

NAME _____

DAY SEVEN--ENTERING CITATION INFORMATION IN *NOODLETOOLS*
REVIEW QUESTIONS

If you need to access our subscription databases from home in order to finish your *NoodleTools* citations, you must know the login and password to access those databases.

- 1) What is the login? _____
- 2) What is the password? _____
- 3) You've logged in and opened your project. What do you need to select at the top in order to get to the screen where you can begin a new citation? _____
- 4) If you want to go to the database article for which you've entered a citation, what do you click to the left of that citation to get there? _____
- 5) If you need to make a correction or to continue entering a citation in *NoodleTools*, what do you need to click to the right of that citation? _____
- 6) When you're entering a database name, always type the name in the "name of database" box. **True or False?** _____
- 7) If you capitalize an article title incorrectly when you enter it in *NoodleTools*, what will the program do to indicate that it is incorrect? _____
- 8) There are three different years associated with an article—2003 after the publisher in the database citation; Oct. 6, 2016 near the end of the database citation; Updated 2012 at the beginning of the article. Which one do you enter for the publication year? _____
- 9) You will almost never enter information in some of the boxes on the Reference Source fill-in screen. Which of these boxes will almost always be left blank? A) Title of volume in multivolume set B) Total # volumes C) Series number _____

When you're entering source information for articles found in the subscription databases:

- 10) Always just copy and paste the URL from the address box. **True or False?** _____
- 11) You will often have to look in more than one place to find all of the source information that you need to enter in *NoodleTools*. **True or False?** _____
- 12) Always fill in every box on the fill-in screen. **True or False?** _____

When you are finished entering sources for this orientation project:

- 13) How many projects should you have created in NoodleTools? _____
- 14) How many citations should you have entered? _____
- 15) How many of those citations should have URLs? _____

You must be able to “read” the citations found in database articles (and must understand that they are often not done correctly). Write on the line exactly what you would enter in the *NoodleTools* box for the source information found in the following database citation. (You must enter the information correctly into *NoodleTools* even when the database citation is incorrect. That citation is supplying you with the information you need—but you may not be able to just copy that information exactly as it appears in that citation.)

Taylor, Scott and Barbara Smith. “Wright, Frank Lloyd.” *American history: modern era*. Ed. Gary B. Nash III. Second Edition. Volume 7. New York: Facts on File, 2010. 45-60. Concise History of the World. *American History Online*. Web. 6 Oct. 2016. <<http://online.infobase.com/Auth/aid=19277&itemid=WE52&articleId=202467>>.

16) Title of reference source: _____

17) Author(s) of article/entry: _____

18) Publication year: _____ 19) Edition: _____

20) Article/entry title: _____

21) Volume: _____ 22) Pages: _____

23) Editor(s) of the reference source: _____

24) Series name: _____

25) Publisher: _____

26) Name of the database: _____

27) Date of access _____

MOST COMMON NOODLETOOLS ERRORS—AVOID THEM!!!

- 1) Answering “Where is it?” incorrectly.
- 2) Answering “What is it?” incorrectly.
- 3) Trying to fill in every box for every source.
- 4) Confusing page numbers with number of pages. The length of an article (number of pages) is NEVER entered in *NoodleTools*. The range of actual page numbers on which you would find the article in the original source (e.g., 45-51) is what should be entered for pages.
- 5) Submitting a citation without checking the yellow warning triangles or ignoring those suggestions when corrections DO need to be made (especially capitalization errors).
- 6) After a citation for an article found in a database has been submitted, not clicking on the “View live web page” link to make sure the URL actually does link to that article.