Easybib – Directions

1. Look at your source document to find out what you want to cite.
2. If the end of the section has information about where it came from, look to see if it includes the name of a journal or a book (italicized) Journals are typically published monthly or quarterly whereas a book will only have a year of publication. If it is only a citation from the For Students series, use the book tab in easy bib to produce a citation.
3. **If it appears to be reprinted from a journal or another book, use the All 59 options tab.**
4. Choose Reprinted Work
5. Type in article title, then under **article author**, the name of author.
6. Within **contributor’s** section, drop down arrow for more options, choose collection editor. Type editor’s name from title page of For Students series
7. Collection source section is for the publication info in the For Students series
8. Original Journal Publication info is for the citation from the end of article
9. Click Create citation

It will look like this:

Halio, Joy. "Nice Jewish Boys: The Comedy of 'Goodbye, Columbus' and the Early

Stories." *Phillip Roth Revisited*. N.p.: Twayne, 1992. 13-22. Print. *Short Stories for*

*Students*. Ed. Jennifer Smith. Vol. 12. Detroit: Gale, 2001. 97-102.

1. Once you move the citation to Word or Google Docs, edit the citation per example below. (The only thing you need to add is the Rpt. in – which stands for Reprinted in)

Halio, Joy. "Nice Jewish Boys: The Comedy of 'Goodbye, Columbus' and the Early

Stories." *Phillip Roth Revisited*. N.p.: Twayne, 1992. 13-22. Rpt. in *Short Stories*

*for Students*. Ed. Jennifer Smith. Vol. 12. Detroit: Gale, 2001. 97-102.

If the article is reprinted from a book, Use the All 59 options tab, Reprint, Choose the Book Chapter tab instead of the journal & follow similar instructions as above.

Works Cited

Proper format for works cited is:

1. Double-spaced
2. Alphabetical
3. Hanging Indent

(see sample entry on other side of paper)

If you are just entering something from the beginning of the For Students section or an article commissioned by For Students – you should take the following steps:

If you are using info from the summary, themes, introductory sections, you should do the following:

1. Select the Book tab
2. Select Manual Entry
3. Next to Citing – Select: Chapter or section
4. Chapter/Section Title – this should be the title of the work you are analyzing
5. Next to Contributors – Select: Source Editor

Enter the editor(s) from the title page of the book

1. If you have more than one editor, you need to click on the Add Another contributor section
2. You should enter your book title: for example, Poetry for Students
3. You should enter your Volume number, but leave the Edition & Series spots blank

If you are entering information from an author under the “Criticism” heading, you should do the above tasks with the following exceptions:

1. In the Contributors section: Select – Section Author, then add the author of that specific part.
2. If the section has a title, you should use the title that it is given, instead of the title of the work.
3. Otherwise, it is the same.