

**LIB 101: Information Literacy**  
**Lesson 2: Citation Assignment**  
**(10 Points)**

**INSTRUCTIONS**

**Step 1. Create your NoodleTools account:**

(on library webpage: [www.nyack.edu/library](http://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. In the Subscription Type box/Nyack College Subscription Information, enter **nyackats** in the second box for School/Library Password. Click Continue.
- D. In About You, select “I am a student or library patron”, select expected year of graduation, choose a personal ID and password (use your Nyack.edu email and the last 4 digits of your SSN entered twice).
- E. Enter the last four digits of your phone number and your initials. 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” Advanced **or** “MLA” Advanced. Click Submit.
- C. Click on the hypertext project title on the left side of the screen.
- D. To add sources to your project, click on the “New Source” button at the top right of your screen.
- E. Under “Where is it?” choose the appropriate option.
- F. Under “What is it?” select the type of resource that describes what you wish to cite.
- G. Fill in all available pieces of information about the item you are citing.
- H. Use the contextual tips, and if you see a yellow **highlighted caution symbol**, that means you have a mistake to correct. Click into the box for helpful tips to correct your citation entry. If you see a **red underscore**, that means you have misspelled a word.
- I. When you have completed/corrected all parts of your citation, click “Save”. Pay attention to any messages to correct information.

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

**Note: Capitalization Alert!!** DO NOT ASSUME THAT THE TITLE IS CAPITALIZED CORRECTLY.  
CLICK INTO THE BOX 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 on the “Export/Print” ⚙ icon in the top menu.
- B. Select Export/Print to Word or Google Docs. Export/Print “All sources”. Click “Submit”.
- C. Type in your name on top of the page.
- D. Submit your document in the Dropbox: Session 2: Citations Assignment by the due date.

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**RESOURCES FOR THE CITATION ASSIGNMENT**

**RESOURCE 1**

**PRINT BOOK**

**(Where? Print or In-Hand What? Book)**

**Title of Book** Just business: Christian ethics for the marketplace  
**Author of Book** Alec Hill  
**Publisher of Book** IVP Academic  
**Year of Publication** 2018  
**Edition of Book** 3rd ed.

**RESOURCE 2**

**E-BOOK**

**(Where? Database What? Book)**

**Title of E-Book** Business ethics in biblical perspective: A comprehensive introduction  
**Author of E-Book** Michael E. Cafferky  
**Publisher of E-Book** IVP Books  
**URL** <https://ezproxy.nyack.edu/login?url=https://search.ebscohost.com/login.aspx?direct=true&db=e093mww&AN=1094100&site=eds-live>  
**Year of Publication** 2015  
**Edition of E-Book** 1st  
**Date of Access** Today's Date  
**Name of Database** eBook Collection (EBSCO)

**RESOURCE 3**

**JOURNAL**

**(Where? Database What? Journal)**

**Title of Journal** Business & Society Review  
**Title of Article** Jesus centered leadership and business applications: An alternative approach  
**Author(s) of Article** Richard Peters, Joe M. Ricks, and Christopher Doval  
**Page Number** 589-612  
**Volume Number** 122  
**Issue Number** 4  
**Year of Publication** 2017  
**Date of Access** Today's Date  
**Name of Database** Business Source Premier  
**URL** <https://ezproxy.nyack.edu/login?url=https://search.ebscohost.com/login.aspx?direct=true&db=buh&AN=126564403&site=ehost-live>  
**DOI** <https://doi.org/10.1111/basr.12132>

**RESOURCE 4**

**WEBPAGE**

**(Where? Website What? Webpage)**

**Name of Website** Sojourners  
**Page or Article Title** Can business be beautiful?  
**Author(s)** Susan K. Williams Smith  
**Publication Date** December, 2016  
**Date of Access** Today's Date  
**Sponsor of Site** Sojourners  
**URL** <https://sojo.net/magazine/december-2016/can-business-be-beautiful>