

### ***EASY GUIDE TO USING NOODLEBIB***

#### **PART I: MAKING THE BIBLIOGRAPHY**

1. Go to [library.exeter.edu](http://library.exeter.edu), the library website
2. From “Online Resources” on the 1<sup>st</sup> page, choose “how to cite a source”
3. Choose “Noodlebib”
4. Register or sign in: **WRITE DOWN YOUR LOGIN INFO AND DO NOT LOSE IT.** I recommend you paste it on the wall over your computer and also save it somewhere on your computer. You will not be able to recover your bibliography if you forget this info!
5. In “My Lists” page, click on the button to the right that says “create a new list”
6. Click “Chicago/Turabian Advanced” – historians do not like MLA! – and name your document. Keep the name very clear for future reference, such as: History 100 Essay 2 09. Click “create list.” (Note that you can use Noodlebib for English or Econ essays and you can easily select MLA when you do this – those disciplines prefer that formatting. This saves you a ton of hassles.)
7. Select the citation type; the textbook is simply a book; *Bibliobase* is an anthology; online reference databases are reference. Click “create citation.”
8. Follow the prompts to plug in all info. At a minimum, you should have author, title, city of publication, date of publication, and publisher. For multiple authors, which the textbook has, click the “add” button after each name you input and make sure they all show up in the author list. For *Bibliobase* you want editor as well. (This is Michael Bellesiles, not Michael Golay! ) For online databases or other online sources, you need to plug in the URL. You can usually skip “Additional information, if available,” but for *Bibliobase*, enter the editor’s name here where the prompt asks for it. You can definitely skip everything in “Annotation.” When done inputting info, click “generate citation.”
9. Special note for online databases, both reference and periodicals: these databases give you a citation, usually at the end. Unfortunately it’s not enough to cut and paste it into your bib because it may be in MLA rather than Chicago/Turabian, and the formatting is definitely incorrect! Instead, cut and paste the specific *parts* of the citation into the prompts – put the author in the author slot, title in title slot, etc etc. You will need to paste in the URL where Noodlebib asks for it; this is important since it’s the publication info. You will notice, however, that if it’s from a periodical database, Noodlebib will then give this info (the URL, often an incredibly long string of text) in the footnote but not on the bibliography itself. This is OK! This is correct according to Chicago/Turabian formatting.
10. Highlight the source (or sources) by clicking the box, and go to the pulldown menu at the bottom, “select an attribute.” If a 2ndary source, choose “secondary source” and if primary, choose primary. Click “apply.” Do this for every source in your list. (This is especially important for Uppers. Do not neglect this step or the bib will be incorrectly formatted.)

11. Now go to the “sort” tab on the right and choose “Primary, secondary.”
12. Click “Save as Word Doc.”
13. Click “Export and print.”
14. Open the bibliography doc on your desktop, and copy and paste it into the end of your paper, providing the title “Bibliography” or “Works Cited” if it’s not already there. Do not change the formatting: do not double-space, do not add numbers. Do not send me the bibliography as a separate document! It should be part of your essay. Once it is, you can delete the separate doc on your desktop.
15. You can keep or delete the bibliographies you make in Noodlebib; I would recommend keeping them. You can also share them, so that when you get to the library paper you can suggest books for each other.

## PART II: MAKING FOOTNOTES

1. In your essay, after a sentence in which you want to cite a source, click “insert footnote” and it will open a dialog box for you. Please do this AFTER the punctuation, not before! Finish the sentence before opening for the footnote. (Please note: I strongly dislike endnotes. Please use footnotes.)
2. Open Noodlebib, log in, and select the appropriate bibliography. Open it.
3. For each source, there should be a *bibliography* form, and a *note* form. Copy and paste the *note* form from the Noodlebib page directly into your footnote dialog box, AND DON’T FORGET TO ADD THE PAGE NUMBER! The FN is not complete without a page number for any print source. That’s why Noodlebib makes this part in colored type.
4. Special note for periodical databases: if you are citing a primary-source periodical, such as the *New York Times* or the *Weekley Reader*, through a database, you should still give the original page number, which should be clearly visible on the screen shot of the article. You should put this page number at the end of the citation as you do with all other footnotes. Unfortunately, Noodlebib asks (via green text) for a “section number,” and it asks for it in the middle of the citation. This is a glitch with Noodlebib that we are working to resolve. Please erase the green “section number” prompt and supply the page number at the end of your citation instead.
5. In all subsequent citations of a source, after the first full citation, you should use *short form footnotes*; this means just use author’s last name and page #, or title (if no author) and page #. DO NOT FORGET THE PAGE #. If it’s an online source with no page #s, put the word “online” where the page # would go. However, if it’s an online version of a book or newspaper article, you do include the page number (see above). Given the long strings of text for URLs for the databases, short-form footnotes are really great after the first citation!
6. Special note for *Bibliobase*: it is very hard to cite *Bibliobase* correctly. The sources in *Bibliobase* are primary sources, edited by an editor (Michael Bellesiles). They should appear in your bibliography under “Primary Sources.” YOU SHOULD NEVER CITE BELLESILES AS AN AUTHOR IN YOUR FOOTNOTES. Cite by the actual author of the piece: Jefferson, Madison, whoever it is. The short form FN should be “Jefferson, in *Bibliobase*, p. 40.”