

Easy Bib

1. Go to Clark's website
2. Click on Recommended Links
3. Click on EasyBib and scroll down to "Free Automatic Bibliography and Citation Maker"
4. For *Biography in Context*
 - a. Click on the "Database" tab
 - b. Then, click on "Manual Entry"
 - c. Source type: "Chapter in a Book"
 - d. Chapter/section title = Title of Page
 - e. Book Title - "Part of a group of items entitled"
 - f. Publication info = Date created or last revised - just type the year of publication
 - g. Database = Sponsoring Institution (Gale Biography in Context)
 - h. Date accessed = Date you read it
 - i. URL = Address (ic.galegroup.com/ic/bic1)
5. Click "Create Citation"
6. Select the type of resource for your next bibliography sheet (ex. Book or click on all 58 options to find encyclopedia)
7. Click on "Manual entry"
8. Continue to add all your sources
9. When you are finished, click on "save as a word doc"
Then, "Click to continue without registration"
10. Click on "Open"
11. Check to verify:
 - a. All proper nouns are capitalized
 - b. All entries are alphabetized by the first letter of the entry (usually the author's last name)
 - c. Titles of books and databases are ***italicized***.
 - d. The document is titled "Works Cited"
 - e. Hanging indent is used on all entries extending beyond one line