

HOW TO:

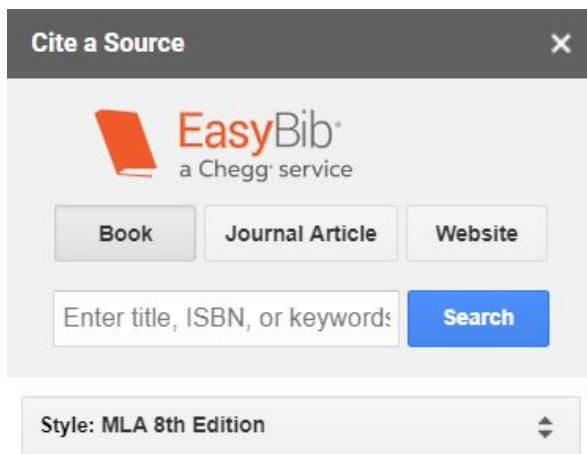
**Easy Bib Add-on in a
Google Doc**

2020

Easy Bibliography Add-on Directions

In a Google document:

1. On the toolbar click ADD-ONS
2. Click EASY BIBLIOGRAPHY CREATOR
3. Click MANAGE BIBLIOGRAPHY



The screenshot shows the 'Cite a Source' pop-up window from EasyBib. At the top left is the title 'Cite a Source' with a close button. Below it is the EasyBib logo, which includes a red book icon and the text 'EasyBib a Chegg service'. There are three buttons: 'Book', 'Journal Article', and 'Website'. Below these is a search input field with the placeholder text 'Enter title, ISBN, or keywords:' and a blue 'Search' button. At the bottom left, there is a dropdown menu showing 'Style: MLA 8th Edition'.

This should pop up on the right side of the screen

Students can use this to cite books, journal articles, and websites.

ADD BIBLIOGRAPHY TO DOC

Looking for more ways to make citations?

Check out [EasyBib Plus](#).

Scan your paper for plagiarism and grammar errors by using [our AI-powered](#)

It cannot cite articles from EBSCO but a citation is provided in EBSCO for students to copy and paste to their Works Cited page.

To Cite a Book

Make sure that book is selected then

1. Type in the title or the ISBN number and click search.

It may be easier to enter the ISBN as it will narrow the search.

2. Select the correct book

Cite a Source

EasyBib[®]
a Chegg[®] service

Book Journal Article Website

Enter title, ISBN, or keyword: Search

Style: MLA 8th Edition

ADD BIBLIOGRAPHY TO DOC

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If that is the only source that needs to be cited then click **ADD BIBLIOGRAPHY TO DOC** to add it to a document.

The title Works Cited will already be there and it will include the citation

Fitzgerald, F. Scott. *The Great Gatsby*. Scribner, 2004.

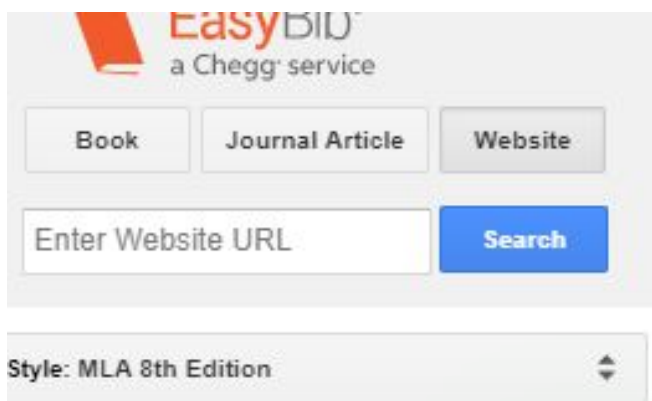
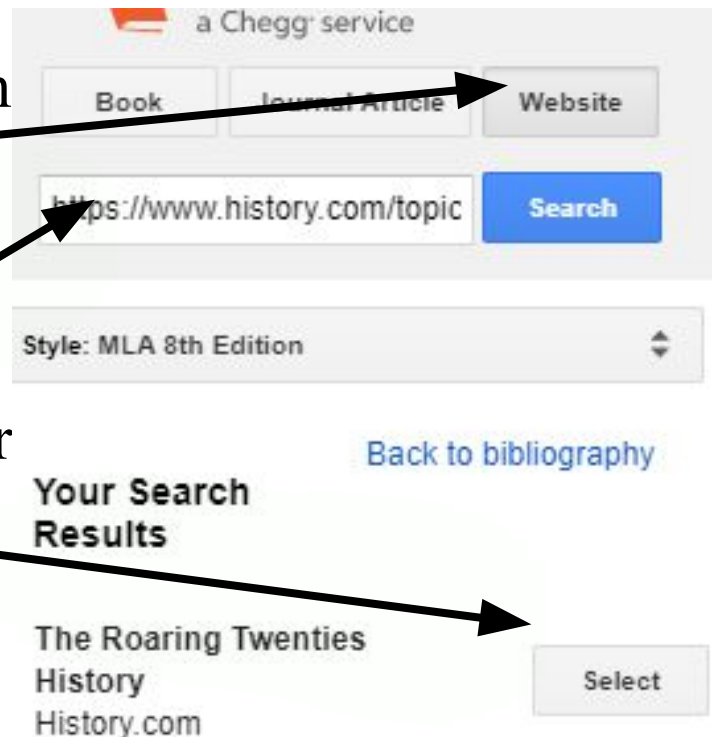


**You may need to change the font type and font size to meet MLA requirements*

To Cite a Website

Website: To add an article from website select website

1. Copy the URL from the website
2. Paste the URL and click search
3. Click SELECT to add the article to your sources.



4. Continue steps 1-3 until all sources have been added.

5. Click ADD BIBLIOGRAPHY TO DOC to create the Works Cited Page.

**You may need to change the font type and font size to meet MLA requirements*

Henderson, Amy. "What the Great Gatsby Got Right about the Jazz Age." *Smithsonian.com*, Smithsonian Institution, 10 May 2013, www.smithsonianmag.com/smithsonian-institution/what-the-great-gatsby-got-right-about-the-jazz-age-57645443/.



History.com Editors. "The Roaring Twenties History." *History.com*, A&E Television Networks, 14 Apr. 2010, www.history.com/topics/roaring-twenties/roaring-twenties-history.

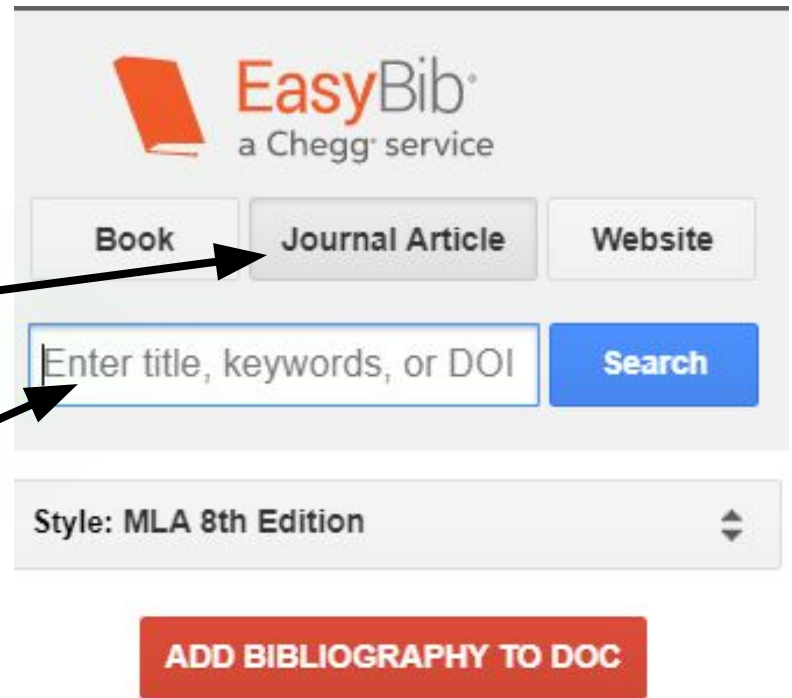


To Cite a hard copy of a Journal article

Journal Article : To cite a journal article select journal article then enter title, keyword, or DOI to search for article.

- Once you find the article you want to cite click select.

- Once sources are all selected click **ADD BIBLIOGRAPHY to DOC** to create the Works Cited page



The screenshot shows the EasyBib website interface. At the top, there is a logo for EasyBib, a Chegg service. Below the logo are three buttons: "Book", "Journal Article", and "Website". The "Journal Article" button is highlighted with a black arrow. Below these buttons is a search input field with the placeholder text "Enter title, keywords, or DOI" and a blue "Search" button. A black arrow points to the search input field. Below the search field is a dropdown menu showing "Style: MLA 8th Edition". At the bottom of the interface is a red button with the text "ADD BIBLIOGRAPHY TO DOC".

Other things to know

*This will not work for EBSCO but EBSCO gives students the citation - on the right side click CITE and find MLA 8. Then copy and paste it into the Works Cited page.