Using the ORG in 10 easy steps

1. Have an information source/s that you need to create a reference for.
2. Go to the RHS library webpage @ http://renmarkhs.sa.libguides.com/library
3. Click on the Online Referencing Generator link from the Quick Links box on the library webpage.
4. Username: org / Password: pages
5. Click on either the Middle School Bibliography (Years 8-9) or the Senior Bibliography (Years 10-12).
6. **MOST IMPORTANT STEP** Choose the information source from all the options that matches the source you are using and click on it. (For example if it is a website, is it with or without an author?)
7. Using your information source, follow the on-screen instructions and fill in the required fields. (You will need to use capitals where appropriate) **Reminder:** if it is a website, the place field does not need to be filled in and the date accessed field does not either as it automatically defaults to the date of use.
8. Click on create citation.
9. Copy and paste your reference into your document. Choose “merge formatting” from paste options to maintain all correct formatting.
10. When you have all your references completed, put them into alphabetical order and add the title Bibliography to your list.

More ORG help available from the table below on the RHS library webpage.