for a single campus, you can generate and print an e-quotation. If your school is a member of a consortium or purchasing cooperative that we work with, you can contact us for a custom quotation. Likewise, if you are subscribing for an entire district or consortium, e-mail us for information.

“I submitted a subscription request for my college, library, school, or classroom, but it has been over 24 hours and I haven’t received any response.”

New subscription requests are processed at least once a day (usually more often), so if you have not heard back from us within 24 hours after submitting the subscription request form, you should contact us. Your account activation e-mail may have been caught in a spam filter, or the e-mail address that was provided to us may have had a typo. Use the online contact form or call us to report the issue.

Using NoodleBib

“When I try to start NoodleBib, I get a blank screen.”

If all you see is a blank screen, and the browser URL is pointing to go.php, starter.php, express.php, or login.php, you probably have JavaScript disabled. Check that you have JavaScript enabled in your browser (also called “active scripting” by Internet Explorer). For instructions, see:

<http://www.noodletools.com/kb/index.php?article=115>

“When I try to start NoodleBib, I get an error message that asks me to enable cookies in my browser.”

Cookies are required to run NoodleBib. We do not store any personal information in the cookies that we create. Cookies maintain the state of your NoodleBib session as you traverse from screen to screen. For instructions, see:

<http://www.noodletools.com/kb/index.php?article=115>

“When I click on the help links in NoodleBib (like the “advanced help” links next to many of the form fields), nothing happens.”

Most likely, you have a popup blocker installed on your computer. The most common popup blockers are the ones that come with add-on browser toolbars (like Yahoo’s and Google’s toolbars), and the Internet Explorer popup blocker that is enabled by default in the Windows XP Service Pack 2. Disable any such popup blockers for the NoodleTools.com domain.

If you do not have a popup blocker on your computer, check to see if the popup window is **behind** another window. Minimize the application windows on your desktop to be sure there isn’t a browser window hiding behind them.