

Citations – How To

“Always give credit where credit is due.”

In order to cite the sources you use for your research paper, you must build a **Works Cited** and/or a **Works Consulted** document. A “Works Cited” document lists all the sources from which you borrow ideas or actual quotes. A “Works Consulted” document lists all the sources you investigated.

At PMCA the standards required for any document are Times New Roman, size 12 font, 1 inch margins and MLA style for citations. **We exclusively use a web-interfaced program named NoodleTools to generate citations at PMCA.** Citations do take a bit longer in NoodleTools but they are more correct and can be saved and then printed in a Word document. The website also helps you to create notecards and link those notecards to your citations. Your teacher may ask you to electronically share your citations list and/or your notecards with him.

1. Access the website. At the top left corner, click on “Current Users: Sign In”. Logins must be registered at the login page. Each user must create a username and profile (login and password).
2. See the Library Media Specialist if you haven’t already done so.
3. On right, click on “Start New List”.
4. Click inside bullet for “MLA Advanced”. Provide a description for this list – something you will remember. Click on “Start Adding Citations”.
5. Click on down arrow to the right of the words “Select a citation type” and choose the type of source from which you obtained your information. Click “Go”.
6. Answer a few questions to make sure that you are using the correct source and then fill in all the necessary blanks to cite your source completely.
7. Click on “Check for Errors”. Errors will be displayed in red.
8. Click on “Generate Citation”.
9. You can Edit, Copy or Delete that particular citation at any time. You can add notes from your reading in that particular source using the Notecard interface.
10. Notice the tab buttons along the top of the screen. They will help you to navigate with the program.
11. Remember your teacher may ask you to electronically share your citations list and/or your notecards with him. In order to do this, you must know the class name your teacher assigned.
12. It is extremely important to “Logout” when you are finished.

