

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

INSTRUCTIONS

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. 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