Steps for Creating Citations
## CSB/SJU Libraries

Step 1. Try the Cite Feature

First, go to the CSB/SJU Libraries homepage. Our catalog (the main search box) and many of our journal databases include a **Cite** feature, which builds basic citations for you.

These examples show you where to find the **Cite** feature in some popular collections:

Library catalog: On the search results page, look near the upper right of a listing for a **Cite** button.
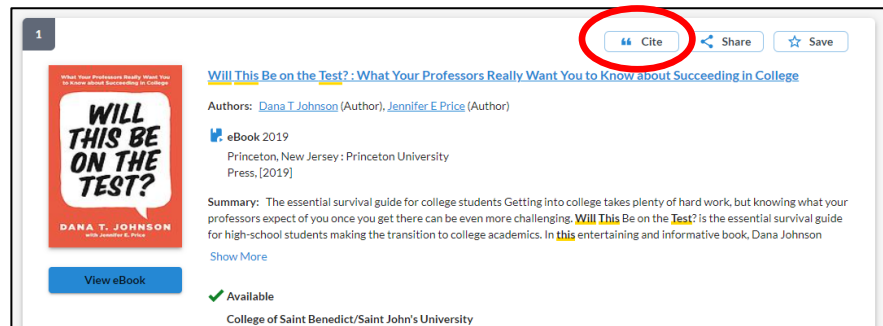
Academic Search Premier/other EBSCO collections: From the search results page, click an item's title link to get a detailed item record. The **Cite** icon is on the right under **Tools**.

JSTOR: Each item on the search results page has a **Cite this item** button.

Step 2: Select a Citation Style

Click on the **Cite** feature and choose a citation style (e.g., APA, Chicago, MLA). Then copy and paste the computer-generated citation into your working bibliography.

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Step 3: Ask Your Instructor for Guidelines
Instructors handle citations differently, so it's a good idea to ask your instructor about their expectations:
1. Can you choose which citation style to use, or will your instructor assign one?
2. If a citation style is assigned, is there a specific edition assigned too, like MLA 8th or the new MLA 9th edition? New editions often include changes to the "rules" of citing.
3. Is your instructor okay with computer-generated citations even if they include some formatting errors, or will they take off points for every small mistake?
4. Are there other formatting rules you need to follow? Should citations in your bibliography have a hanging indent? Are things single- or double-spaced? Do you need a cover page?

Step 4: Correct Errors (As Needed)
If your instructor expects perfect citations, review your computer-generated citations and fix any errors. Our Citation Help page directs you to official style manuals and trusted websites to help you with this review. Pay attention to:
1. **Missing Information**: Does the citation include all the "pieces" needed?
2. **Extraneous Information**: Does the citation include information that isn't needed?
3. **Formatting**: Is anything formatted strangely? Check rules for punctuation, CAPITALIZATION, and *italicization*.

Example: Here are two computer-generated citations for the same book in MLA style. They both have errors:

From JSTOR:

JOHNSON, DANA T., and Jennifer E. Price. *Will This Be on the Test?: What Your Professors Really Want You to Know about Succeeding in College.* Princeton University Press, 2019, https://doi.org/10.2307/j.ctvc773xz.

The lead author's name shouldn't be in all caps.

From our catalog:

Johnson, Dana T, and Jennifer E Price. *Will This Be on the Test? : What Your Professors Really Want You to Know About Succeeding in College.* Princeton University Press, 2019. *INSERT-MISSING-DATABASE-NAME*, INSERT-MISSING-URL. Accessed 28 Oct. 2021.

Add periods after the authors' middle initials. Check to see if INSERT-MISSING-DATABASE-NAME, INSERT-MISSING-URL can be deleted or if you need to enter additional information here.

You can also use our Citation Help resources to:
1. **Build citations from scratch** (for example, to create a citation for something in an unusual format or for a non-library resource like a YouTube video)
2. **Modify existing citations** (for example, to change a citation for an edited anthology – a book whose editors compile content from many different authors – into a citation for the one specific essay you used from the book)

Step 5: Get Help (As Needed)
If you have any follow-up questions, contact a librarian!