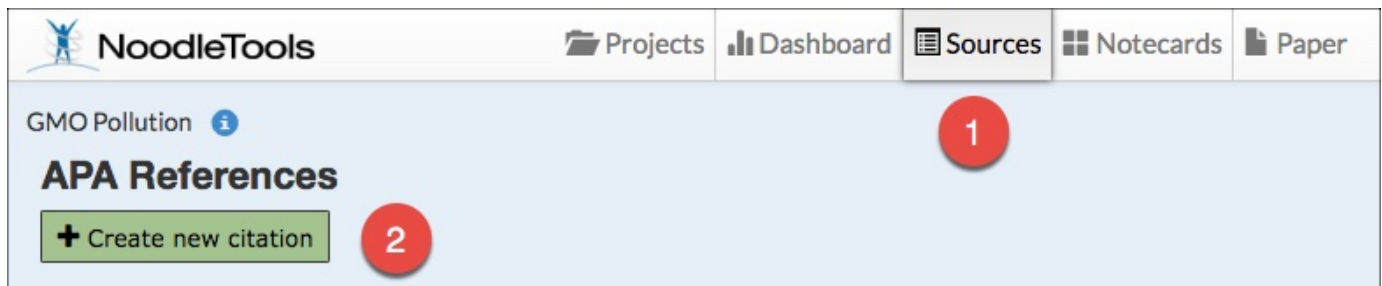


How to create and edit a source reference

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How to create a source reference

1. Click **Sources** in the navigation bar at the top of the screen to begin adding references to a new project.
2. Click **Create new citation**.



3. When you create a new citation, you will be prompted to select where the source is and what type it is. The content of the list will vary depending on what project level you selected. *The example shown below is using the Advanced level.*

Create new citation
3
✕

Where is it?

Database
Website
Print or in-hand
Viewed/heard live
File, app, e-book
Other ▾

What is it?

Blog	Reference Source	Conference Proceedings
Electronic Mailing List	Religious Work	Dissertation or Thesis
E-Mail	Report (Technical/Research)	Historical Work in an Archive
Microblog (Tweet, Status Update)	Reprinted Article	Letter or Memo
Newsgroup	Advertisement or Commercial	Review
Software	Audio Clip (Online)	Unpublished Paper or Data
Web Forum (Message Board)	Audio Podcast	Court Case
Web Page	Cartoon or Comic Strip	Government Publication
Wiki	Chart, Table, Infographic (Born Digital)	State Bill or Resolution
Conference Proceedings	Film or Video Recording	State Committee Hearing/Testimony
Journal	Map or Chart (Born Digital)	State Report or Document
Magazine	Map or Chart, Published or in an Archive	State Statute
Newsletter	Musical Score or Libretto	U.S. Bill or Resolution
Newspaper	Photo or Illustration	U.S. Committee Hearing/Testimony
Reprinted Article	Photo or Image (Born Digital)	U.S. Congressional Debate
Anthology/Collection	Radio Program	U.S. Constitution
Bible	Sound Recording (CD, Record, etc.)	U.S. Executive Order/Proclamation
Book	Television Program	U.S. Patent
Conference Proceedings	Video Clip (Online)	U.S. Report or Document
Pamphlet or Brochure	Video Podcast	U.S. Rule or Regulation
Press Release	Work of Visual Art	

 Electronic/Online	 Nonperiodicals	 Unpublished
 Periodicals	 Audio, Video, Images	 Legal and Government Sources

Once you select what the source is, a new citation form will appear in the next screen.

The screenshot shows the NoodleTools interface for creating a citation. At the top, there are navigation tabs for Projects, Dashboard, Sources, Notecards, and Paper. The user is logged in as 'GMO Pollution'. The main form is titled 'Citing:' and has a dropdown menu set to 'Article' and a 'from:' dropdown set to 'Magazine'. There are 'Submit' and 'Cancel' buttons, and an 'APA Guide' link. Below this is a 'Quick cite:' section with a 'Copy & paste a citation' link. The form is divided into tabs: 'Print', 'Web Site' (selected), 'Database', 'Digital File', and 'Microform'. The 'Web Site' tab contains fields for 'DOI:' and 'URL:'. Below these is a 'Change to:' dropdown menu set to 'Article'. The 'Article authors:' section has a table with columns for 'Role', 'First name', 'Middle name', 'Last name or group', and 'Suffix'. The first row has 'Author' in the 'Role' column and empty fields for the other columns. There are up/down arrows on the left and a red 'x' on the right of the first row. At the bottom right, there is a '+ Add another contributor' link.

Note: If you have selected in your profile to display "Show Me" help screens when available, a help screen will appear first.

- **Show Me** is an online tutorial to demonstrate how to evaluate the source.
- **Source Check** lists other related forms that may fit your source.
- If you are comfortable citing a particular type of source and wish to hide this additional help, check the "Hide this help screen next time" box at the bottom of the page.

The form that you will complete to cite a source is dynamic and shows you only the fields that apply to your specific source. Those fields change based on the style (MLA, APA, or Chicago), level (Starter, Junior or Advanced), source type, content type, and publication medium selected.

4. On the form, fill in as many details about your source as possible. Help text pops up with tips as you move from field to field.

Citing: Article from: Magazine Submit Cancel

Quick cite: [Copy & paste a citation](#)

Print **Web Site** Database Digital File Microform

DOI:

URL:

Article

Article authors:

Role	First name	Group	Suffix
Author	<input type="text"/>	<input type="text"/>	<input type="text"/>

Article title:

English translation of article's title:

DOI
Always provide a [DOI](#) when available (preferred over a URL in APA style).
As of the latest publication of the *APA Style Guide to Electronic References*, APA's recommendation is to format the DOI as a dx.doi.org URL, like this:
<http://dx.doi.org/10.1037/0002-9432.76.4.482>

+ Add another contributor

5. A **Guide** at the top-right of the screen displays a formatting template. Click the blue tab (**APA Guide** in the screenshot below) to open the guide. As you enter information in the form, the corresponding element is highlighted in the template.

Citing: Article from: Magazine Submit Cancel

Formatting Guide: Magazine (Web Site) APA Guide x

Quick cite: [Copy & paste a citation](#)

With a DOI:
Author(s). (Date). Article title. *Title of Magazine, Volume(Issue)*, Pages. DOI

No DOI available:
Author(s). (Date). Article title. *Title of Magazine, Volume(Issue)*, Pages. Retrieved from **Periodical Home Page**

URL

URL:

6. On the form, any field that has a red * is required. If the field has no data, you will not be able to submit the form. Note that other fields are also necessary to create the reference properly, but there are cases when those non-starred fields might need to be left empty.

7. As you type into a field, NoodleTools automatically checks for common errors with capitalization, abbreviations, and more. When a yellow warning triangle appears to the right of a field, mouse-over the triangle to view suggestions for how to correct the potential problem.

Magazine Change to: Select...

6 * Name of magazine:

Volume: Issue:

Publication date:

7 **Suggestions:**
 The first letter of the words listed here should most likely be capitalized: *truth, about, genetically, modified, food*

9 Citing a [reprint in an anthology?](#)

8. An **Annotation** field at the bottom of every form allows you to create an annotated bibliography (you can later choose to include or exclude the annotations from your exported source list via the **Print Formatting** option).

Annotation

8 Annotation [[What is an annotation?](#)]:

B I U

9 **Include this source in my final references list**
 In APA style, this source is always included in your final references list. You may uncheck this box if you wish to omit this entry for any reason.

10

9. Below the **Annotation** field, the checkbox next to **Include this source in my final bibliography** (checked by default) allows you to add a source to your working bibliography but then omit it from your final exported version. The traffic light image (red, yellow, or green) next to the checkbox will indicate whether or not a particular source is typically included for the citation style you are using. For example, a well-known reference book is not usually included in a Chicago-style bibliography (but would be in MLA or APA source lists).

10. **Submit** the form to add your reference to your source list.

11. If there are multiple references in your source list, a link **Jump to citation I just edited** at the top of your bibliography takes you to the one you just added (which will also be highlighted in your list).
12. Repeat all steps above for each source you wish to cite.

How to edit a source reference

1. Find the source reference you wish to edit and select **Edit** on the Options menu.

Media Type	Citation	Description	Notecards
<input type="checkbox"/> Magazine Article View live web page Archive & annotate	Freedman, D. H. (2013, September 3). The tuth about genetically modified food. <i>Scientific American</i> , 309(3), 80-85. Retrieved from http://www.scientificamerican.com/article/the-truth-about-genetically-modified-food/ Created by: ptsweeney (Pete Sweeney) on 07/06/16 06:18 PM Updated: 07/06/16 06:20 PM		1 Show New Options ▾
<input type="checkbox"/> Journal Article View live web page DOI Lookup Archive & annotate	Hilbeck, A., Binimelis, R., Defarge, N., & Steinbrecher, R. (2015). No scientific consensus on GMO safety. <i>Environmental Sciences Europe</i> , 27(4), 1-6. http://dx.doi.org/10.1186/s12302-014-0034-1 Created by: ptsweeney (Pete Sweeney) on 07/06/16 06:27 PM		0 New Edit Copy Delete In-text reference Have a question?
<input type="checkbox"/> Web Site	Specter, M. (2014, August 20). The problem with GMO labels. Retrieved July 6,		1 Show New

2. Modify the information about your source. You can either:

- Correct individual fields,
- Use the dropdown list(s) at the top of the form to change the source or content types (e.g., **Journal** instead of **Magazine** or **Editorial** instead of **Article**), or
- Modify the publication medium if necessary by selecting a different tab at the top of the form (e.g., **Web Site** instead of **Print**).

3. Check for any new data required if you have updated the publication medium or source/content type.

4. Click **Submit**.

5. If there are multiple references in your source list, a link **Jump to citation I just edited** at the top of your bibliography takes you to the one you just added (which will also be highlighted in your list).

How to delete and undelete source references

Deleting a reference from your source list:

1. Find the entry you wish to remove and select **Delete** on the Options menu.
2. Click OK when asked **Are you sure you want to delete this entry?**

Media Type	Citation	Description	Notecards
<input type="checkbox"/> Magazine Article View live web page Archive & annotate	Freedman, D. H. (2013, September 3). The tuth about genetically modified food. <i>Scientific American</i> , 309(3), 80-85. Retrieved from http://www.scientificamerican.com/article/the-truth-about-genetically-modified-food/		0 New Options
Created by: ptsweeney (Pete Sweeney) on 07/06/16 06:18 PM Updated: 07/06/16 06:20 PM			
<input type="checkbox"/> Journal Article View live web page DOI Lookup Archive & annotate	Hilbeck, A., Binimelis, R., Defarge, N., & Steinbrecher, R. (2015). No scientific consensus on GMO safety. <i>Environmental Sciences Europe</i> , 27(4), 1-6. http://dx.doi.org/10.1186/s12302-014-0034-1		0 New Options
Created by: ptsweeney (Pete Sweeney) on 07/06/16 06:27 PM			
<input type="checkbox"/> Web Site Web Page	Specter, M. (2014, August 20). The problem with GMO labels. Retrieved July 6, 2016, from http://www.newyorker.com/news/daily-comment/problem-g-m-o-labels		1 Show New Options

Deleting multiple references at once:

1. Mark the checkboxes on the left to the references you wish to delete.
2. Scroll down to the bottom of the screen and click **Delete**.
3. Click OK when asked **Are you sure you wish to delete all of the entries that are selected above?**

Undeleting references:

1. Click **Undelete** at the top of the screen.
2. A **Restore deleted citations** window will appear that allows you mark checkboxes next to the items you wish to recover.
3. Click **Undelete**.

NOTE: Notecards become unlinked from a source when the reference is deleted (they become "thought cards"). If you restore a reference, you will need to relink its notecards (either by editing each notecard and selecting the right item from the **Source** menu or by selecting multiple notecards on the Notecard Tabletop and clicking **Link to source** to relink all of them).