Directions for citing sources in a bibliography using Easybib

<u>**Remember**</u> <u>that you still must cite all sources & give credit to all authors or owners!</u>

ALL IMAGES MUST BE USABLE UNDER COPYWRITE LAWS IN ORDER FOR YOU TO USE THEM ON YOUR PROJECT!!

I.   **Copy** the url of the website you want to cite.
II.   Open a new web browser window to http://www.easybib.com/
III.   **Paste** the url into the url into the bar saying "Enter website address or keywords to cite."
IV.   Click "**Cite This**" button (may also say "**Autocite**")
V.   Easybib will search your website for all the information it can find. You will have to fill in what's missing (the boxes outlined in red).
VI.   Fill in the missing citation information.
   a. Article Title = Name of web *page* or article
   b. Under Author/Editor/Translator, "corp." = Corporation (a company)
   c. Website Title – Name of web *site*
   d. Publisher/Sponsor = whoever paid to put this information online (can be a person, company, or government department)
   e. Electronically Published = date of last update or date of copy write (if update date is not listed) If they only give the year, just put in the year.
   f. Date Accessed = date you got the information
VII.   Click the button "**Create citation**".
VIII.   Copy & paste the citation into your bibliography document.
IX.   <u>After citing ALL sources</u>, alphabetize them in your Word document according to the first word of the citation. <u>OR</u> if they're all still showing in Easybib, you can "**Print as word document**", "**click to continue without registration**". Open the file. Type your name(s). **Save!** Print if necessary.