

How to Do a Bibliography Page

- 1) The bibliography will be the last page of your document. Font should be Times New Roman. Size 12 font. Set for double space. Sample below.
- 2) Center the word Bibliography on the top of the page.
- 3) Go to www.easybib.com.
- 4) For books, click on the book tab. Enter the ISBN (no dashes, no spaces). The book should appear. Click on Cite This. Check to make sure the information is correct. Create citation. Copy the citation on to your Bibliography page.
- 5) For web sites, click on Web Site. Copy the web address for your source into Easybib. Click on Cite This. Check to make sure the information is correct. Easybib often misses authors, dates, and publishers. It is up to you to find that information and add it to the boxes in Easybib. Then create citation. Copy it into your bibliography keeping everything in alphabetical order.
- 6) Databases often provide the citation for you. Find the cite tool attached to the article. Copy the MLA citation directly into the bibliography. **YOU DO NOT NEED TO USE EASYBIB FOR THIS!**
- 7) To put in the hanging indent, highlight the citations that are over one line long, then find the word Paragraph at the top of the page. Click on the arrow next to it. Change Special to Hanging. Then click OK.
- 8) The list should be alphabetical by author.

Bibliography

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Townsend, John, and Darren Lingard. *Earthquakes and Volcanoes: A Survival Guide*.

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