# Citing Your Sources: Using NoodleTools

1. From the Libguide (link on Library Homepage>For Students), click on the **Bibliography** tab.
2. Click on the NOODLETOOLS logo. It will take you to [Noodle Tools Express](#).
   OPTION: Type “Noodle Tools Express” into Google and select the first link.
3. **Click on the type of citation you are creating (APA or MLA)**.
4. From the drop down menu, **choose the type of source you are citing**.
5. Click the green button **CREATE CITATION**.
6. Fill in the information. If the information is not available (and you have asked for assistance finding the information), you can leave it blank.
7. **Click Submit** (Bottom in Green).
8. Copy and Paste your citations into a WORD doc. **SAVE YOUR BIBLIOGRAPHY DOCUMENT!**
9. See the steps for formatting below.

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**REMEMBER THAT IF THE APA CITATION IS PROVIDED FOR YOU, IT IS NOT NECESSARY TO CREATE THE CITATION IN NOODLE TOOLS!**

Ex. GALE provides the citation.
Formatting Your Bibliography Page

1. **Remove any extra line breaks** within each entry so that each entry is text-wrapped with no extra spaces or paragraph breaks *within* each citation. (Hint: Show paragraph marks to see where there are any extra spaces or breaks. If there are any, delete them! Skipping this step WILL result in a jumbled bibliography and you will need to start over. 😊)

2. Select the entire body of the text (CTRL A).
   - **Change font** to Times New Roman, 12pt
   - **Change spacing**: Double space the entire bibliography. There should be NO EXTRA spaces between entries.

3. **Hanging Indent**: This means you indent each line following the first line in the entry. (Think of it as opposite indentation from a paragraph). An easy way to do this is to select all the entries, then in the “Home” tab, find the Paragraph formatting. Click on the arrow on the bottom right to get more options. Select special>hanging by 0.5”>ok. See the diagram to the right for help. ➔

4. **Alphabetize** the entries based on what appears first in the entry. Usually, you will find the author’s last name first. Make sure you sort by paragraph and text. Click “Ok.”

5. **Title your page with the word Bibliography**. This should also be Times New Roman, 12pt font with no special formatting (no bold, no underline, no italics, no color, etc). Center the title.


*Note: Double Space Between All Lines*