

Introduction to Citations, References, and Note-taking with NoodleTools (updated RFM 3-2022)

Information literacy topics:

- Taking notes
- Organizing source citations
- References
- Using technology tools

Objective: To understand and define the concept of a research “citation”, and to use a web citation generator (NoodleTools) to create citations and bibliographic references, and organize notes.

Before class: Students may have attended a session on using school databases to find information for class research.

During class:

1: Find the activities for this class, follow links from Amity Library (Google Search).

Part A: Understanding and Creating Citations

2. Explain objective

Discussion: Students brainstorm the answer to the question, “What is a citation?”

A citation is all the information you need to tell where an idea or quotation came from, and to be able to find that source again.

2. Explain objective

Discussion: Students brainstorm the answer to the question:

“What is a citation? Can you give a DEFINITION?”

(A citation is all the information you need to tell where an idea or quotation came from, and to be able to find that source again.)

3. Presentation:

Option 1: Students view the video, “[NoodleTools Tutorial Introduction](#)”. Start at 00:41 sec, and eliminate the wait time for responses if needed. (when displaying NoodleTools explain that the format has changed.)

Option: Instead of the video, use [Google presentation](#) to illustrate concepts during discussion)

The video discusses:

- Definition of a citation
- Important information in a citation
 - author
 - title
 - place it can be found (database, book collection, etc.)
 - publisher

- city of publication
- date of publication
- medium (type of publication), like Print, Web, File, Film, CD-ROM, DVD, etc.
- date you found it (electronic resources)
- web address (URL) or permanent web identifier (d.o.i.)

Note: the medium (type) of publication may be: Print, Web, File, Film, CD-ROM, DVD, etc. and more, depending on the kind of information

- Reasons for citing sources
- Best software for citations

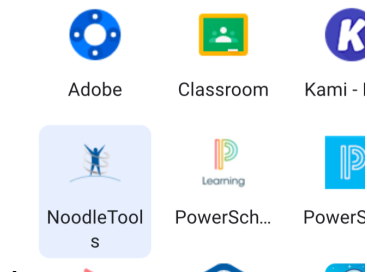
4. Discussion: Students analyze sample citation to see which of the above elements it includes. Use Discussion Prompt presentation.

Students answer: "What kind of source is it?"

Mead, Karen. "Reign of Terror." *World at War: Understanding Conflict and Society*. <https://worldatwar-abc--clio-com>.

5. Students access accounts in NoodleTools.

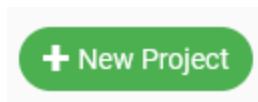
- Sign into Google Drive or Gmail with your @amityschools.org
- Find the "waffle" in the upper right, click on the NoodleTools little figure.



- Under "My Profile" UPDATE your account to the High School, and make sure your first and last names are complete.

6. Student Practice: create a project to begin citations.

6.a. Click on “New Project”.



6.b. Enter a “Project Title”.

6.c. Choose “Chicago/Turabian” style (for this History class)
“Advanced” citation level for full functionality.

6.d. Click “Submit.”

6.e. Click “Sources” to cite your research sources

7. Student practice: create a citation for a database article.

7.a. Go to article “[Reign of Terror](#)” from the ABC-Clio database *World at War*.

7.b. In NoodleTools “Sources”, click on “New Source”.

7.c. Answer the question “Where is it?”. (“Database”).

7.d. Answer the question “WHAT is it?”. (“Original Content in Database” because the citation shows it was written for this database.)

7.e. Start filling in as much information as you can, copying from the article, and adjusting the text as needed. Notice the pop-up hints.

7.f. Click “Submit”.

- Did you notice what information WASN'T available?

- Did you use the HOME page URL since the article URL was so long and complicated?

Mead, Karen. "Reign of Terror." *World at War: Understanding Conflict and Society*. <https://worldatwar-abc--clio-com>.

8. Student practice: Create a citation for a database article.
 - 8.a. Go to this article titled: "[*The Fall of Robespierre*](#)", from the EBSCO publishing company's database *History Resource Center*.
 - 8.b. Back in NoodleTools, click on "New Source".
 - 8.c. Answer the question "Where is it?". Once again choose "Database".
 - 8.d. Answer the question "WHAT is it?". Choose "Magazine" because this is an article in a magazine called "*History Today*".
 - 8.e. Start filling in as much information as you can, copying from the article:
 - DOI (Direct Object Identifier): there is none listed
 - URL: find the "permalink" on the right, because it does not change. But better to just use the simplified "domain."
 - Name of database: find it
 - Database accession number: find it
 - Author: find it
 - Article title: find it
 - Pages: find it
 - Name of magazine: find it
 - Volume: find it
 - Issue: find it
 - Publication date: find it
 - 8.f. Click "Submit".
 - 8.g. Compare your finished citation to the citation below.

Jones, Colin. "The Fall of Robespierre." *History Today*, August 2015, 39-44.
<https://web.s.ebscohost.com>.

(NoodleTools is 17th edition)

9. Student practice: Create a citation from a web source.
 - 9.a. Go to this article entitled "[*Women and the Revolution*](#)", from the website: [*Liberty, Equality, Fraternity: Exploring the French Revolution*](#), a joint project of the Roy Rosenzweig Center for History and New Media (George Mason University) and American Social History Project (City University of New York)
 - 9.b. Back in NoodleTools, click on "New Source".
 - 9.c. Answer the question "Where is it?". Once again choose "Website".
 - 9.d. Answer the question "WHAT is it?". Choose "Web page" because this online article is really a page in the larger web site.
 - 9.e. Start filling in as much information as you can, copying from the article:
 - URL: find it

- Date of publication: find it; if none, leave it blank.
- Most recent date of access: today
- Contributors: if none with article, look for site authors, editors, web page producers (bottom of main page, or "About")
- Web Page or document/article title: Find the article title
- Name of the website: It is the title of the whole web site.
- Publisher of the site: Find it (bottom of main page, or "About"). This is tricky, and open to interpretation.

9.f. Click "Submit".

9.g. Compare your finished citation to the citation below.

Robertson, Stephen, ed. "Women and the Revolution." *Liberty, Equality, Fraternity: Exploring the French Revolution*. Accessed March 28, 2022.
<https://revolution.chnm.org/exhibits/show/liberty--equality--fraternity/women-and-the-revolution>.

Citing your sources within your paper

ChicagoStyle (updated 10-2018)

As of the 2016-17 Amity's History Department has decided to use Chicago Notes and Bibliography Style (footnotes) as its citation style.

Citing Chicago Style - Amity Librarians' Quick Guide

Resource developed by Amity librarians with the most commonly used sources and how to accurately cite them. Includes bibliography format as well as how to cite in footnotes.

Citing Chicago Style - Purdue OWL

Very practical and reliable guide published by renowned Purdue University's Online Writing Lab (OWL). Chicago includes two basic documentation systems: notes-bibliography style (or simply bibliography style) and *author-date style* (sometimes called *reference list style*). Here are the basic differences:

-Notes-bibliography style (required style for History at Amity):

The basics of the note-bibliography style are as follows: Whenever you need to cite a source, a superscript number is placed in the text at the end of the sentence or part of the sentence that contains the paraphrase or quote taken from your source.

The same number corresponding to that reference is placed, normal-sized, in the footnote area at the bottom of the page or the end of the section (your teacher's choice).

The first time a source is used in a document the entire bibliography form is used in the footnote, but the footnote format is slightly different. The second time the citation is used in the footnote it is shortened even more (see rules). When the same source is used twice or more in a row, you write "ibid" (which means "the same"), and change page number if needed.

A full bibliography at the end of the paper includes all complete source citations sources with their complete citation forms, in alphabetic order.

Part B: Creating and Organizing Notes in NoodleTools

Prefer to watch a [VIDEO explanation??](#))

1. Student practice: Create a new note in NoodleTools.

1.a. Inside your project, choose “Notecards” in the left menu.

1.b. Create a new note.



1.c. Write a “Notecard Title” that represents the basic TOPIC of your note.

1.d. Choose one of your source citations from the dropdown menu.

1.e. Now, fill in any or all:

- Direct quotation (copy/paste)
- Paraphrase of an idea (your own words)
- *Take the time to create a well-written note NOW, that could get slotted right in your paper.*
- A “Tag,” which should represent the specific topic the note. Be specific, because you will use tags to group notes together. *Tags with more than one word should be in quotes.*

1.f. Click “Save and Close”.

1.g. Create a second note in the same way for the same article, or another article. You need two notes for the next step. (If the new note hides the other on the desktop; just drag it off.)

2. Group notes together by common topics/themes.

2.a. Drag one note on top of the other, and release it to create a “Pile” (terrible name).

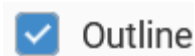
2.b. Name your “Pile” . A “Pile” name can be a category/theme/topic that both notes address. We are pretending that the two notes deal with the same specific topic.

2.c. Click OK.

2.d. Create two more new notes, and make a new “Pile”.

3. Convert notes to outlines.

3.a. Check the “Outline” icon to open the outline pane.



3.b. Click the “Add+” button to create a few headings.



You can change the name of topics by double-clicking, and rearrange the hierarchy by dragging and dropping.

3.b. Now DRAG one of your piles, or loose notes, right on top of any outline heading on the right until the heading is highlighted, and DROP it there. It will now appear as a note in that heading of the outline. You can rearrange the notes in the outline by dragging and dropping.

4. Export or print notes.

4.a. On the Notecard desktop, click “Share” to export your saved notes.

4.b. Notice the export options. Choose one, and practice downloading exported notes.

Class Notes

What is a citation?

A citation is all the information you need to tell where an idea or quotation came from, and to be able to find that source again.

“What kind of information is included in a citation?”

Citations can include the following information, and more...

- a. author
- b. title
- c. place of publication
- d. publisher (and more about where it can be found)
- e. date of publication
- f. medium (type of publication)
- g. date you found it (electronic resources)
- h. web address (URL) IF your teacher requires it.

Note: the medium (type) of publication may be: Print, Web, File, Film, CD-ROM, DVD, etc. and more, depending on the kind of information

Student Instructions

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Objective: To understand and define the concept of a research “citation”, and to use a web citation generator (NoodleTools) to create citations and bibliographic references, and organize notes.

1: Find the activities for this class, follow links from Amity Library (Google Search).

Part A: Understanding and Creating Citations

2. Discussion: “What is a citation? Can you give a DEFINITION?”

3. Presentation:

Option 1: View the video, “[NoodleTools Tutorial Introduction](#)”.

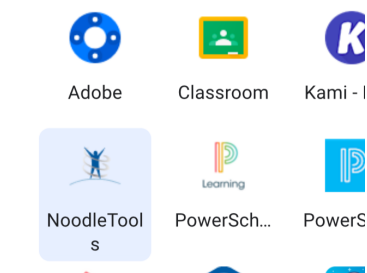
Option 2: Instead of the video, class discussion using [Google presentation](#).

4. Discussion: Look at the citation below: “What kind of source is it?”

Mead, Karen. "Reign of Terror." *World at War: Understanding Conflict and Society*. <https://worldatwar-abc--clio-com>.

5. Open NoodleTools.

- Sign into Google Drive or Gmail with your @amityschools.org
- Find the “waffle” in the upper right, click on the NoodleTools little figure.



- Under “My Profile” UPDATE your account to the High School, and make sure your first and last names are complete.

NoodleTools My Profile

You may update your personal profile here.

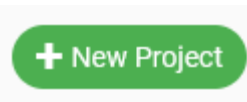
Personal ID: robert.musco@amityschools.org School / Location: Amity Regional High School

Your Name: Robert Musco Companion Key: 7ya443

☒ Display extra help bubbles (for new users)
☐ Display "Show Me" help screens (when available)

Save

6. Create a project to begin citations.



- 6.a. Click on "New Project".
- 6.b. Enter a "Project Title".
- 6.c. Choose "Chicago/Turabian" style (NoodleTools is 17th edition).
"Advanced" citation level for full functionality.
- 6.d. Click "Submit."
- 6.e. Click "Sources" to cite your research sources

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 - URL: find it
 - Date of publication: find it; if none, leave it blank.
 - Most recent date of access: today
 - Contributors: if none with article, look for site authors, editors, web page producers (bottom of main page, or "About")
 - Web Page or document/article title: Find the article title
 - Name of the website: It is the title of the whole web site.

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