



Task Title: APA and MLA Style Guidelines

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 watch a video explaining APA and MLA style guidelines, and answer questions.

Main Competency/Task Group/Level Indicator:

- Find and Use Information/Extract info from films, broadcasts and presentations/A3

Materials Required:

- Pen/pencil and paper and/or digital device
- Computer

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.

Watch the Seneca College Libraries video "Introduction to APA & MLA Style Citation" (13:49)

https://www.youtube.com/watch?v=3Yhp_2ocP3I

Work Sheet

Task 1: What is citing?

Answer:

Task 2: Without writing down your responses, complete the “Is this plagiarism?” quiz beginning at 1:56 of this video. This quiz is a self-assessment of your understanding of plagiarism.

List one example of plagiarism that surprised you.

Answer:

Task 3: List the requirements of a cover page in APA style.

Answer:

Task 4: List the requirements of the first page in MLA style.

Answer:

Task 5: List the two places a reference must be cited.

Answer:

Task 6: What is paraphrasing?

Answer:

Answers

Task 1: What is citing?

Answer: Citing is the way you tell your readers that certain material in your work came from another source, and gives the readers information necessary to find that source again. (0:14-0:38)

Task 2: Without writing down your responses, complete the “Is this plagiarism?” quiz beginning at 1:56 of this video. This quiz is a self-assessment of your understanding of plagiarism.

List one example of plagiarism that surprised you.

Answers will vary and could be any one of the following:

- Buying an essay online (contract cheating)
- Using a friend’s answer to the same assignment given by a different teacher in a different year (must submit own work)
- Submitting an assignment you submitted in another class because it is similar to what you have to hand in for a different class (self-plagiarism)
- One in text citation at the end of a paragraph that contains direct quotes is not enough. You must cite every instance where you use words that are not your own.

Task 3: List the requirements of a cover page in APA style.

Answer: The cover page includes

- page number (in the header and right-aligned OR right upper corner)
- title of the paper (centred and bolded)
- student name (first and last)
- name of institution
- course code and course name
- professor’s name
- date assignment is due

(7:00)

Task 4: List the requirements of the first page in MLA style.

Answer: There is no separate cover page for MLA style. The first page has the student's name, professor's name, course code, and date in the top left corner. This is followed by the title of the paper (centered). The paper begins on the next line (indented and double spaced). (8:31)

Task 5: List the two places a reference must be cited.

Answer: Citing in APA and MLA requires both in-text citations and a reference list at the end of the paper (9:24).

Task 6: What is paraphrasing?

Answer: Paraphrasing is using your own words to describe an author's idea (10:04).

Performance Descriptors

Levels	Performance Descriptors	Needs Work	Completes task with support from practitioner	Completes task independently
A3	extract info from films, broadcasts and presentations			

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

Learner Comments:

Instructor (print):

Learner (print):
