

# SKYLINE LIBRARY

MLA Intro

# MLA FORMATTING AND STYLE

- **In-Text Citation**

- brief note, tells reader: 1) fact/idea came from another source and 2) where to find exact location of the idea/fact (via Works Cited)

workers' online activities ("Automatically").

low morale as a result (Lane 129).

- **Works Cited**

- the last page of paper, includes full citation information for all sources cited in your paper and no other sources

# FORMATTING YOUR PAPER IN MLA

- Margins

- One Inch

- Font

- Times New Roman, 12 pt

- Line Spacing

- Double-spaced

- Left Aligned

- Heading (four things)

- Your first & last name
- Teacher's name
- Class name, period
- Date – the DUE DATE with month written out

- Header (above the margins, upper RIGHT corner)

- Last name & page number

- *Even if not asked, add a...*

- *title*

# MLA PAPER FORMATTING TEMPLATE

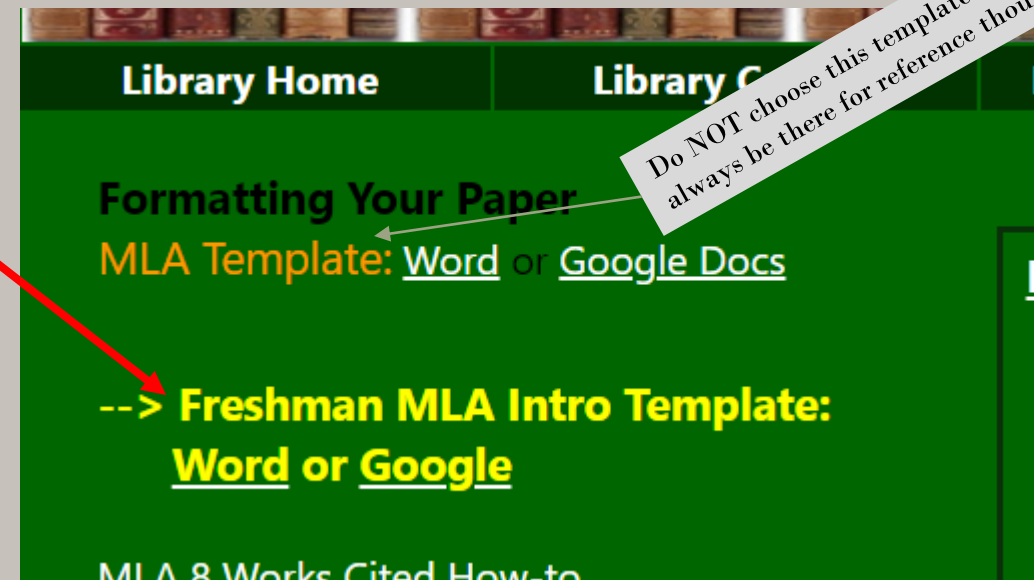
- Go to: Library Page > Writing & Research > Freshman MLA Intro Template: Word OR Google Doc

- **Personalize it!**

- Due date is

**October 10, 2019**

- If you are **using Word**, save this to your server folder > File > Save as > then *Browse* for your folder with your name



## NOTE: ACCESSING DATABASES FROM HOME

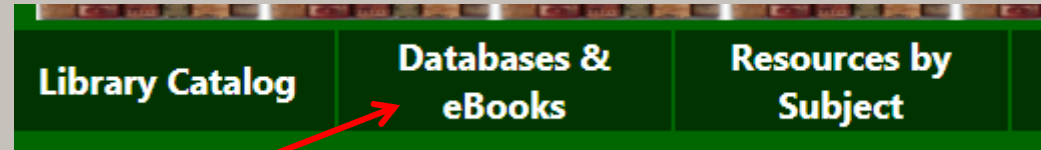
Passwords and other access info, including KCLS access, can be found if you click on the black star on the library home page:

& the password for the password page is:

**spartans**



# DATABASES

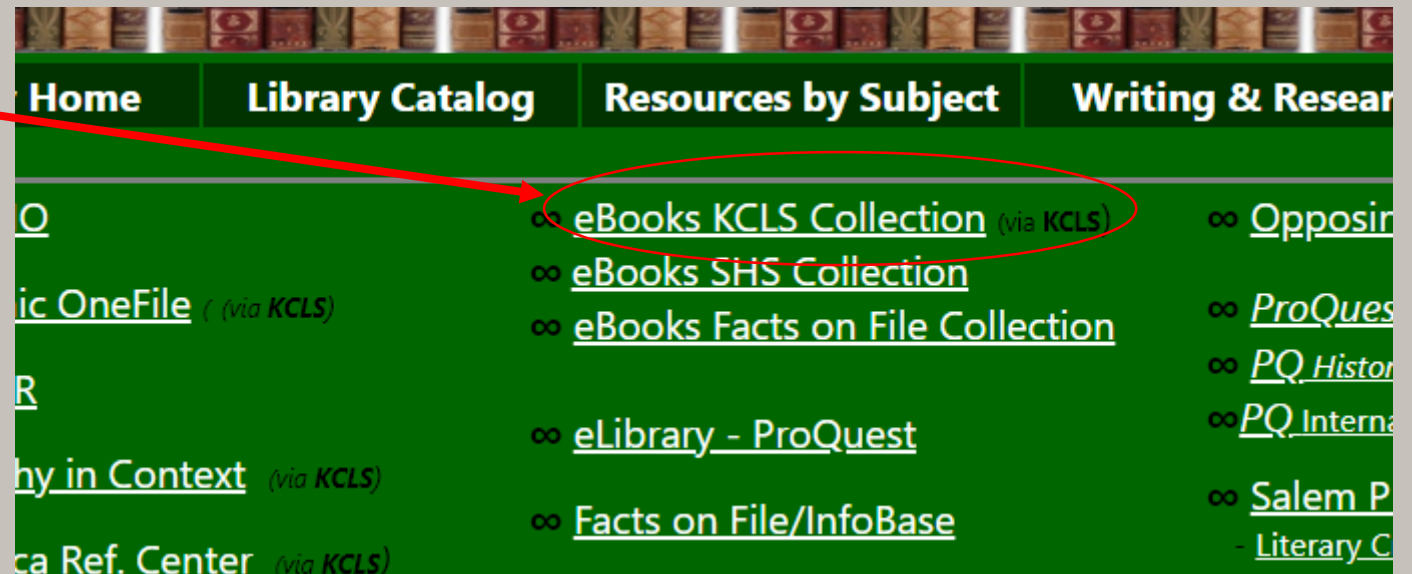


- From the Skyline Library homepage , choose “Databases & eBooks”

- Go to this “KCLS” database:

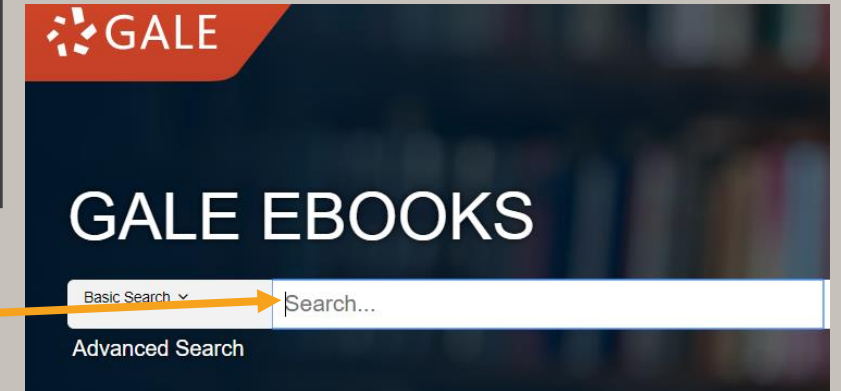
- Log in to the database  
*how-to is pg 2 of the passwords page, or right here:*

- **your ‘Library Card Number’ is 411 followed by your ASB#**
- **your ‘Pin’ is the last four digits of your ASB#**



# SEARCH FOR A TOPIC IN DATABASE

- Search for any topic that interests you...



- From the results list, open any article.

- click on the blue article title



- Then find the citation...



# NEXT: NOODLETOOLS

1. Go to NoodleTools.com

**Have an account?**

**Sign in** to NoodleTools **and** update your profile

**Don't have an account?**

**Register** for one...

1. Go to [NoodleTools.com](https://NoodleTools.com) and choose "Register"
2. Complete the registration.

**Suggestion:** *use the same login info for NoodleTools as you use for the school computer.*

**Personal ID (username):** four letters of last name, three of first, two-digit grad year

**Password:** the same password you use for the school computer or an ASB#

**Sign In** ⓘ

Personal ID

Password

☐ Remember me

**SIGN IN**

**Register**

Register as a new user if you haven't used before:

- Free for you if your school or university provides it
- Individual accounts also available

**REGISTER**



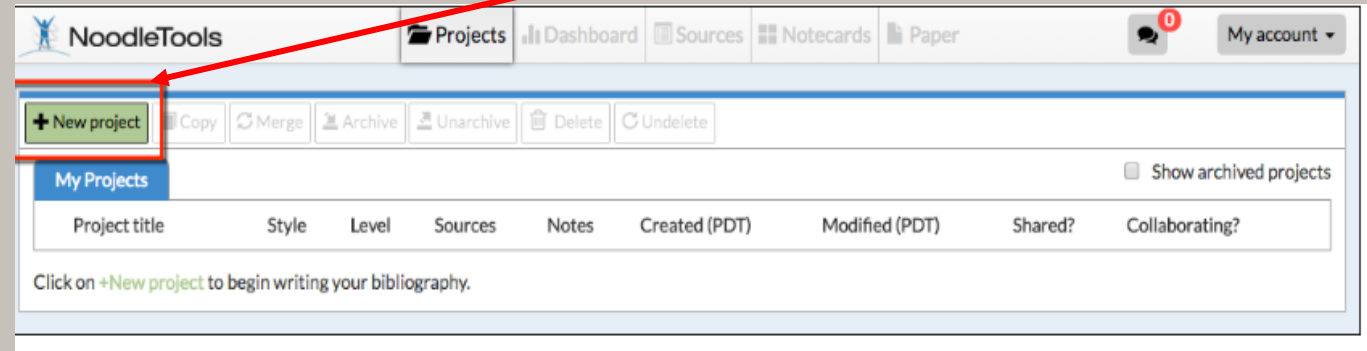
# NOODLETOOLS NEW PROJECT

1. After you register or login to NoodleTools, choose “new project.”

2. When the Create a New Project screen that pops up, enter a **name for your project**, your choice.

3. Keep the *citation style* as “MLA” and “Junior” for the *citation level*.

4. Click **Submit**.

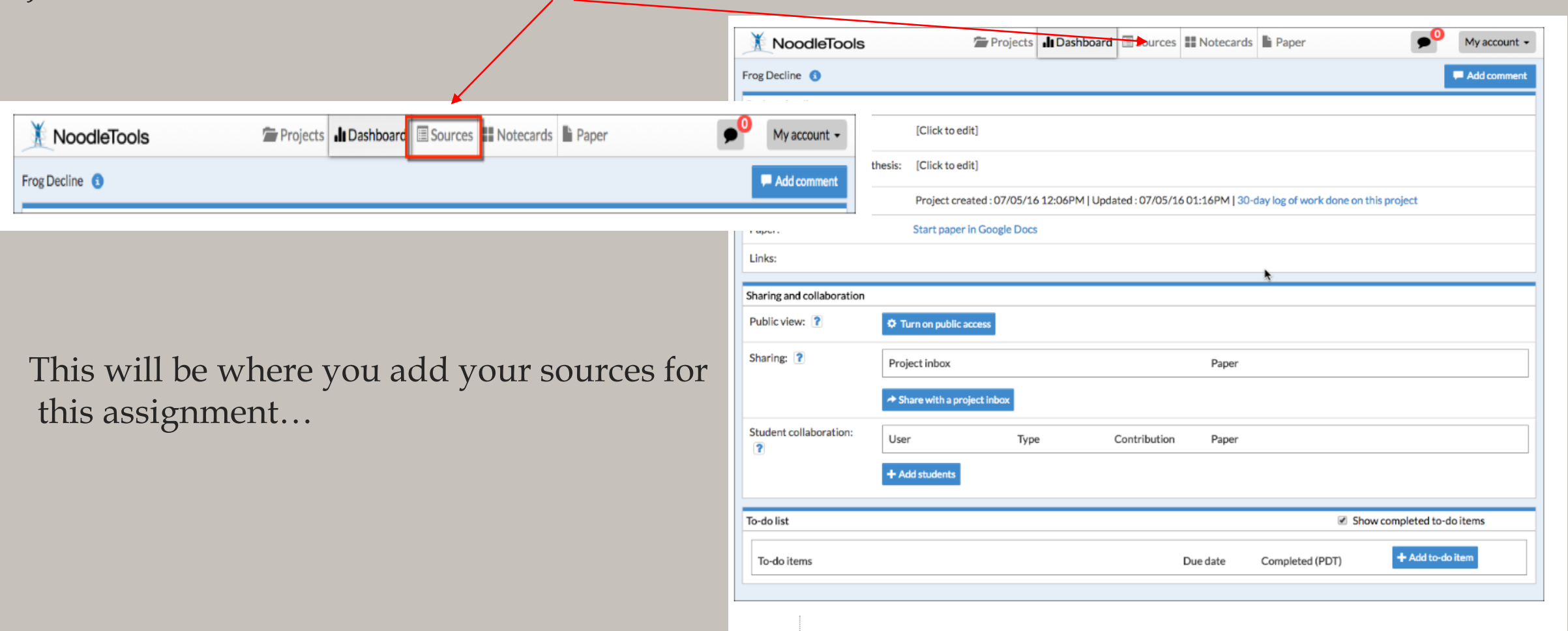


The screenshot shows the 'Create a new project' form. It has a title bar 'Create a new project' with a close button. The form contains the following fields and options:

- Project title:** A text input field with the placeholder 'Enter project title'. Below it, an example is given: 'For example, "History 101 report on George Washington"'. A red arrow points from the second instruction to this field.
- Citation style:** Three radio button options:
  - ☒ MLA (MLA Handbook, 8th ed.)
  - ☐ APA (APA Publication Manual, 6th ed.)
  - ☐ Chicago/Turabian (Chicago Manual of Style, 16th ed.)
- Citation level:** Three radio button options:
  - ☐ Starter: Introduction to citing sources with 6 basic forms
  - ☒ Junior: A small set of simplified citation forms
  - ☐ Advanced: Comprehensive coverage of the style guides, 70+ forms

A red arrow points from the third instruction to the 'Junior' option. At the bottom right, there is a blue 'Submit' button with a checkmark icon.

The “Dashboard” screen appears. There is a lot going on here, for now, you just want to choose the “Sources” tab.



The screenshot displays the NoodleTools interface. The top navigation bar includes tabs for Projects, Dashboard, Sources, Notecards, and Paper. The 'Sources' tab is highlighted with a red box, and a red arrow points from the text above to it. Below the navigation bar, the main content area shows a project titled 'Frog Decline' with an 'Add comment' button. The 'Sources' section is visible, showing a list of sources and a 'Start paper in Google Docs' button. The 'Sharing and collaboration' section includes options for public view, sharing, and student collaboration. The 'To-do list' section is at the bottom, showing a table with columns for 'To-do items', 'Due date', and 'Completed (PDT)', and an 'Add to-do item' button.

This will be where you add your sources for this assignment...

# TO DO: THE GENERAL INSTRUCTION

Go to Library > Resources by Subject and click on "Cucinelli"; this PP continues, start on page 12.

1. In your new Project, you will add two sources:
  - One database (you have one open, copy and paste citation)
  - One book (using the ISBN number – or an app)
2. Make a Works Cited page with these two sources in NoodleTools.
3. Copy and paste this works cited to your Freshman MLA Intro Template you already made.
4. Add in-text citations (in the parentheses ( ) provided).
5. You will print this out and turn it in.

**Detailed instructions follow**... please work independently & feel free to ask questions of us.

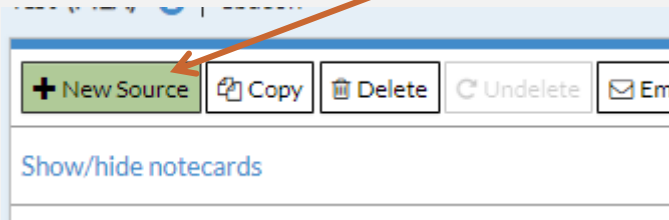


# Start Here

Work on your own &  
**FOLLOW DIRECTIONS!**

# ADDING SOURCES TO NOODLETOOLS

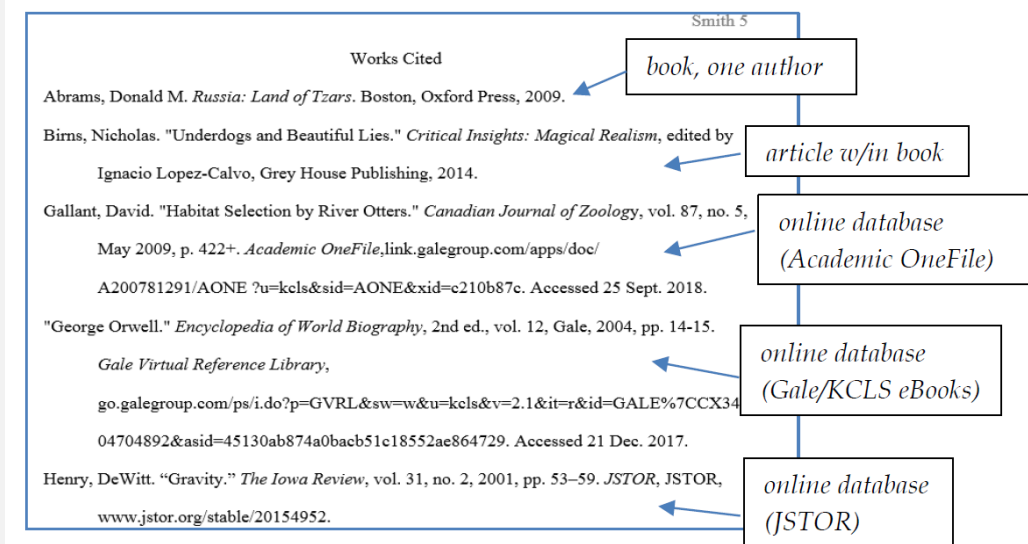
Choose “New Source” and select the source type...



Please be sure to always double-check your citations; here's an example – or check out [Purdue OWL](#).

You'll be adding:

- a database → you already have an article open and found the citation
- &
- a book source -- there is one by your computer



Always check your citations (even the ones generated for you). They should look something like these

# ADD A DATABASE

Since all **databases** have the citations done for you, there is an easy way to copy & paste the citation into your project.

1. Go to the citation you found in the KCLS database (you should still have it open)
2. Copy the citation
3. Go back to your NoodleTools & select “Database” for citation type, then choose the first option “Original Content...”
4. Click on the Quick cite “Copy & paste” link
5. Paste your citation and “save”

Citing: Original Content from: Online Database

Quick cite: [Copy & paste a citation](#)

Create new citation

Where is it?

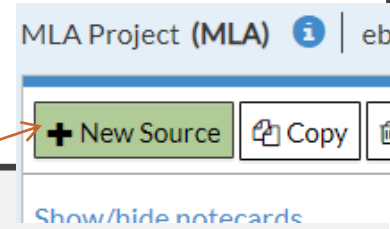
Database Website Print or in-

What is it?

Original Content in Database	Cartoon
Conference Proceedings	Chart, T
Journal	Film or

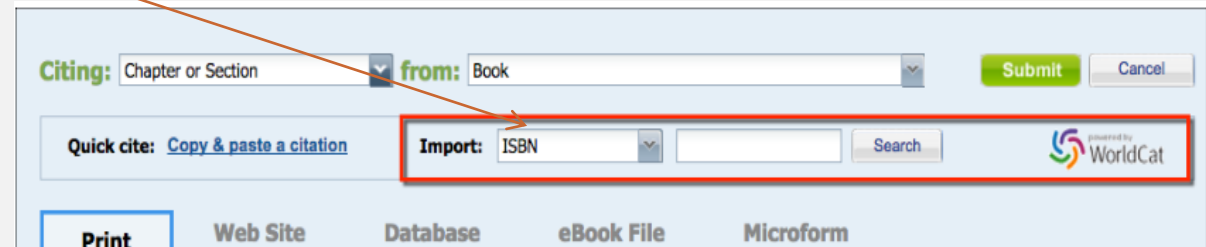
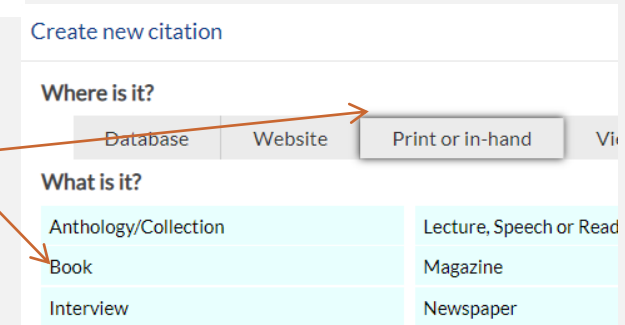
[Here's an online how-to](#)

# ADD A BOOK



**Refer to the book near your computer.**

1. Choose “New Source” > select “Print or in-hand” > then “Book”
2. When possible, find the ISBN number (on the back of the book, usually starts with 978)
3. And type the number in here, at the top of the page.
4. *If you cannot find the ISBN number, instead, locate and fill in the required info in the boxes.*



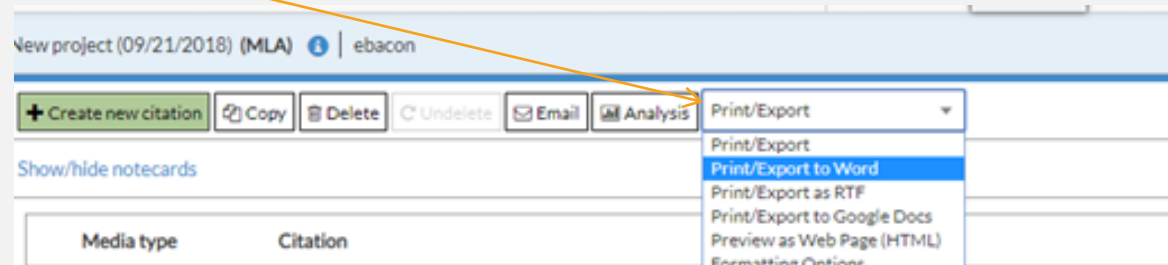
[Here is an online how-to](#)

# CREATING A WORKS CITED PAGE IN NOODLETOOLS

1. Once you have your two sources in NoodleTools, create your Works Cited page IN NOODLETOOLS and export it to Word (or [Google Docs](#)).

**Note:** *do NOT just copy and paste the citations from the NoodleTools list (or directly from the databases), the formatting will be lost!*

2. In your Sources list, choose “Print/Export” and choose to Word.



3. Now open the exported list and copy and paste it to the last page of your already-open Freshman MLA Intro document.

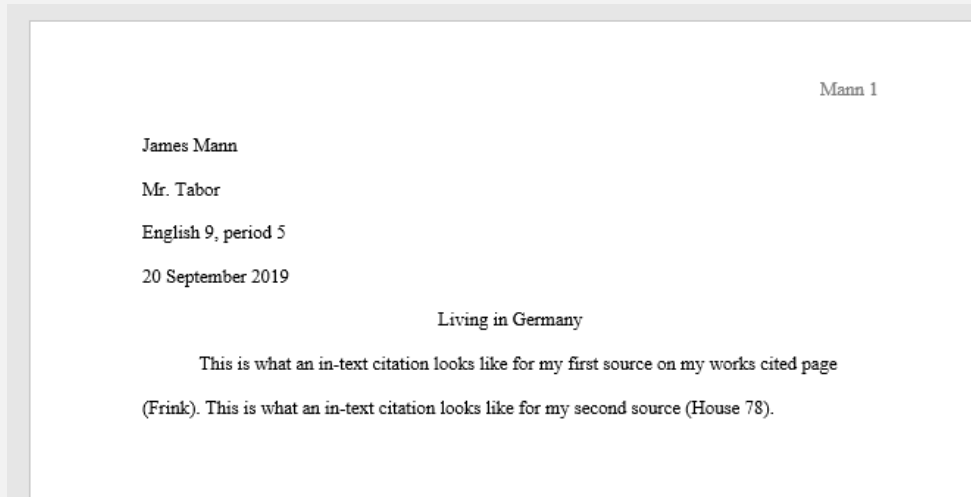


## ADD IN-TEXT CITATIONS

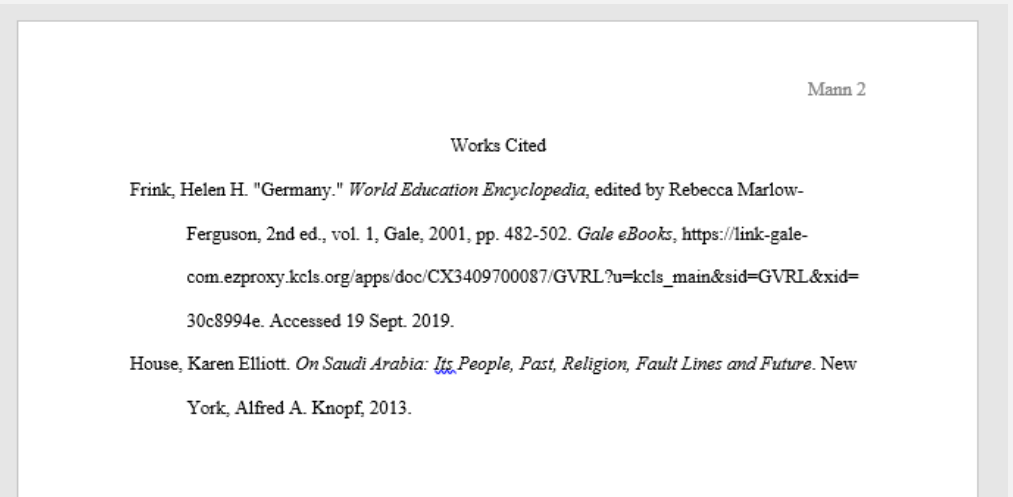
- Last Step!
- On your Freshman MLS template, look at Page 1
- **Add the correct in-text citations in the parentheses... you just placed your two sources on page 2 of this document.**
- Notes:
  - Remember, what goes in an in-text citation is the first word of the entry in your Works Cited – usually a last name if there is an author, if not it is the first word of the article title.
  - If the first word is in quotes, keep it in quotes.
  - For your book source, you need a page number; for this mock assignment, you can make up a page number – and just put the number, don't add 'page' or 'pg' or 'p.' example: (Smith 14).

# What you will turn in will look something like this...

## Page 1



## Page 2



PRINT IT!

- Now print the assignment!
  - Our printer automatically prints double-sided
- Turn it in in the pile by the printer
- If you don't finish today, please finish and turn in Thursday in class.