

Managing Your Citations Using *myEBSCOhost*

Douglas College students and employees can now use the *myEBSCOhost* feature to manage their research. By creating customizable folders, you can organize the results of your searches, save citations for later use, and create bibliographies using your preferred citation style.

The *myEBSCOhost* feature is available from any of the *EBSCO* databases found on the Douglas College library web page: <http://library.douglas.bc.ca>. Look under the heading *Article Indexes and Databases* to find your database.

I. Create your *myEBSCOhost* account

1. Sign in to an *EBSCO* database.

- Connect to one of the databases above.
- Click on *Sign In* at the top of the screen, then select *I'm a new user*.

2. The *Create a new account* window appears.

- Fill in the form and submit it.
- Your new *myEBSCOhost* account will be accessible from any one of the *EBSCO* databases.

II. Managing Multiple Folders

Once you've signed in to your *EBSCOhost* account, you can create new folders and sub-folders, rename them, and organize their contents. *EBSCO* lets you create as many folders and sub-folders as you like. When you select items from the results list of your search, they will be saved in *My Folder* until you move them into your customized folders.

1. Creating folders

- Click the folder icon at the top of any *EBSCO* page.
- Then click the *Create New Folder* in the left-hand column.
- Name your folder with up to 40 characters. Assign your folder a location using the *Move Folder To* drop down list. You may use the notes area to describe the folder (this is optional).
- Save your folder. It will now appear in the left-hand column under the *My Folder* tab. Contents of your folders and sub-folders will display when you click the +/- toggle next to each folder name.

2. Renaming, moving, and deleting folders

- Click the folder icon and select the folder you want to rename.
- Give it a new name and save it.
- Give your folder a new location by using the *Move folder to* field. Save it.
- To delete a folder and its contents, select the folder and click *Delete Folder*. All contents will be permanently deleted.

3. Moving items into folders

- Click the folder icon and select the items you want to move into one of your named folders or sub-folders.
- From the *Move to* drop-down list, select the target folder. Your item will be sent there.

4. Search history

- Using the *Search history/Alerts* tab, select those searches you want to save for future research. Click *Save searches/Alerts*. Assign a name and description to your search. This search will now be saved in *My folder* until you move it to one of your personalized folders.

III. Creating a Bibliography

1. Formatting citations

- From within a folder or from the results list, select the article you wish to cite.
- Click *Save* from the toolbar.
- A new window will open. Select the appropriate citation format (APA, MLA, etc.) from the drop-down menu on the right. Click *Save*.
- Your citation will appear correctly formatted in the style you selected, under *References*. A persistent link to the article will also be included.
- Copy and paste the citation into a document, or use *File/Save As* from your browser to save the file either to a removable disc (if working on campus) or to your computer at home.

2. Using RefWorks

- If you are using RefWorks to manage your citations, from the article, select the *Export Manager*.
- Select the button for *Direct Export to RefWorks*.
- Select *Save*. RefWorks will open in a new window. Login to your account, and save your citation.