

NoodleBib Student Guide

SCOPE: NoodleBib is a web-based APA editorial tool available by subscription to Rasmussen College students, faculty and staff. You can use NoodleBib to:

- Create and save References pages for every course
- Analyze the types of resources that you are using to match your instructor's requirements
- E-mail your References list to your instructor or classmates
- Create notes attached to each project, saved online
- Learn how to properly cite sources that you quote or paraphrase in a project

TO ACCESS NOODLEBIB:

Citation Help Links

Noodlebib Advanced

Create a free username and password project.

Click on the **Noodlebib Advanced** link on the Library Website.
OR

Open a web browser and enter the following into the address bar:

<http://www.noodletools.com/login.php?group=4135&code=3068>

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 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

If you created an ID/Password during the trial, or received an e-mail with your ID/password, enter it in the box provided.

NOTE: Your login is the same as you use for the Student Portal.

If you **DID NOT** receive an e-mail with your ID/password, or create an account during the trial, e-mail:

librarian@rasmussen.edu

We will create an account for you within 24 hours.

CREATE A NEW LIST:

+ Create a New List

Your lists are the management center for all of your resources. You can create a list for every project that you have. There is no limit to the amount of lists that you can create.

To begin, click on the **Create a New List** button.

CREATE A NEW LIST (continued):

Description: ←
For example, "History 101 report on George Washington"

←

By default, the list style is **APA Advanced**. Do not change the default.

Enter in a description for your list—Class Name and Quarter, for example, and then click **Create List**.

TO CREATE A CITATION:

Use the dropdown list to select the type of resource that you are citing.

Note: You will need to have the citation information about your resource (author, title, etc.) to complete this process.

Cite a: <Select a citation type>

- Journal
- Magazine
- Monograph
- Newsletter
- Newspaper or Newswire
- Nonperiodicals -----
- Book
- Brochure or Pamphlet
- Monograph
- Reference Source (Dictionary, Encyclopedia, etc.)
- Technical/Research Report
- Electronic/Online (Exclusively) -----
- Computer Program, Software, or Language
- Data File
- Electronic Mailing List
- Web Forum (Message Board)
- Newsgroup, Usenet
- Web Site

The service will require you to confirm the type of source that you are citing.

Once you verify that you've selected the right type of resource, click **Next**.

Adding: Magazine

We think you probably mean...

[[Not sure?](#)]

- Magazine**
 - a magazine article or entire issue
 - an e-zine

The service may also ask you additional questions about the nature of the source—whether it is in print or online, whether you located it on the World Wide Web or in a Database (such as EBSCO Academic Search Complete), etc.

Select the appropriate response for each question and click **Next**.

Adding: Magazine

What is the publication m



Print: Printed magazine



Online: Online magazine

TO CREATE A CITATION, continued:

Title:	The Return of the Realists.
Authors:	Isaacson, Walter ¹
Source:	Time; 11/20/2006, Vol. 168 Issue 21, p39-39, 1p, 1bw

Basic information

* Name of magazine
Time

* Title of article
Return of the realists

Author(s) of article

First name Middle name L

Isaacson, Walter

Check For Errors Update Citation

Use the citation information from your source (title, author, etc.) to fill in the corresponding spaces provided. If you do not have information for a particular space (English Translation, for example), leave that blank.

The image above is the citation information for an article in EBSCO Academic Search Premier. The image to the left is the NoodleBib form for generating your citation in APA editorial style.

When you have filled out the necessary information, click **Check for Errors**, then **Update Citation**.

Annotation

For an annotated source list, type your annotation here

This is a sample text for an annotation of this resource. An annotation provides a brief critical or evaluative summary of the content of a resource using your own words and ideas.

HINT: Is your assignment an **annotated bibliography**? Enter your annotation in the space provided **before** updating your citation, to include the annotation in your final Word document.

USING AND EDITING CITATIONS:

After you **Update** your **Citation**, NoodleBib will create the citation of your resource for you in APA style.

Verify that you have spelled words correctly and that you have entered in all of the relevant information for your citation.

If you are not sure, click **Edit** to return to the previous page to correct your errors. You may also ask a librarian for assistance, or consult your *Wadsworth Handbook* or *APA Manual*.

To see an example of an in-text citation (if you are paraphrasing the resource in your paper), click on the **Parenthetical Reference** link. A new window will open providing an example of an in-text citation at the end of the sentence, as well as other ways that you can use the citation information in your text.

When you are finished with that resource, use the drop-down list to create another citation.

Citation

Isaacson, W. (2006, November 20). Return of the realists. *Time*, 168(21), 39. Retrieved September 5, 2007, from Academic Search Premier database.

Edit Copy Delete
Parenthetical Reference
Have a Question?

Writing a parenthetical reference

Example

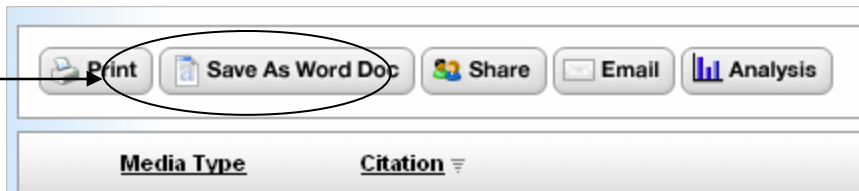
A parenthetical reference to this **Magazine** might look like this:

...the end of your sentence (Isaacson, 2006).

Cite a: <Select a citation type> Create Citation

GENERATING A REFERENCES PAGE:

Once you have added the citations for all of your resources, you are ready to create your References List. To begin, click on **Save as Word Doc**.



Formatting Options

Option	Current Setting (click to edit)
List Title:	References
Page Header:	None
Include:	Citations and annotations

Verify the title of your list (the default, **References**, is usually correct. If you are writing an annotated bibliography, you can choose whether or not to include your annotations at this time.

Click on the **None** link beside Page Header to add in the abbreviated title of your paper in your Word Document. NoodleBib will automatically enter page numbers for you. Enter your shortened title and click **Set Header**.

Shortened version of paper's title:

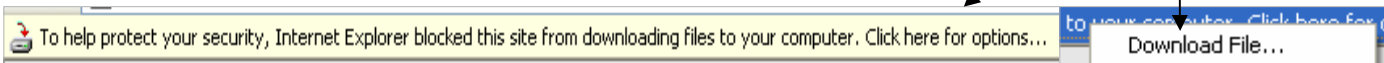
Note: Page numbers will be added to your document header automatically.

After you confirm your settings for your List Title, Page Header, and Include, click **Export and Print**. You may be required by your browser window to save and/or upload the file.

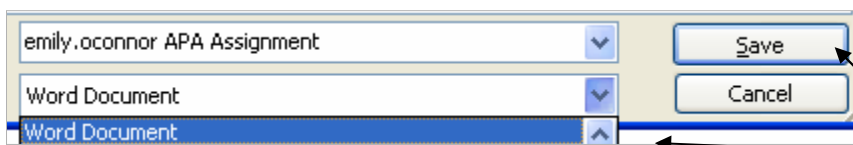
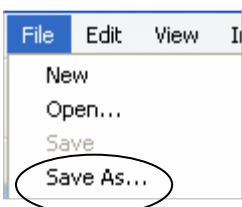
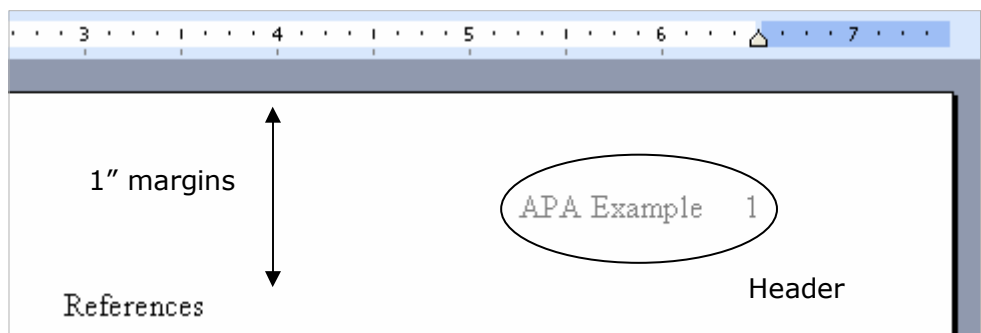
Export and Print

To open this list in your word processor and print it with the correct margins and spacing, [click here](#).

If you use Internet Explorer, you may receive the following warning at the top of your screen. Click on it, then select **Download File**.



Your References page will open in Microsoft Word (with annotations, if you included them). Before moving your cursor, click **Ctrl+Enter** (at the same time) to add a new page to your document before the References page. You can then add in your title page and content—your paper already includes the correct margins and header.



IMPORTANT: Save your document! Click **File**, then **Save As**. Choose a location (such as your H drive), name your assignment, and select Word Document from the **Save as type** list. Then, click **Save**.

QUESTIONS? Ask a Librarian: librarian@rasmussen.edu