

TIPS FOR CITING BOOKS AND ENCYCLOPEDIAS

ON NOODLETOOLS – YOU HAVE TWO MAIN TASKS – PUT THE RIGHT INFORMATION IN THE BOXES AND CAPITALIZE THE IMPORTANT WORDS IN TITLES AND PROPER NOUNS IN NAMES.

For “Book” and “Reference source” (encyclopedias or dictionaries) citations:

1. Leave the default on the first screen you see and click *Next*.
2. Select *Print* for any books you can get in the Intermediate High School or the public library and click *Next*.
3. Leave the default again on the next screen and click *Next*.
4. For **Books**, you will see boxes to enter the following (the information for these are all on the front or back of the title page of the book) and are the only information you need to enter:
 - a. Author
 - b. Title
 - c. publishing city
 - d. publisher
 - e. publication date
5. For **Encyclopedias**, you will see these boxes to enter information (these are the only information you must provide):
 - a. author of the article (look at the end of the article in small print or right under the title of the article for an author’s name)
 - b. title of the article
 - c. title of the reference book
 - d. publication year (you will need to scroll down to find where this belongs --use the most recent year if there are many years).
6. After you enter an author’s name, click *Add* next to the name. Add as many authors as you have.
7. Only enter an editor’s name if you have no author.
8. When you have filled in your citation boxes, scroll to the bottom and click *Generate Citation*.