1. Open up your web browser and type www.easybib.com into the URL box.

**How to Cite a Book**

2. To cite a book, click on the “Book” tab in the blue box.
3. Type the ISBN number into the white box and click “Cite this”.
4. Choose the book that matches your title and author and click “Select”.
5. If you enter an ISBN number and no results are found, click on “Cite this source manually”.
6. Double-check or enter in the following information from the book.
   a. Where it says “Contributors” Select Author or Editor – enter first, middle, & last name.
      i. If you have two or three authors or editors, then click on “+ Add another contributor”.
   b. Title
   c. Publisher
   d. City
   e. Year
7. When you have double-checked that all of the information is correct, click on “Create Citation”.
8. Now you will see your citation under Bibliography at the bottom of the page. This will save unless you close the window.
9. To cite another book, go to the top of the page and click on the Book tab in the blue box.
10. Follow the instructions from above to add your other book sources.
11. After you double check the information for your second book and click on “Create Citation” you will see both of your citations under Bibliography on the bottom of the page.
12. Continue this for all of your book sources.

**How to Cite a Website**

13. To cite a website, click on the Website tab at the top of the page in the blue box.
14. Open up another web browsing session and go to the website source that you used.
15. Copy the entire URL and paste it into the white box within the blue box on EasyBib and click on “Cite this”.
16. Double-check or enter in the following information from the website.
   a. Article Title
   b. Author or Editor if there is one
      i. If you have two or three, then click on “+ Add another contributor”
   c. Publisher/Sponsor (Usually the website name).
   d. Website’s URL
   e. When the website was created or last updated (sometimes it’s only a year).
   f. Date that you went on the website – Day, Month, and Year.
17. When you have double-checked that all of the information is correct, click on “Create Citation”.
18. All of your citations will be listed in your Bibliography on the bottom of the page.
19. To add another website, go to the top of the page and click on the Website tab in the blue box.
20. Follow the instructions from above to add your other website sources.
21. Once you have added all of your sources (print and online sources) make sure they are in alphabetical order in the Bibliography box.
22. If they’re not in ABC order, in the Bibliography box click on “Select All” and make sure there are check marks next to all of your sources and click on “sort order” and choose Alphabetize.
Create your Works Cited Sheet From Home

23. To create your Works Cited page click on “Export or Print”, from the drop down menu, choose “Print as Word Doc”.
24. Microsoft Word should open up on your Home Computer.
25. Add in your name to the top left of the page.
26. Make sure that the following are in the correct format.
   a. Your name is “left justified” on the left side of the page. Skip a line.
   b. “Works Cited” is in the middle of the page. Skip a line.
   c. Your sources are listed in alphabetical order
   d. If your citation is more than one line long, the second line (not the first!) needs to be indented. It should look like this.


27. When all of your sources look correct, you will need to double space the entire page.
28. Highlight the entire page, including the line with your name.
29. In Microsoft Word, click on Format, click on Paragraph, under Spacing, change the spacing from Single to Double and click OK.
30. Your Works Cited page is done. Save it and click Print.

Create your Works Cited Sheet from School

31. To create your Works Cited page click on “Export or Print”, from the drop down menu, choose “Copy & Paste”.
32. A new window will open, copy the entire page.
33. Open up a Microsoft Word blank document.
34. Type in your name into the top left corner.
35. Paste your works cited into Microsoft Word under your name.
36. Make sure that the following are in the correct format.
   a. Your name is “left justified” on the left side of the page. Skip a line.
   b. “Works Cited” is in the middle of the page. Skip a line.
   c. Your sources are listed in alphabetical order
   d. If your citation is more than one line long, the second line (not the first!) needs to be indented. It should look like this.


37. When all of your sources look correct, you will need to double space the entire page.
38. Highlight the entire page, including the line with your name.
39. In Microsoft Word, click on Format, click on Paragraph, under Spacing, change the spacing from Single to Double and click OK.
40. Your Works Cited page is done. Save it and click Print.