



Task Title: Citing References Using APA and MLA Styles

OALCF Cover Sheet – Practitioner 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)

Notes for Instructors/Practitioners

This taskset asks the learner to create reference lists based on APA and MLA style guidelines. While this does not require prior knowledge of these reference styles, it may be helpful for learners to first complete the task “APA and MLA Style Guidelines” which introduces these referencing formats with a short video.

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: ☐

Answers

Answers will vary. The student's citations should follow APA (task 1 example) and MLA (task 2 example) conventions. The list of sources should be alphabetized and double-spaced.

Task 1 example (APA Style):

References

Diabetes Canada. (n.d.). *Type 2 diabetes*. <https://www.diabetes.ca/about-diabetes/type-2>

Jones, A. B., & Brook, C. D. (2011). *Sample print book title: Sample subtitle*. Publisher.

Xiang, E., Cooper, F., Wilson, G. H., & Liang, I. (2012). Sample title: Of an invented journal article. *Journal Name*, 14(7), 34-41.
<https://doi.org/10.1056/j.cit.2012.08.034>

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Task 2 example (MLA Style):

Works Cited

- Hauck, Pia, and Heiko Hecht. "Having a Drink with Tchaikovsky: The Crossmodal Influence of Background Music on the Taste of Beverages." *Multisensory Research*, vol. 32, no. 1, Jan. 2019, pp. 1–24. *Academic Search Premier*, <https://doi.org/10.1163/22134808-20181321>.
- IBM Cloud Education. "Types of Artificial Intelligence: Weak AI vs. Strong AI." *IBM*, 3 June 2020, www.ibm.com/cloud/learn/what-is-artificial-intelligence#toc-types-of-ai-q56lfpGa.
- Lee, Justina. "Crypto Pros are Getting Tired of \$79-Billion Dogecoin Joke; Unlike Bitcoin, Supply Isn't Finite." *National Post* [Toronto], 8 May 2021, p. FP16. *Canadian Major Dailies*.

Performance Descriptors

Levels	Performance Descriptors	Needs Work	Completes task with support from practitioner	Completes task independently
B3.3b	follows conventions to display information in more complex documents (e.g. use of abbreviations, symbols)			
	sorts entries into categories and subcategories			
	displays many categories of information			
	organizes information in a variety of ways			
	identifies parts of documents using titles, row and column headings, sub-headings and labels			
D.2	selects and follows appropriate steps to complete tasks			
	locates and recognizes functions and commands			
	makes low-level inferences to interpret icons and text			
	begins to identify sources and evaluate information			
	performs simple searches using keywords (e.g. internet, software help menu)			

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This task: Was successfully completed ☐ Needs to be tried again ☐

Learner Comments:

Instructor (print):

Learner (print):
