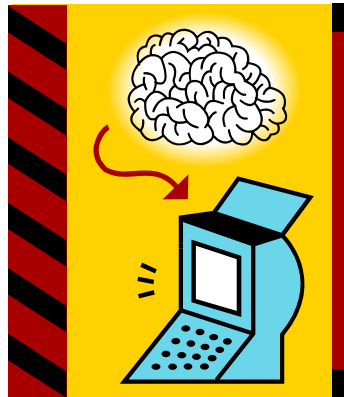


# Use Your Noodle with ... ***NOODLEBIB***



*Using Your Boyden Library NoodleBib Account*

Need footnotes/endnotes for your paper?

Frank L. & Helen Childs

# Boyden Library

Deerfield Academy

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- [Electronic books](#)
- [Databases by Subject / by Title](#)
- [Periodicals & E-Journals / Other lists](#)
- [Search the Internet](#)
- [Citation Style Guides](#)
- [Research Guides](#)
- [Ready Reference](#)

## SERVICES

- [Instruction](#)
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- [Course Reserves](#)
- [Computers & Equipment](#)
- [Information Technology](#)
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- [Virtual Tour](#)
- [Maps](#)

Select **NoodleBib**  
on library homepage

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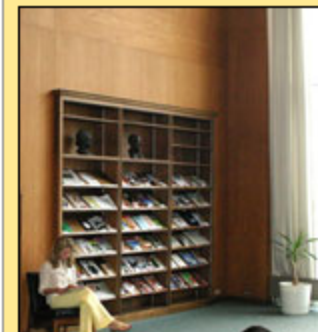
[Research Guides](#)

## What's New?

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- [Daily Source \(top news\)](#)
- [World Economics \(from Newsbank\)](#)
- [Forms & documents](#)

## REGULAR HOURS

Mon. - Thurs.  
7:45 am - 9:45 pm  
Fri.  
7:45 am - 5 pm  
Sat.  
9:00 am - 4:30 pm  
Sun.  
12:00 pm - 9:45 pm



### Good News!

When you sign in to NoodleTools via our Boyden Library Homepage, you have access to a variety of cool software tools that are not available on the free online NoodleTools website.

## Register or Sign In

You have been automatically authenticated into the Deerfield Academy subscription.

You'll need your own **Personal ID** so that the NoodleTools system can keep your work separate from the other users at your school or library.

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 NoodleTools 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

### Access

- ▶ Sign In
- ▶ New User Registration
- ▶ Retrieve Lost Password
- ▶ Account Administration
- ▶ Help

Sign in using your Boyden Library NoodleTools Personal ID and Password

# Step One: Create Citation(s)

## Works Cited

Cite as:

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Notecard display: [Show/hide all](#) | [Show/hide thought cards \(notecards not linked to a citation\)](#) | [...](#)

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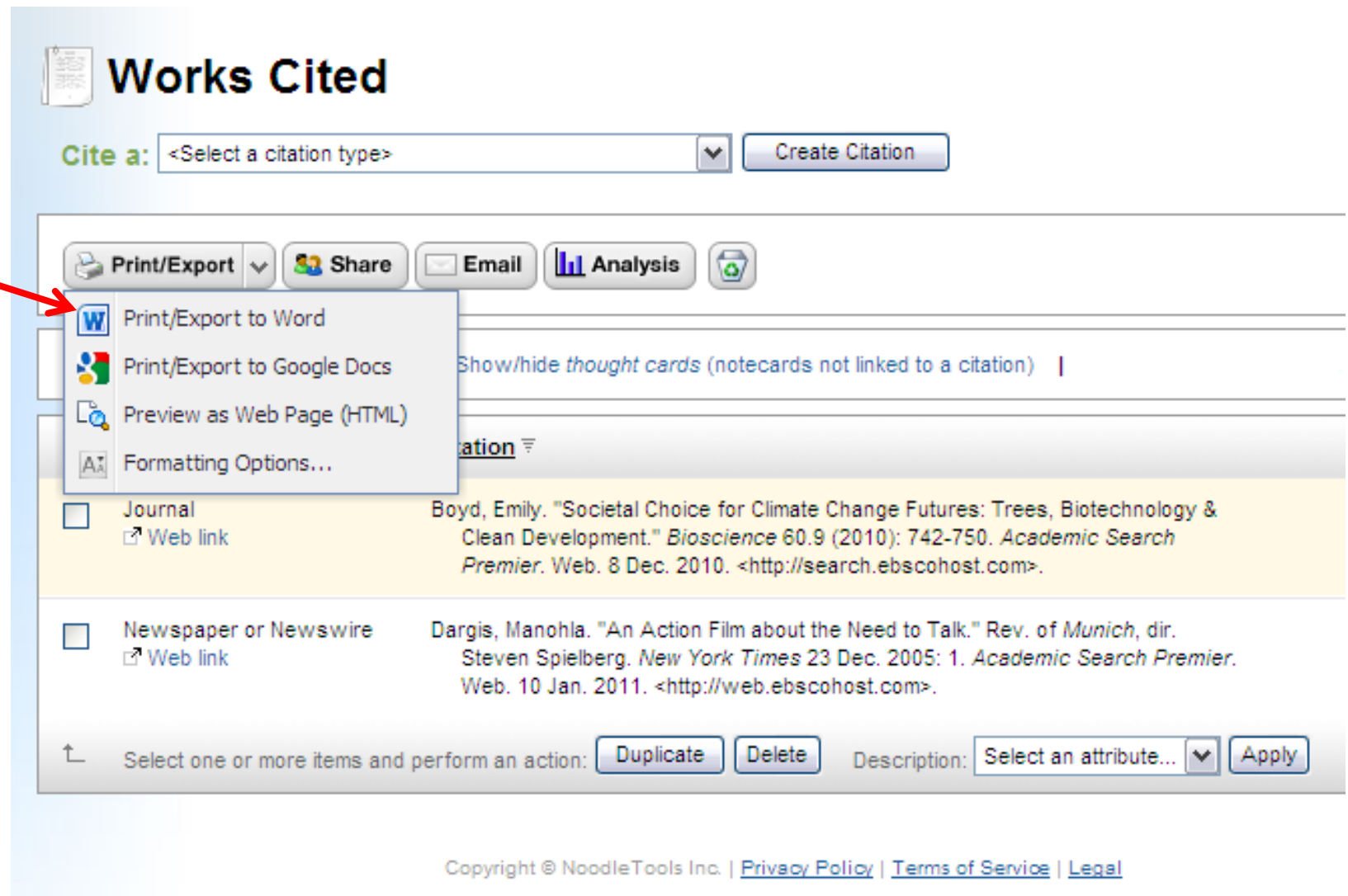
<u>Media Type</u>	<u>Citation</u>
<input type="checkbox"/> Journal <a href="#">Web link</a>	Boyd, Emily. "Societal Choice for Climate Change Futures: Trees, Biotechnology & Clean Development." <i>Bioscience</i> 60.9 (2010): 742-750. <i>Academic Search Premier</i> . Web. 8 Dec. 2010. < <a href="http://search.ebscohost.com">http://search.ebscohost.com</a> >.
<input type="checkbox"/> Newspaper or Newswire <a href="#">Web link</a>	Dargis, Manohla. "An Action Film about the Need to Talk." Rev. of <i>Munich</i> , dir. Steven Spielberg. <i>New York Times</i> 23 Dec. 2005: 1. <i>Academic Search Premier</i> . Web. 10 Jan. 2011. < <a href="http://web.ebscohost.com">http://web.ebscohost.com</a> >.

Select one or more items and perform an action:   Description:

---

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# Step Two: Select PRINT/EXPORT TO WORD when you have completed entering your citation(s).



The screenshot displays the 'Works Cited' interface. At the top, there is a 'Cite a:' dropdown menu with '<Select a citation type>' and a 'Create Citation' button. Below this is a toolbar with buttons for 'Print/Export', 'Share', 'Email', 'Analysis', and a trash icon. A red arrow points to the 'Print/Export' dropdown menu, which is open and shows the following options: 'Print/Export to Word', 'Print/Export to Google Docs', 'Preview as Web Page (HTML)', and 'Formatting Options...'. The 'Print/Export to Word' option is highlighted. Below the toolbar, there is a list of citations. The first citation is a 'Journal' entry by Boyd, Emily, and the second is a 'Newspaper or Newswire' entry by Dargis, Manohla. At the bottom, there is a 'Select one or more items and perform an action:' section with 'Duplicate' and 'Delete' buttons, and a 'Description:' section with a dropdown menu and an 'Apply' button.

**Works Cited**

Cite a: <Select a citation type> Create Citation

Print/Export Share Email Analysis

Print/Export to Word  
Print/Export to Google Docs  
Preview as Web Page (HTML)  
Formatting Options...

Journal Boyd, Emily. "Societal Choice for Climate Change Futures: Trees, Biotechnology & Clean Development." *Bioscience* 60.9 (2010): 742-750. *Academic Search Premier*. Web. 8 Dec. 2010. <http://search.ebscohost.com>.

Newspaper or Newswire Dargis, Manohla. "An Action Film about the Need to Talk." Rev. of *Munich*, dir. Steven Spielberg. *New York Times* 23 Dec. 2005: 1. *Academic Search Premier*. Web. 10 Jan. 2011. <http://web.ebscohost.com>.

Select one or more items and perform an action: Duplicate Delete Description: Select an attribute... Apply

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**Your WORKS CITED list will open in Word**  
**The citation(s) will be double-spaced**

#### Works Cited

- Boyd, Emily. "Societal Choice for Climate Change Futures: Trees, Biotechnology & Clean Development." *Bioscience* 60.9 (2010): 742-750. *Academic Search Premier*. Web. 8 Dec. 2010. <<http://search.ebscohost.com>>.
- Mills, Margaret A. "Oral Tradition." *Encyclopedia of Religion*. Ed. Lindsay Jones. 2nd ed. Vol. 10. Detroit: Thomson Gale, 2005. 6842-6846. Print.

The footnote and/or endnote format is different, although it uses most of the same elements as the citation. The footnote and/or endnote tells your teacher the exact source and page number you used.

Let's begin your note.

- Cut and paste the citation and change the spacing to single spaced
- Indent the first line ½" or 5 spaces
- Change the order of the author's name to First name, Middle name or Initial, Last name

Emily Boyd. "Societal Choice for Climate Change Futures: Trees, Biotechnology & Clean Development." *Bioscience* 60.9 (2010): 742-750. *Academic Search Premier*. Web. 8 Dec. 2010. <<http://search.ebscohost.com>>.

Margaret A. Mills. "Oral Tradition." *Encyclopedia of Religion*. Ed. Lindsay Jones. 2nd ed. Vol. 10. Detroit: Thomson Gale, 2005. 6842-6846. Print.

- **Replace the periods between the different elements with commas.**
- **Remove the medium of publication.**
- **Change “Ed.” before the editor’s name to “ed.”**
- **For URLs: Shorten the URL to point to the homepage of the database and/or website.**

Emily Boyd, “Societal Choice for Climate Change Futures: Trees, Biotechnology & Clean Development,” *Bioscience* 60.9 (2010): 742-750, *Academic Search Premier*, 8 Dec. 2010. <<http://search.ebscohost.com>>.

- **Add parentheses around (City of Publication: Publisher, Date).**

Margaret A. Mills, “Oral Tradition,” *Encyclopedia of Religion*, ed. Lindsay Jones, 2nd ed., Vol. 10 (**Detroit: Thomson Gale, 2005**) 6842-6846.

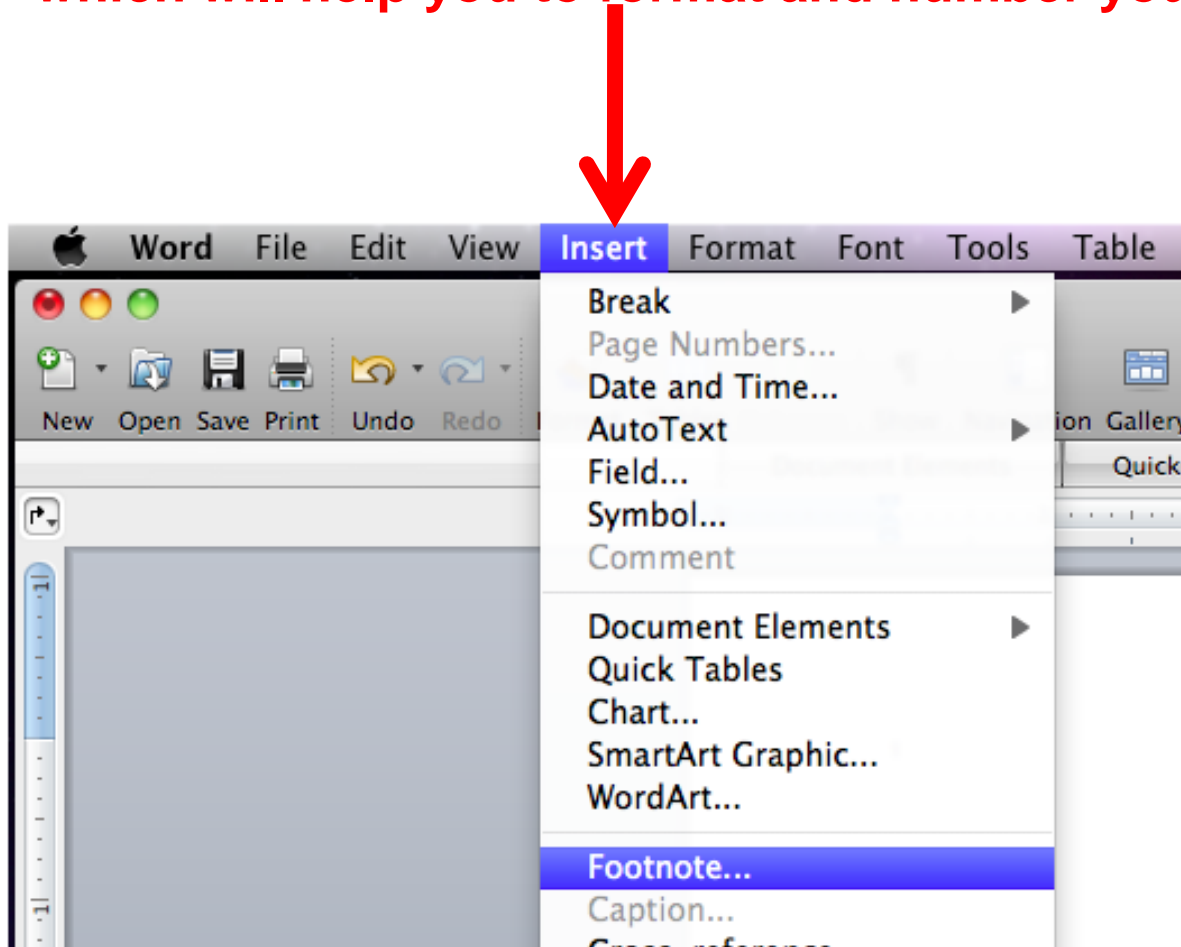
- **Add the page number of the information you quoted or paraphrased.**

Emily Boyd, “Societal Choice for Climate Change Futures: Trees, Biotechnology & Clean Development,” *Bioscience* 60.9 (2010): **748**, *Academic Search Premier*, 8 Dec. 2010. <<http://search.ebscohost.com>>.

- **For citations that include a range of page numbers, change the range to the specific page(s) used.**

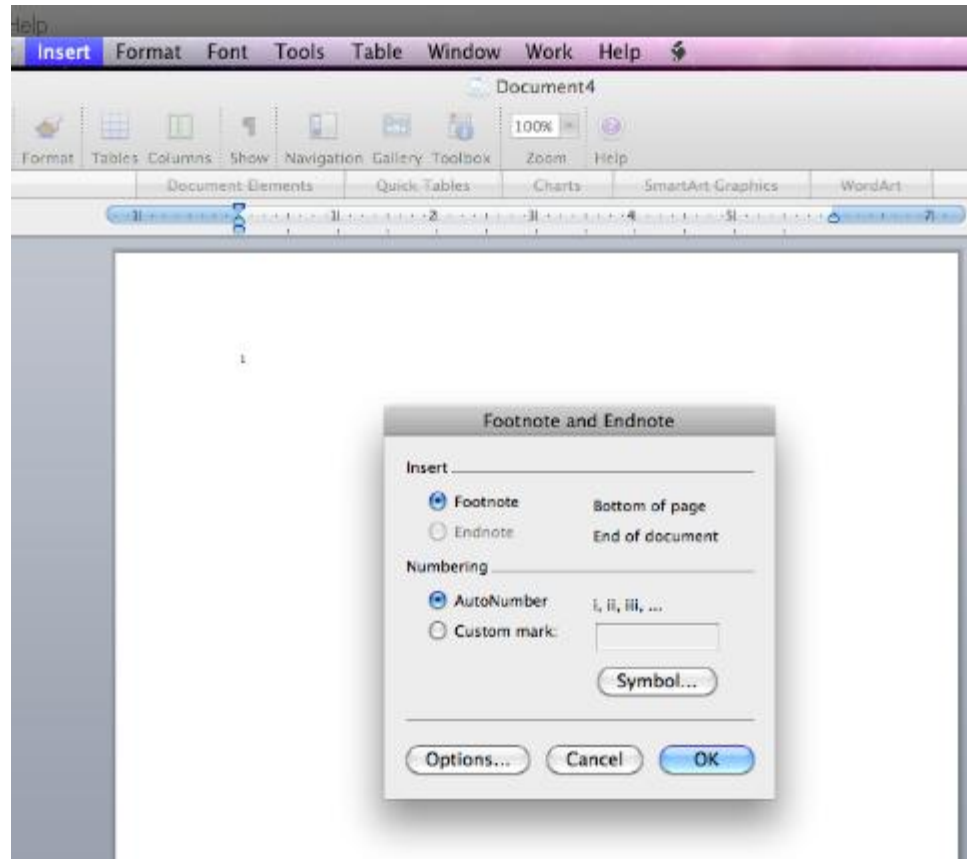
Margaret A. Mills, “Oral Tradition,” *Encyclopedia of Religion*, ed. Lindsay Jones, 2nd ed., Vol. 10 (Detroit: Thomson Gale, 2005) **6843-6845**.

**Microsoft Word for MACs has a tab marked INSERT which will help you to format and number your notes.**



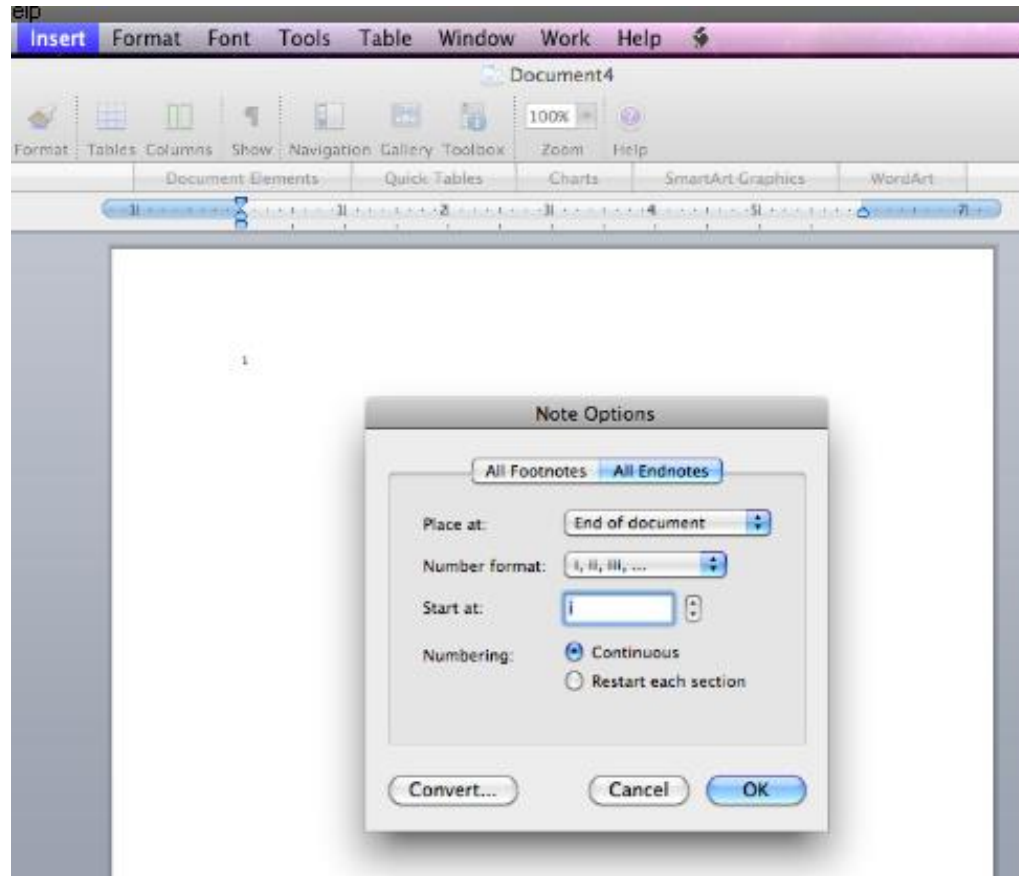
To create FOOTNOTES , follow these instructions

Select INSERT → FOOTNOTE



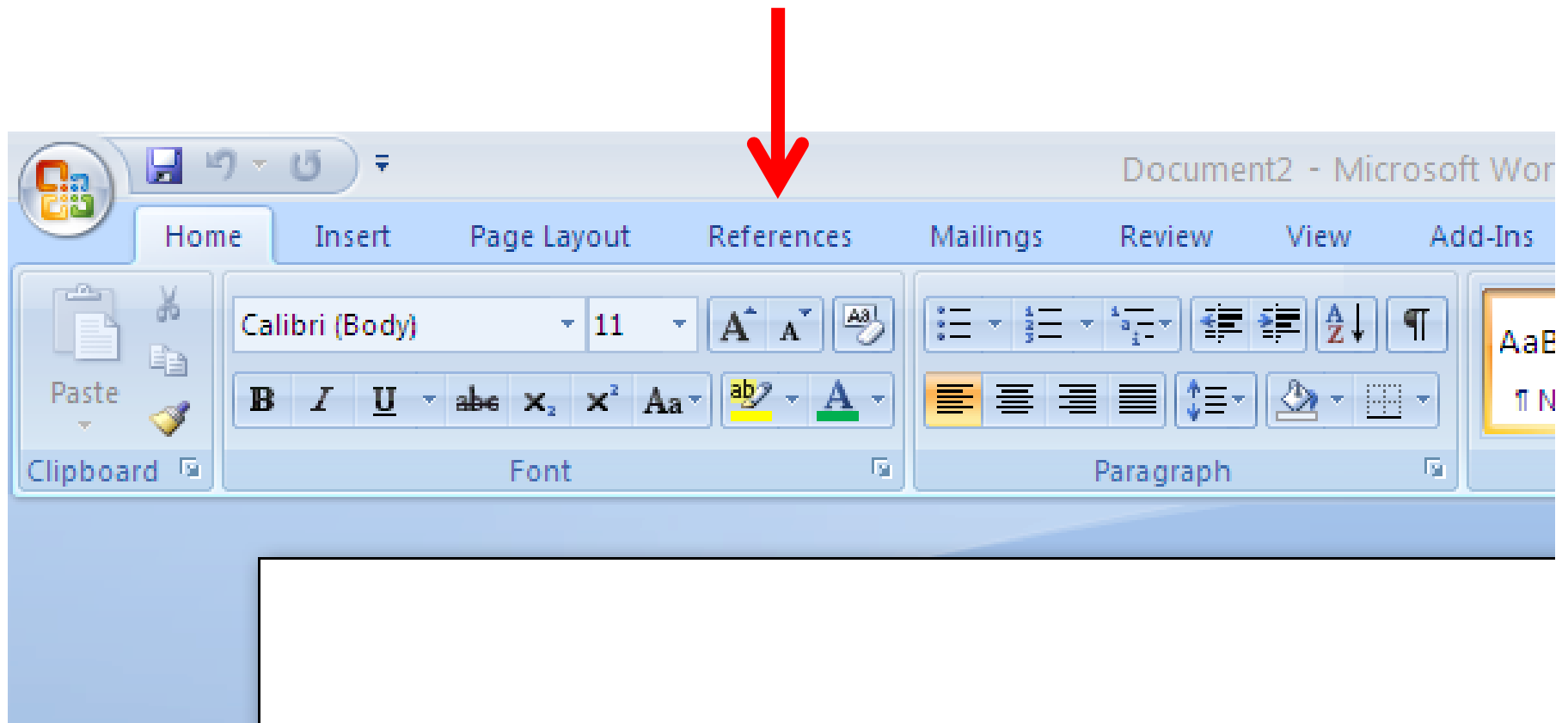
To create **ENDNOTES**, follow these instructions:

Select **INSERT** → **FOOTNOTE** → **OPTIONS** → **ALL ENDNOTES**

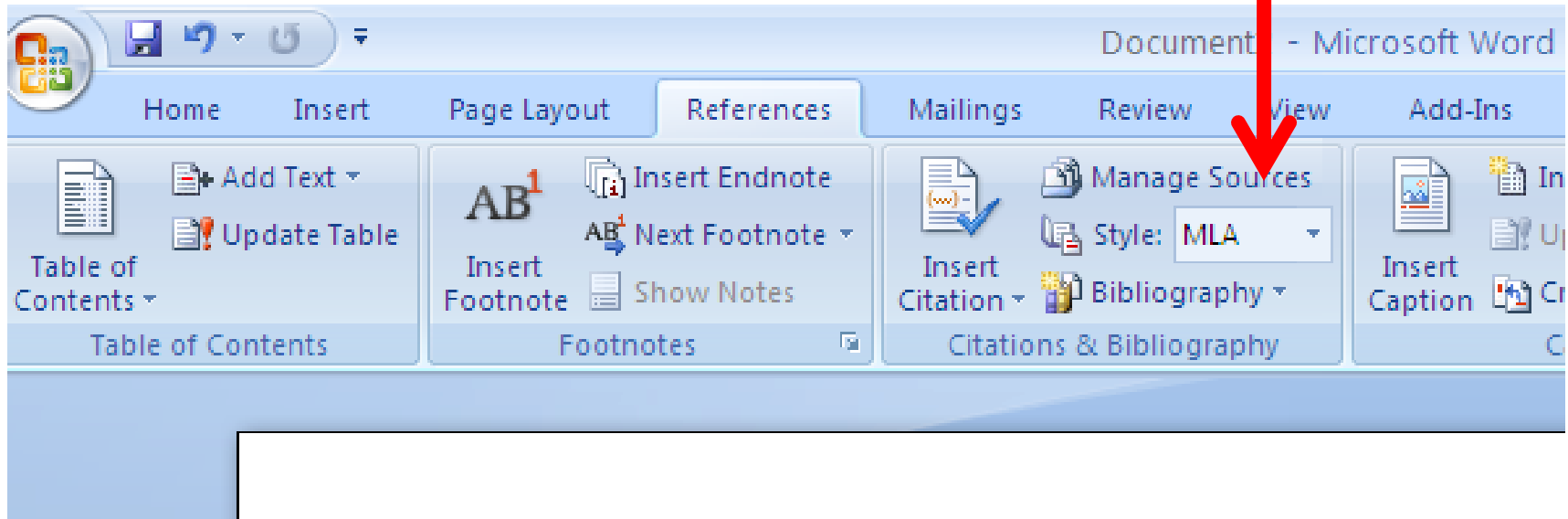


Microsoft Word for PCs has a tab marked References which will help you to format and number your notes.

- Select **REFERENCES**



- Select “MLA” in the drop down menu under STYLE



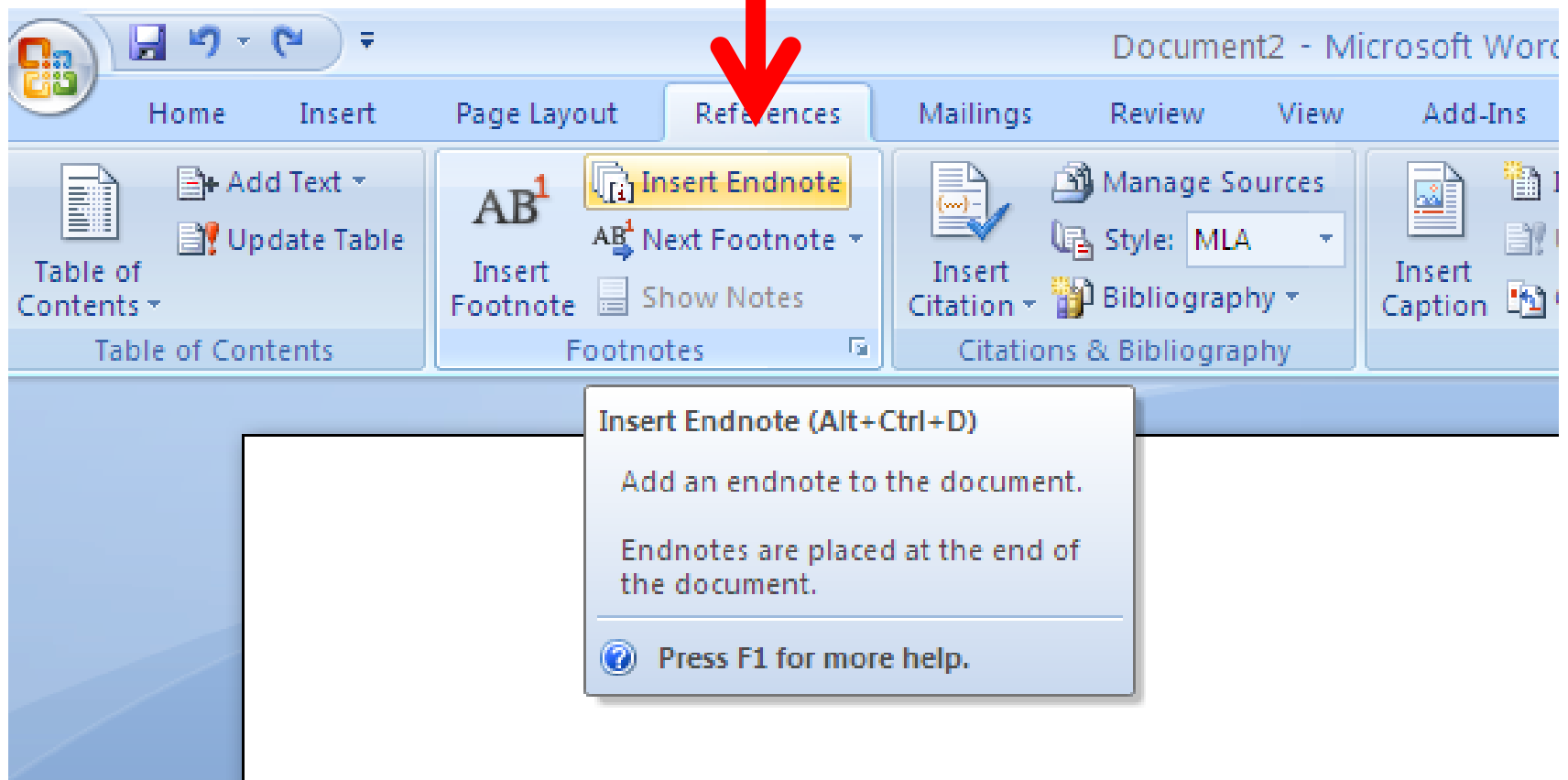
#### 4. Ask your teachers if they prefer footnotes or endnotes.

Footnotes are placed at the bottom of each page as they occur.



Endnotes are grouped together at the end of the text.

Select **ENDNOTE**



**For additional information on creating endnotes and footnotes, consult the Deerfield Academy MLA Bibliographic Citation Style Guide, pages 21-22.**

Deerfield Academy  
*MLA*  
Bibliographic Citation Style Guide



Janet Eckert, Patricia Kelly, Lynne Robbins  
Librarians

Revised January 2011

This guide is available online at <http://library.deerfield.edu/resources/mla.pdf>

*Congratulations!*

You have now mastered the art of creating footnotes/endnotes by using your Boyden Library NoodleBib Account!

Now you are ready to ...

- Develop online notecards
- Share your NoodleBib Bibliography with your teacher and classmates
- And More!

