

NoodleTools Guidesheet for Citing SEC Documents

(created by Sally Carroll-Ricks, MM, MLS, AHIP, Sept. 25, 2007)

1. In NoodleTools, in the “Cite a” box, dropdown to “Technical/Research Report”
2. Click CREATE CITATION>NEXT
3. Click ONLINE>NEXT
4. Click “Web site with URL”, then NEXT
5. The URL you are going to cite is the Web page containing the index to your particular document (see the screen grab below). We use this URL because the URL is not impossibly long or complicated, as compared to the URL for the exact document.
6. Enter the title as it appears at the top of the URL you are citing. For example, at <http://sec.gov/Archives/edgar/data/78214/000095012302001031/0000950123-02-001031-index.htm> the following appears:

Address: <http://sec.gov/Archives/edgar/data/78214/000095012302001031/0000950123-02-001031-index.htm>

SEC EDGAR Filing Information

Form DEFM14A -- Definitive proxy statement relating to merger or acquisition

SEC Accession No.
0000950123-02-001031
Filing date: 2002-02-07
Accepted: 1995-09-28 00:00:00

Documents: 1

Table of submitted documents:

Seq	Type	Document	Size	Description
1	DEFM14A	y55280pdefm14a.txt	919866	DEFINITIVE MERGER PROXY MATERIALS
		0000950123-02-001031.txt	921224	Complete submission text file

Filer Information:

PHILLIPS PETROLEUM CO (Filer) (**0000078214**)
 IRS No.: 730400345 | State of Incorp.: DE | Fiscal Year End: 1231
 Type: DEFM14A | Act: 34 | File No.: 001-00720 | Film No.: 02530115
 SIC: 2911 Petroleum Refining

Business Address **Mailing Address**
 PHILLIPS BUILDING
 800 PLAZA OFFICE BUILDING
 BARTLESVILLE OK 74004
 9186616600

- Enter the title of report as “Form DEFM14A—Definitive proxy statement relating to merger or acquisition.”
7. In the “Last name or group/corporation” box, enter the company name as it appears on this page and then click ADD. For example:

Last name or group/corporation Suffix

8. In the “Report description” box, enter “SEC File” and in the “No.” box, enter the file number showing on this page. For example:

Report description

 No.

9. In the “Document deposit service description” box, enter “SEC Film” and in the No. box, enter the film number showing on this page. For example:

Document deposit service description
 SEC Film No. 02530115

10. In the “Publication or copyright date” box, enter the date that appears on this page. For example:

Publication or copyright date (M, D, YYYY)
 February 7 2002

11. In the “Date of access” box, dropdown to the date on which you printed your pages or accessed the website. For example:

Date of access (M, D, YYYY)
 September 25 2007

12. Copy and paste the URL for the index page into the URL box. For example:

* URL
<http://sec.gov/Archives/edgar/data/78214/000095012302001031/0000950123-02-001031-index.htm>

13. In the “Associated organization” box, enter the name of the sponsor. For example:

Associated organization
 U.S. Securities and Exchange Commission

14. Test this URL to be sure that it will take the reader to this exact page. Once the reader gets to this page, he/she will need to be told—in an annotation—to click on the link for the document you used. In this example, it is the second link, so enter a note similar to the following that will inform the reader of the section you used:

For an annotated source list, type your annotation here
 Once at the Web site, click Document No. 0000950123-02-001031.txt and scroll to "Reasons for the Merger" on pp. 28-29.]

15. The complete URL for the index page, in this example, is <http://sec.gov/Archives/edgar/data/78214/000095012302001031/0000950123-02-001031-index.htm> When the user goes to the URL you are citing, and clicks on the Document No. you refer to in your annotation, the document appears.

See next page for how the APA citation will be formatted by NoodleTools.

References

Phillips Petroleum Co. (2002, February 7). *Form DEFM14A--Definitive proxy statement relating to merger or acquisition* (SEC File No. 001-00720). (SEC Film No. 02530115) Retrieved September 25, 2007, from U.S. Securities and Exchange Commission Web site: <http://sec.gov/Archives/edgar/data/78214/000095012302001031/0000950123-02-001031-index.htm>

Once at the Web site, click Document No. 0000950123-02-001031.txt and scroll to "Reasons for the Merger" on pp. 28-29.