



Task Title: Citing References Using APA and MLA Styles

OALCF Cover Sheet – Learner Copy

Learner Name: _____

Date Started: _____

Date Completed: _____

Successful Completion: Yes ☐ No ☐

Goal Path: Employment ☐ Apprenticeship ☐

Secondary School ☐ Post Secondary ☐ Independence ☐

Task Description: The learner will create Reference Lists based on APA and MLA style guidelines.

Main Competency/Task Group/Level Indicator:

- Communicate Ideas and Information/Complete and create documents/B3.3b
- Use Digital Technology/D.2

Materials Required:

- Computer with word processing program (e.g. Microsoft Word or Google Docs)

Learner Information

Most college and university courses with research assignments require students to cite their sources using specific referencing formats. American Psychological Association (APA) and Modern Languages Association (MLA) are commonly used formats in humanities, sciences, and social science courses.

Scan the Seneca Polytechnic College information page on APA style:

<https://library.senecapolytechnic.ca/apa>

Scan the Seneca Polytechnic College information page on MLA style:

<https://library.senecapolytechnic.ca/mla>

Choose one of the following topics:

- Climate change
- Artificial Intelligence (AI)
- Universal Basic Income (UBI)

Work Sheet

Task 1: Using the Seneca Polytechnic library search engine, <https://library.senecapolytechnic.ca/>, search for your chosen topic.

Select 10 sources you could use if you were writing a research paper on this topic. Include at least two (2) books and two (2) journal articles in your list.

Using a word processing program (e.g. Microsoft Word or Google Docs), create a references page using APA style guidelines. Show the completed page to your practitioner/instructor.

Answer: No written response required here.

Task completed: Yes: ☐

Task 2: Open a new document. Using the same 10 sources, create a works cited page using MLA style guidelines. Show the completed page to your practitioner/instructor.

Answer: No written response required here.

Task completed: Yes: ☐