



wasatch range writing project by Mike Handy

Lesson Title: Citing Print Sources

Burning Question:

Objectives: Students will be able to correctly cite print sources according to MLA format.

Context: In this lesson students practice creating works cited entries for common print sources: books, magazine articles, newspaper articles, and encyclopedia. They do so by rigorously repeating the practice of creating the citations on different source texts. Ideally they will practice it enough that when they are asked to cite sources independently they will have the skills to do it almost without thinking.

Materials:

- MLA Handbook
- Numerous books (ideally at least one per student)
- Numerous magazines (ideally at least one per student)
- Numerous newspapers (ideally at least one per student)
- An encyclopedia set (likely requiring a visit to the school's media center)
- A document camera is helpful

Time Span: Approximately 20 minutes per source type—80 minutes total if all four types of sources are used.

Procedures:

1. Introduce the idea of documenting sources, including why it is done. (To help readers of your research verify your sources or learn more, to avoid plagiarism, etc.)
2. If the students have not already learned this concept, explain the difference between print and electronic sources.
3. Identify the four most common types of print sources: books, magazines, newspapers, and encyclopedia.
4. Teach explicitly how to cite a book: author's name (inverted), title, city of publication, publisher, and date.

An example: Vella, Jane. *Learning to Listen, Learning to Teach*. Revised Edition. San Francisco: Joey Bass, 2002.
5. Show the students how to find each piece of information required for a citation of a book. (A document camera may be very helpful.)

6. Complete a few exercises of guided practice, preparing sources using examples from the students.
7. Invite the students to create a citation of the book they have at their desk.
8. Have the students trade books with someone else and cite the new book.
9. Repeat step 8 numerous times, until the students have had the opportunity to create citations of several books.
10. Repeat steps 4-9 for magazines, newspapers, and encyclopedia. Magazines and newspapers both require author's name (inverted), title of article, title of magazine, date, and page numbers. Encyclopedia require author's name (inverted, if given), title of article, title of encyclopedia, and date. An example of a magazine article citation: Jensen, Kimberly. "Igniting Entrepreneurial Energy." *Weber State University Magazine* Fall 2012. 16-18. An example of a newspaper article citation: Harvey, Tom, and Robert Gehrke. "A. G. Tied to Alleged Scheme." *Salt Lake Tribune* 12 January 2013. A1+. An example of an encyclopedia entry citation: Ferrell, Keith. "Modem." *World Book* 2012.
11. If computer access allows it, have the students check their work using the Son of Citation Machine, www.citationmachine.net.

Extensions: One way to keep the concept fresh in the students' minds is to keep, throughout the year, a running works cited list of everything you read as a class.

Rationale: This lesson is designed to be an introduction to the skills of documenting sources. It would be best used early in the school year, prior to students' being required to use formal documentation in research writing. It can be taught either as a whole or in discrete sections.

CCSS:

Write and edit work so that it conforms to the guidelines in a style manual (e.g., *MLA Handbook*, Turabian's *Manual for Writers*) appropriate for the discipline and writing type. (L 9-10.3a)

Resources:

MLA Website

<http://www.mla.org/style>

The MLA website provides some resources for searching questions about their citation style. It also provides a very convenient place to buy the books, which are an important resource to have in the classroom if you are using the documentation style.

Purdue University's Online Writing Lab (OWL)

<http://owl.english.purdue.edu/>

One of the best online resources for writing, especially for research writing.

It includes a searchable database for multiple styles of documentation (MLA, APA, Chicago), lessons and tips on a host of writing modes, genres, and problems, and an opportunity to email brief writing questions to writing lab tutors.

Son of Citation Machine

<http://citationmachine.net/index2.php>

The Son of Citation Machine is an online tool to build citations, both in-text and bibliographic, in four different citation styles: MLA, APA, Chicago, and Turabian. The site requires students to enter the information that is needed for the particular type of source under consideration and organizes the information to the correct format. One warning: the site does not fix spelling or capitalization errors introduced by the student.

Creating Citations in Microsoft Word

<http://office.microsoft.com/en-us/word-help/create-a-bibliography-HA010368774.aspx>

Microsoft Word has tools available to create citations. The link above shows steps to use these tools. One common mistake students make is to neglect to select the style, and they end up creating APA citations instead of MLA. Word will create citations in the following styles: APA (5th and 6th editions), Chicago, GB7714, GOST (Name Sort and Title Sort), Harvard, IEEE, ISO 690, MLA (6th and 7th editions), SISTO 2, and Turabian.