How to Make Citations with EasyBib Step by Step

1. Go to Easybib.com
2. Click on the orange box: Create citations.
3. Choose the orange box that matches the type of source you have: Book, Website, Journal … Click “More” to see additional choices.
4. Type in the title and click the orange box for Search.
5. Look for the correct Title, Author, Publisher and Publication DATE, then click on the orange Cite button next to it.
   a. If you don’t see the correct one, add the year or publisher to the title in the search window and try again.
6. Double check that the information is correct before clicking the orange Continue button.
7. Look for orange-lined boxes that have missing information. You will need to find that information yourself and type it in exactly as you’d like it to appear on your Works Cited page.
8. Click on the orange Complete Citation button.
9. Scroll down to see your citation.
10. Copy your citation and paste it into your Works Cited page.
11. If you only have 1 citation, take the “s” off “Works” in the title.
12. If you have more than one citation, they need to all be in alphabetical order and have a hanging indentation (like this instruction).
13. Make sure your Works Cited page has a WHOLE page to itself.

OR

Let Easybib create your Works Cited page

14. Click on the Export just above your citation.
15. Use the dropdown arrow to choose to send your citations to Google Docs.
16. Give Easybib access to your Google Docs.
17. It is titled Works Cited and lots of numbers…
18. Copy and paste that ENTIRE page to the last WHOLE page of your essay.