Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**EasyBib/citation Tip Sheet**

These are helpful reminders and instructions to assist you in creating and proofreading your “Sweating the Details” project. Remember, if you have any questions do not hesitate to ask for help. Do not procrastinate!

* **General Rules for Easybib**
  + Sign in – this will save all of your work.
  + Make sure you are entering the information under the correct tab/setting; book, website, interview, etc.
  + When using the EasyBib add-on in Google docs, remember that you must cut and paste the URL.
* **Interview**
  + Click on interview under “All 59 Options.”
  + Click personal interview
  + Fill in all of the fields
    - Reference the question subject as the interview title
  + At bottom, click interviewee
  + Check spelling
  + Create citation
* **Book (not reference book)**
  + Click on book tab at top
  + Enter the ISBN number, no dashes or spaces; only the top number.
    - If the book does not have an ISBN number, enter title, author and year of publication as well as any other information you have such as publisher. Search.
  + Create citation, no need to modify.
* **Reference Book (almanac, dictionary, encyclopedia, etc.)**
  + Click on Encyclopedia article under “All 59 Options.” Use this for all reference books.
  + State the topic you looked up, the title of the map, etc. in the “article title” box
  + Insert the name of the encyclopedia, dictionary, almanac, etc. in the “encyclopedia title” box.
  + In the “year” box write the year for the reference book if this applies. If there is a numbered edition instead of a year, insert that number into the “edition “box.
  + Create citation.
* **Websites**
  + Click on the website tab at the top
  + Copy and paste the URL from the webpage you found the answer on.
    - You should not use the Google, Bing, etc. search page; go to the actual site.
  + To finish the citation you are required to have certain fields filled that may not auto-fill.
    - Article title – you should insert what you searched or a specific article title if this does not auto-fill. This box must be filled in.
    - Website Title – this should always auto-fill and will appear in italics in the citation. If it is not auto-filled, insert the title of the webpage.
    - Publisher/sponsor – If this is not auto-filled you should insert the name of the main website or homepage. It will also usually be whatever appears in the URL before .com, .org, .edu, etc.
    - Display URL – **THIS MUST BE CLICKED “YES!”**
    - Date accessed – this should autofill but if you are creating the citation on a later date than when you accessed the site, adjust the date to be accurate.

*ASK QUESTIONS IF THERE IS SOMETHING YOU DO NOT UNDERSTAND!*