LIB 101
Week 2: Citation Assignment
(20 Points)

Step 1. Create your NoodleTools account:

(on library webpage: www.nyack.edu/library)

   A. In the "Research Help" drop-down menu on the library website, choose "NoodleTools."
   B. Click on "Register" to create your personal NoodleTools account.
   C. Create a personal ID (use eight characters: both letters and numbers).
   D. Create an 8-character password (minimum), retype password, enter your initials, and enter the last four digits of your phone number.
   E. Click "Register."

   ***To register from **OFF CAMPUS** or if you prompted for a "revalidation login",
                   please use the following.***
   - User Name: nyack
   - Password: nyackats

Step 2. Create a new project in NoodleTools:

   A. Click on "New Project." and enter a project title.
   B. Under Citation Style, choose "APA."
   C. Leave the default citation level as "Advanced".
   D. Click "Submit."
   E. To add sources to your projects, click on the "Sources" tab at the top.
   F. Click "Create a new citation".
   G. Under "Where is it?" choose the appropriate option.
   H. Under "What is it?" select the type of resource that describes what you wish to cite.
   I. Fill in all available pieces of information about the item you are citing.
   J. Use the contextual tips, and if you see red underlining, that means you have a mistake to correct.   Scroll over the yellow triangle for helpful tips to correct your citation entry.
   K. When you have completed/corrected all parts of your citation, click "Submit".

Step 3. Cite the four resources on page 2. using NooleTools

   ***Note**: DO NOT ASSUME THAT THE TITLE IS CAPITALIZED CORRECTLY.
   LOOK ON THE RIGHT OF WHERE YOU ENTER THE TITLE FOR INSTRUCTIONS.

Step 4. Finish & Export to a Word Document and submit

   A. Once you have created all four citations click "Print/Export".
   B. Click on "Print/Export to Word" from drop down menu.
   C. Follow the instructions to open you list of citations in WORD in alphabetical order by author last name.
   D. Type in your name on top of the page.
   E. Save the document as a Word document and submit in the Dropbox:

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Session 2: Assignment - Citations.

1. BOOK (Print)   (Where? Print or In-Hand   What? Book)
Title of Book: Management of organizational behavior: Utilizing human resources
Author of Book: Paul Hersey, Kenneth H. Blanchard, Dewey E. Johnson
Publisher of Book: Prentice Hall
Place of Publication: Upper Saddle River, NJ
Year of Publication: 1996
Edition of Book: 7th ed.

2. E-BOOK   (Where? Database   What? Book)
Title of E-book: Making sense of change management: a complete guide to the models, tools and techniques of organizational change
Author of E-book: Esther Cameron, Mike Green
Publisher of E-book: Kogan Page
Place of Publication: Philadelphia
Year of Publication: 2009
Edition of E-book: 2nd
Date of Access: January 26, 2012
Name of Database: ebook Collection
Accession Number: 265362

3. JOURNAL   (Where? Database   What? Journal)
Title of Journal: Academy of Management Review
Title of Article: When do theories become self-fulfilling? Exploring the boundary conditions of performativity
Author(s) of Article: Emilio Marti, Jean-Pascal Gond
Page Numbers: 487-508
Volume Number: 43
Issue Number: 3
Year of Publication: July 2018
Date of Access: October 10, 2018
DOI: http://dx.doi.org/ 10.5465/amr.2016.0071
Name of Aggregated Database: Business Source Premier
URL: http://search.ebscohost.com/login.aspx?direct=true&db=buh&AN=130237915&site=ehost-live

4. WEBPAGE   (Where? Website   What? Webpage)
Name of Web Site: HBS Working Knowledge
Page or Article Title: Asian and American leadership styles: How are they unique?
Primary Contributor(s): D. Quinn Mills
Publication Copyright Date: June 27, 2005
Date of Access: October 4, 2011
URL: http://hbswk.hbs.edu/item/4869.html
Publisher or Sponsor of Site: Harvard Business School

When you have created all four citations click "Print/Export," and then on the drop-down menu that appears click on "Print/Export to Word." Follow the instructions to make your page of citations appear. Save the Word document and then upload it to the Dropbox.

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