Creating a Works Cited in a Google doc:

1. Click on “Add-Ons” on the top menu and then click “Get Add-Ons.”
2. “EasyBib” should be one of the first to pop up. Click on it and then click the “Free” button in the upper right-hand corner. Then click “Allow.”
3. Go back up to “Add-Ons” again. Click on “EasyBib Bibliography Creator” and then click on “Manage Bibliography.” A separate window should pop up on the side.
4. Students can then type in a book title (that’s the default) or can click on the “Journal Article” tab to type in a journal title. If students find an article on a website, they can click on “Website” and cut-and-paste the website address into it. For all of these, you simply click “Search” after putting in the necessary information and then click “Select” when they’ve found the source they want.
5. After putting all of their sources in to a document, students would then click the “Add Bibliography to Doc” button. They’ll have to move it to a separate page, but it automatically pops up with the “Works Cited” title. Sources are also arranged alphabetically with the hanging indent feature.