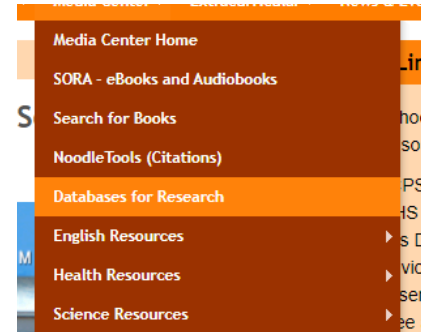


QuickCite: Copying and Pasting a Database-Generated Citation in NoodleTools

What's the difference between a website and a database?

They are both accessed on the Internet.

- A website is something anyone can find on the Internet by searching on a search engine.
- A database is a special site on the Internet that an organization pays to access.
 - We pay for the information because it comes from reliable, fact-checked and edited sources.
 - FCPS students can access a set of databases that are paid for by the school system.
 - The databases available to CHS students can be found on the [CHS website](#) under the Media Center dropdown menu.



Use the QUICK CITE (copying/pasting citation) option for the following databases:

- Britannica
- Britannica ImageQuest
- Salem Press
- Issues & Controversies (Facts on File)
- ProQuest CultureGrams

Use the QUICK CITE function to paste citations from databases.

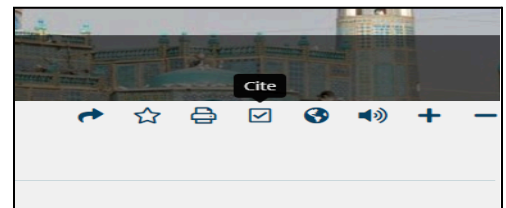
Before you begin citing, make sure you know WHAT KIND of article you are citing:

- Magazine
- News
- Original Content in Database (this is what Britannica is)
- Journal
- ?

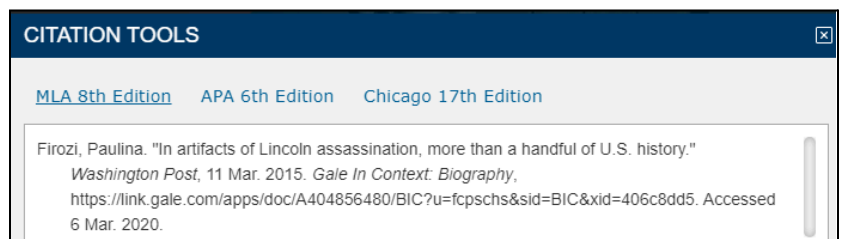
****You'll need to know this to check over your citation later****

IN THE DATABASE:

Locate the CITE button in the article you used from the database. It will look different in different databases but it is usually in a toolbox. Here's an example from Britannica:

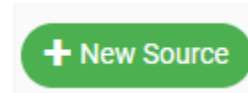


Copy the citation from the database.



IN NOODLETOOLS:

Click on **New Source** in the upper right-hand corner:



Then select "Database" - it's the first tab on the left:

A dialog box titled "Create new citation" with a close button (X) in the top right. It has a section "Where is it?" with tabs: Database (selected), Website, Print or in-hand, Viewed/heard live, File, app, e-book, and Other. Below the tabs is a note: "Click the option above that describes how you accessed this source." There are three rows of colored squares with corresponding labels: Electronic/Online (orange), Periodicals (light blue), Nonperiodicals (grey), Audio, Video, Images (green), Unpublished (pink), and Legal and Government Sources (yellow).

Find the "type" of source it is from the list. You'll need to look closely at the resource to see if it's a newspaper article, chapter from an eBook, etc.

Then, at the top of the page, select the "QuickCite" option:

A screenshot of the NoodleTools interface. The top navigation bar includes "Projects", "Dashboard", "Sources" (selected), "Notecards", and "Paper". Below the navigation bar, there's a section for "Quick cite: Copy & paste a citation" which is circled in red. To the left of this section is a sidebar with "Database" selected. The main area shows a form for "Database" with a dropdown for "Name of the database" and a text input for "Database publisher / vendor".

Paste the citation you copied from the database into the box titled: Manually-edited citation.

BEFORE YOU FINISH:

In the upper right-hand corner is a little bookmark called MLA (or a different citation style) Guide. Click that, and NoodleTools will tell you what your citation SHOULD look like. Double-check your citation because databases don't always get it exactly right.

A screenshot of the NoodleTools interface showing a pop-up window titled "Formatting Guide: Online Database (Database)". The pop-up contains a text box with the following text: "Author. 'Title of Article/Page.' Other Contributors. Name of Database, Database Publisher, Date of Publication, URL. Date of Access." Below the text box are buttons for "Quick cite: Switch back to field-by-field form", "Save", and "Cancel". In the top right corner of the pop-up, there is a button labeled "MLA Guide" with a close button (X).

Even if the database has done the citation for you, you should check to make sure that it has been done correctly!

Click SAVE to save your citation.