

# SKYLINE LIBRARY

MS. BACON

MLA Intro

# MLA FORMATTING AND STYLE

- **Research**

- Analyze a perspective or argue a point

workers' online activities ("Automatically").

- **Finding and citing sources is the key to good research...**

low morale as a result (Lane 129).

- **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 page number)

- **Works Cited**

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

Bailey 5

## Works Cited

"Aircraft of the Royal Air Force." *Battle of Britain Historical Society*. N.p. 2007. Web. 23 May 2014.

Bjomlund, Britta. *The Cold War Ends: 1980 to the Present*. Farmington Hills, MI: Lucent Books, 2003. Print.

Beevor, Antony. *The Battle for Spain*. New York: Penguin Books, 2006. Print.

Elliot, Michael. "China Takes on the World." *Time Magazine*. 11 Jan 2007. Time Inc. Web. 26 Sept. 2014.

"Franco, Francisco (1892-1975)." *Encyclopedia of Modern Europe: Europe Since 1914: Encyclopedia of the Age of War and Reconstruction*. Eds. John Merriman and Jay Winter. Detroit: Charles Scribner's Sons, 2006. Print.

Gottfried, Ted. *The Road to Communism*. Brookfield, CT.: Twenty-First Century Books, 2002. Print.

# 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

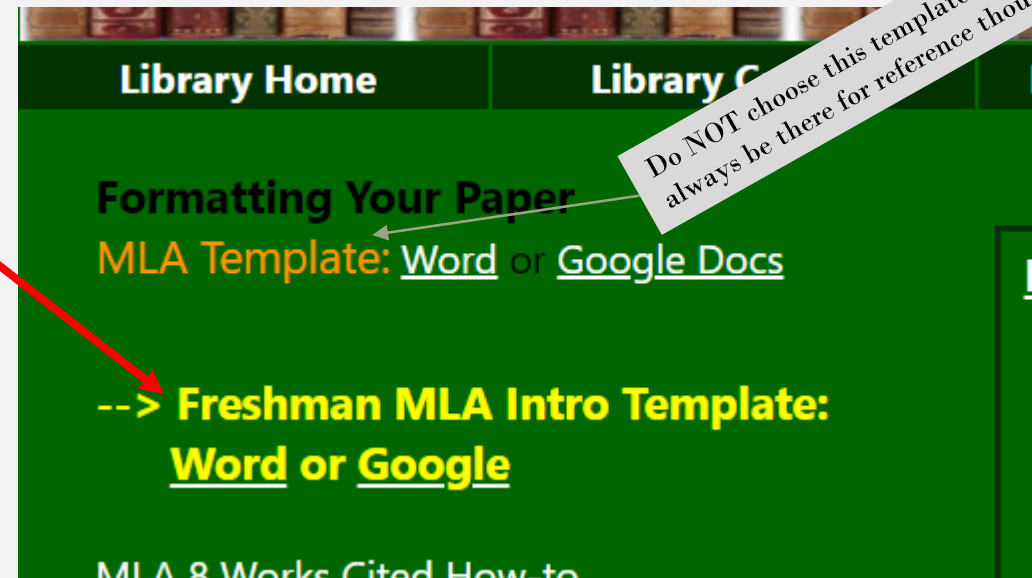
- Go to: Library Page > Writing & Research > Freshman MLA Intro Template: Word OR Google Doc

- **Personalize it!**

- Due date is Thursday

**September 26, 2019**

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



Do NOT choose this template – but notice it, it will always be there for reference though the year.

# 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:

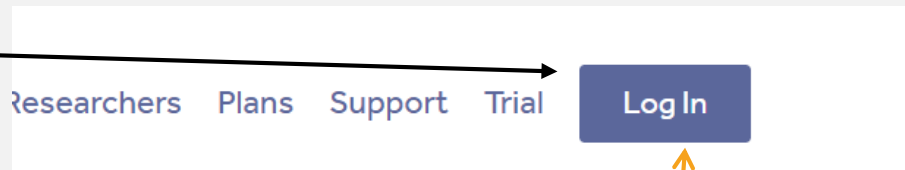
*& the password for the password page is:*

**spartans**



# NOODLETOOLS

1. Go to NoodleTools.com
2. Log in.



- If you were unable to do the weekend assignment, go to NoodleTools.com click on Log in
  - either **sign in and update your profile**
  - **or Register** for and account

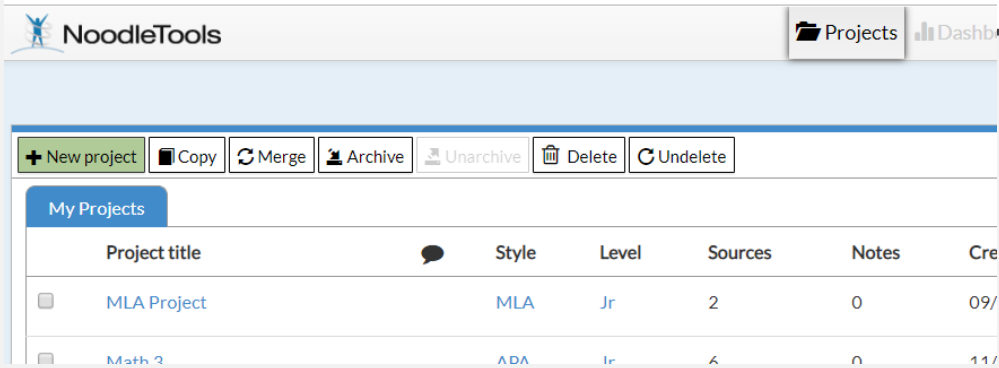
A screenshot of the NoodleTools user interface. The top section is titled 'Sign In' with an information icon. It contains two input fields: 'Personal ID' and 'Password'. Below these is a 'Remember me' checkbox. A blue 'SIGN IN' button is positioned below the form. The bottom section is titled 'Register' and includes the text 'Register as a new user if you haven't used before:'. Below this text are two bullet points: 'Free for you if your school or university' and 'Individual accounts also available'. A blue 'REGISTER' button is at the bottom of the section. An orange arrow points from the 'Log In' button in the previous image to the 'Sign In' section, and another orange arrow points from the 'or Register' text in the list above to the 'Register' section.

**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

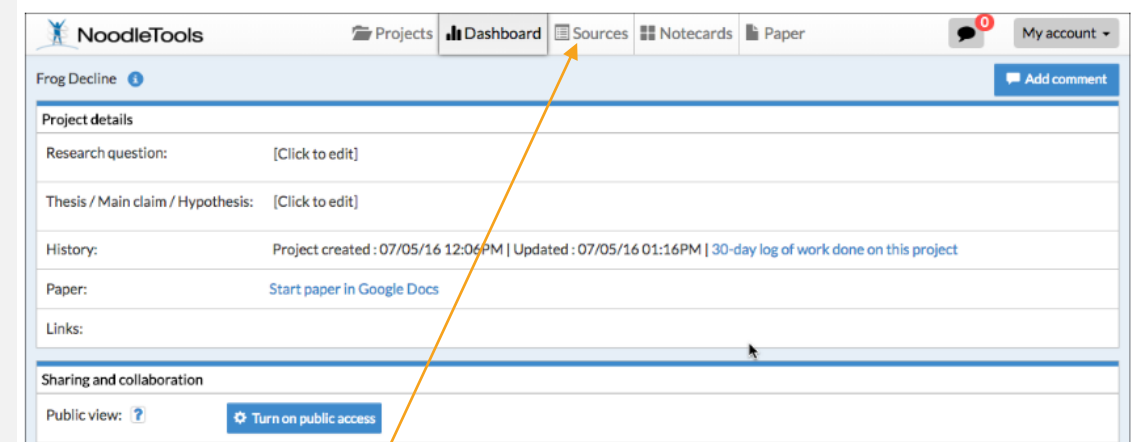
*Password:* the same password you use for the school computer or an ASB#

# NOODLETOOLS – OPEN PROJECT



1. Open the project you created this weekend.

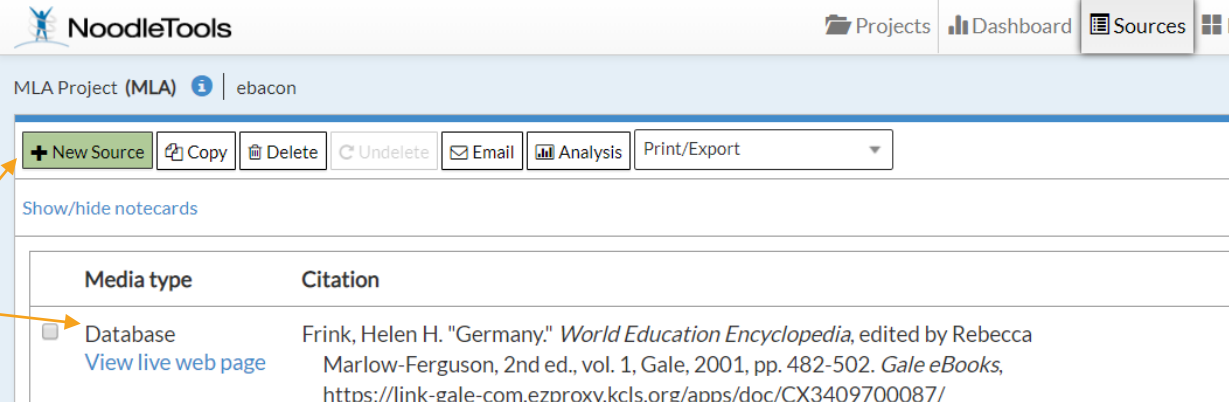
→ If you did not complete the weekend homework, go to the “Russell” link on the main Skyline Library page & go to page 5 and follow directions for creating a new project



2. The “Dashboard” screen appears. This is a busy screen, you just want the “Sources” tab.

# NOODLETOOLS – FINDING THE DATABASE YOU ADDED FOR HOMEWORK

1. Once in your Sources tab of your project, you should see the database you added this weekend.
2. Next you will add a book source.
- 3. You will refer to the book at your table for these next steps.**
4. Choose “New Source”



The screenshot shows the NoodleTools interface for an 'MLA Project (MLA)' by user 'ebacon'. The 'Sources' tab is active. A toolbar contains buttons for '+ New Source', 'Copy', 'Delete', 'Undelete', 'Email', 'Analysis', and 'Print/Export'. Below the toolbar is a 'Show/hide notecards' link. A table displays source information:

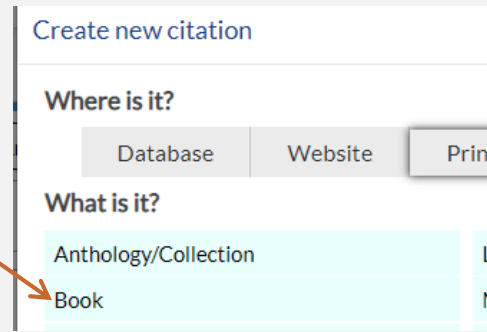
Media type	Citation
<input type="checkbox"/> Database <a href="#">View live web page</a>	Frink, Helen H. "Germany." <i>World Education Encyclopedia</i> , edited by Rebecca Marlow-Ferguson, 2nd ed., vol. 1, Gale, 2001, pp. 482-502. <i>Gale eBooks</i> , <a href="https://link-gale-com.ezproxy.kcls.org/apps/doc/CX3409700087/">https://link-gale-com.ezproxy.kcls.org/apps/doc/CX3409700087/</a>

Orange arrows from the text on the left point to the '+ New Source' button and the 'Database' entry in the table.



# ADDING A BOOK TO NOODLETOOLS

1. After choosing “New source” > select “Print or in-hand” >



Create new citation

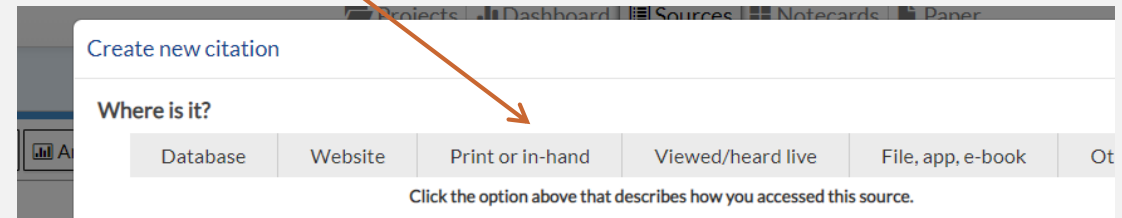
Where is it?

Database Website Print or in-hand

What is it?

Anthology/Collection

Book



Create new citation

Where is it?

Database Website Print or in-hand Viewed/heard live File, app, e-book Ot

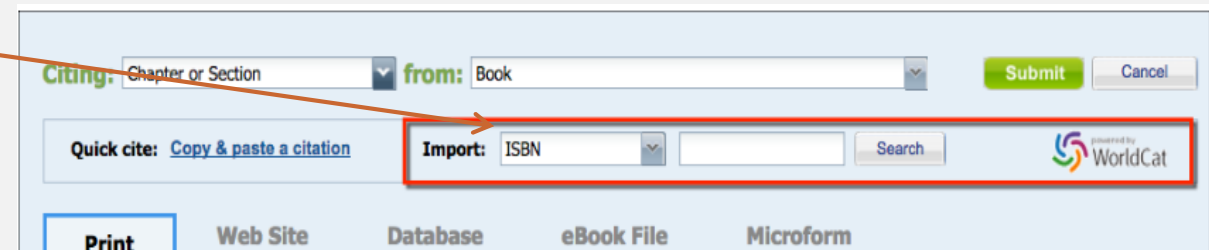
Click the option above that describes how you accessed this source.

2. Then> “Book”

3. Look for the ISBN number (on the back of the book, usually starts with 978)

4. Type the ISBN number in here, at the top of the page.

5. Then click “Search”



Citing: Chapter or Section from: Book Submit Cancel

Quick cite: Copy & paste a citation Import: ISBN Search

Print Web Site Database eBook File Microform

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

# ...ADDING A BOOK TO NOODLETOOLS

5. Next select source so it is highlighted > then select “Import selected source”

**Import from WorldCat**

Details imported from WorldCat are displayed here. We've automatically populated the fields but **review each field here carefully**. Check the contributors' roles and make any necessary changes.

Title:

Publisher:

City:  State:

Year:  Edition:

**Contributor(s)**

Role	First name	Middle name
Author	Chris	L.
Author	Maria	
Author	Sarah	

**Import from WorldCat**

ISBN:

OR

Title:

Author/Editor:

Limit by Pub. Year:   Include Foreign

**Search Results**

Cover	Title	Contributor(s)	Publication
	The Food of France: A Journey for Food Lovers	Chris L. Jones, Maria Villegas, Sarah Randell	City: North Vancouver, BC Publisher: Whitecap Books Year: 2008

[View in: WorldCat](#)

6. Select “Continue” > then “Save”

ISBN:

**Microform**

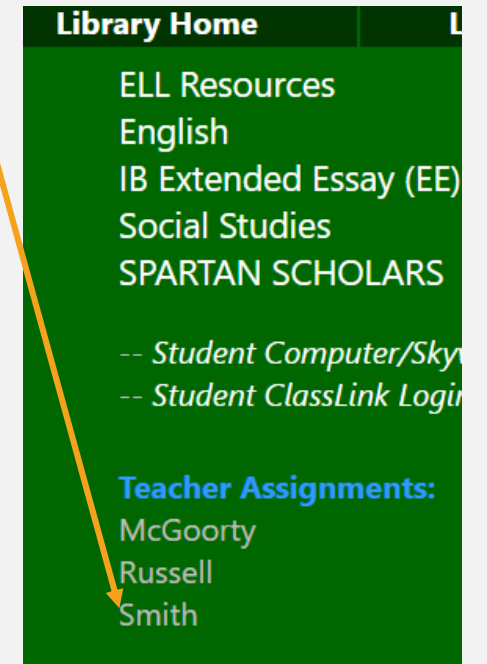
## NEXT: THE GENERAL INSTRUCTIONS

*You now have two sources in your NoodleTools project, next you will:*

1. Make a Works Cited page with these two sources in NoodleTools.
2. Copy and paste this works cited to your Freshman MLA Intro Template you just created.
3. Add in-text citations (in the parentheses ( ) provided).
4. You will print this out and turn it in.

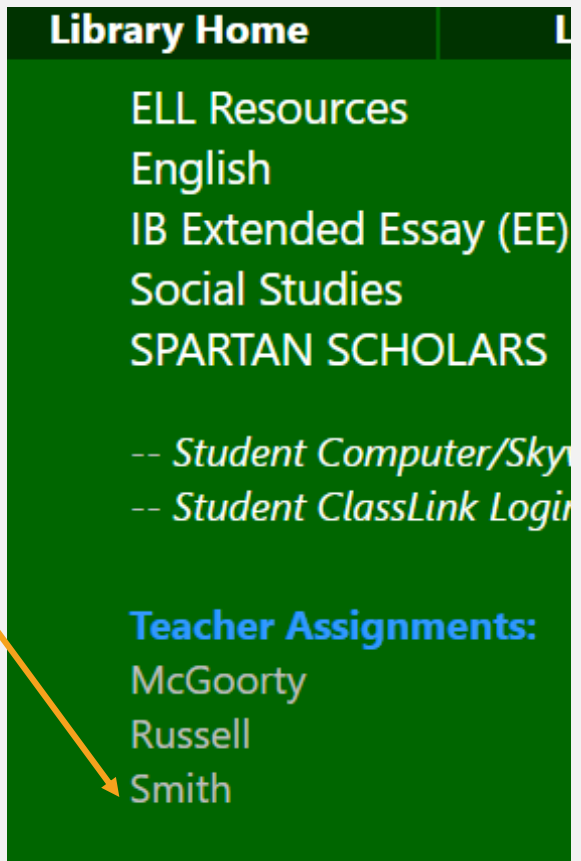
**Detailed instructions follow**... please work independently & feel free to ask questions of us.

Go to Library > Resources by Subject and click on "Smith"; this PP continues, start on page 13.



TO DO... FOLLOW THESE DIRECTIONS:

Go to Library > Resources by Subject and click on "Smith"; this PP continues, start on page 13.



The screenshot shows a vertical navigation menu with a dark green background and white text. At the top is a header 'Library Home'. Below it are several menu items: 'ELL Resources', 'English', 'IB Extended Essay (EE)', 'Social Studies', and 'SPARTAN SCHOLARS'. There are two lines of text with double dashes: '-- Student Computer/Sky' and '-- Student ClassLink Login'. A section titled 'Teacher Assignments:' in blue text follows, with three links listed below it: 'McGoorty', 'Russell', and 'Smith'. An orange arrow originates from the text in the orange box above and points directly to the 'Smith' link.

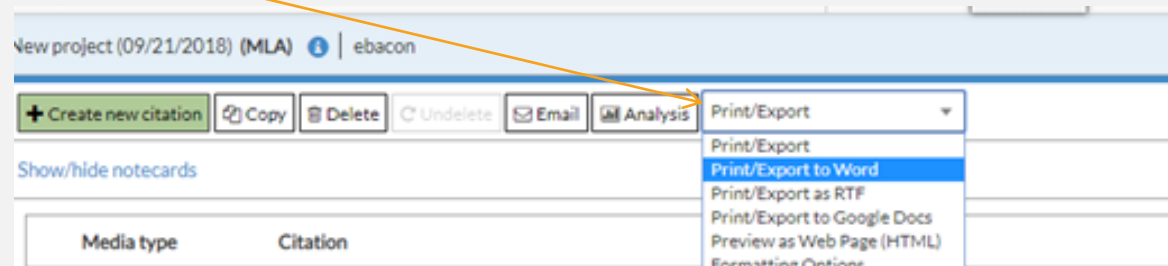
- Library Home
- ELL Resources
- English
- IB Extended Essay (EE)
- Social Studies
- SPARTAN SCHOLARS
- Student Computer/Sky
- Student ClassLink Login
- Teacher Assignments:**
- McGoorty
- Russell
- Smith

# 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, directions here](#)).

**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

<p style="text-align: right;">Mann 1</p> <p>James Mann Mr. Tabor English 9, period 5 20 September 2019</p> <p style="text-align: center;">Living in Germany</p> <p>This is what an in-text citation looks like for my first source on my works cited page (Frink). This is what an in-text citation looks like for my second source (House 78).</p>	<p style="text-align: right;">Mann 2</p> <p style="text-align: center;">Works Cited</p> <p>Frink, Helen H. "Germany." <i>World Education Encyclopedia</i>, edited by Rebecca Marlow-Ferguson, 2nd ed., vol. 1, Gale, 2001, pp. 482-502. <i>Gale eBooks</i>, <a href="https://link-gale-com.ezproxy.kcls.org/apps/doc/CX3409700087/GVRL?u=kcls_main&amp;sid=GVRL&amp;xid=30c8994e">https://link-gale-com.ezproxy.kcls.org/apps/doc/CX3409700087/GVRL?u=kcls_main&amp;sid=GVRL&amp;xid=30c8994e</a>. Accessed 19 Sept. 2019.</p> <p>House, Karen Elliott. <i>On Saudi Arabia: Its People, Past, Religion, Fault Lines and Future</i>. New York, Alfred A. Knopf, 2013.</p>
---	--

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 on Thursday in class.