EasyBib is a citation tool for creating Reference Lists (used in APA and Chicago styles) and Works Cited (used in MLA style). It supports MLA, APA, and Chicago/Turabian styles. For many sources EasyBib will be able to find the information needed for the bibliographic entry. If not a fill in-the-blank form will allow the student to enter the necessary information. EasyBib will then correctly format it per the chosen style. As always it is the student’s responsibility to double check that the entry is correct.

SAVE YOUR COMPLETED BIBLIOGRAPHY TO A PLACE ACCESSIBLE LATER. See no. 5 below.

To use EasyBib:

From a computer connected to the school network go to http://easybib.com

This will set-up your account using the school’s subscription, so there will be no charge for APA format.

1. On the upper right-hand side of the page is a prompt ‘Login or Register’. Chose register and fill in the form to create an account. Go to the email used for creating the account to confirm the account. This account information can now be used to access EasyBib from any computer with internet access.

2. Click ‘Create New Project’. Name project, chose style, click ‘Create’.


4. Use the Autocite option by typing in the article title, book title or DOI. If EasyBib can find the articles or books matching the title it will list them. Select the correct one. Double check that the format is correct ‘In Print’, ‘Online’ or ‘Online Database’. Items that may be missing from the entry are outlined in red. Often this includes the database name and date accessed. In APA this information does not need to be included if a DOI is included. Click ‘Create Citation’.

5. After entering all of the sources there are several options. The list will be sorted alphabetically regardless of the order entered. The list can be emailed, printed as a word document or saved as a Google document. Use the ‘Organize checked citations” to perform these actions. The information will remain in EasyBib in the project created.

6. There is an option to cut and paste your bibliography into a word document. DO NOT use this option. The formatting will be incorrect.

APA REMINDERS:

-Check capitalization rules for article titles.

-Use DOI if available for Autocite. It will give better results.

-Do Not separate ‘general press’ and ‘peer reviewed’ articles.