***A picture containing text, clock

Description automatically generated***

This project was supported by the Cybersecurity and IT Pathways grant from the Florida Department of Education through Cyber Florida, project number 291-1231C-2C001, funding authority 84.425C-D CRRSA ACT ESSER II 84.425D & GEER II 84.425C, FAIN#: S425C210052. More information at cyberflorida.org/pathways/

**Activity**

MLA Citations and Footnotes

MODULE 10: Comprehension and Communication Skills

This **activity** was written for the Florida Public School System DIGITAL INFORMATION TECHNOLOGY (8207310) course. Funded by the Cyber/IT Pathways Program, Cyber Florida, and the Florida Department of Education.

# Module 10: Comprehension and Communication Skills

## Activity: MLA Citations and Footnotes

The student uses the Internet to research a famous person of their choice and writes a three-paragraph research paper about why they admire their subject including a Works Cited page. The student will practice using automated reference tools for citations.

## Standards Assessed

* **14.03** Demonstrate an understanding of the writing process to create business documents (e.g., research methods, paper formatting (MLA/APA))

## Teacher Notes

This activity helps students create MLA citations properly. Use the MLA website to see a list of Citations by Format (<https://style.mla.org/works-cited/citations-by-format/>).

Students can practice creating MLA references with web-based applications:

* Quillbot Free Citation Generator (<https://quillbot.com/citation-generator>)
* Scribbr Free MLA Citation Generator (<https://www.scribbr.com/citation/generator/mla/>)

Refer to the Purdue Online Writing Lab for information on MLA General Format: (<https://owl.purdue.edu/owl/research_and_citation/mla_style/mla_formatting_and_style_guide/mla_general_format.html>).

## Estimated Student Completion Time

* 45 minutes x 2-3 classes to complete activity

## Activity Rubric

Consider evaluating the student’s work based on measures of quality. For example, with a maximum of 4 Points Possible, the following could be applied to the activity:

* **1 Point Earned** = ***Needs Improvement*** (the student work did not meet more than 50% of the requirements and did not follow instructions)
* **2 Points Earned** = ***Developing*** (the student met between 50% and 75% of the requirements and generally followed the instructions)
* **3 Points Earned** = ***Sufficient*** (the student met between 75% and 90% of the requirements and clearly followed instructions)
* **4 Points Earned** = ***Above Average*** (the student met > 90% of the requirements and followed all instructions)

# Activity: MLA Citations and Footnotes

**Student Instructions**: Write a short research paper with citations. You can use Microsoft Word document or other word processor application compatible with .docx files.

1. Use the Internet to research a famous person (athlete, actor, musician, politician, or historical figure).
2. Write a three-paragraph research paper about what you admire about this person. The paper must include:
   * Four facts about the person
   * MLA reference footnotes
3. Refer to the section on the next page for information on creating a **Works Cited Page** and **Reference Footnotes.**
4. Practice using automated reference tools for citations:
   * Quillbot Free Citation Generator (<https://quillbot.com/citation-generator>): APA, MLA, and Chicago Style
   * Scribbr Free MLA Citation Generator (<https://www.scribbr.com/citation/generator/mla/>)

## Works Cited Page

1. To create your Works Cited page, place the cursor at the end of your document.
2. Select **Insert**, then select Page Break. This will create a final page for you.
3. Enter the title of the page as Works Cited.
4. Center the title.
5. Set the Paragraph formatting for the citations as:
   1. Alignment: Left
   2. Spacing

* Before: 0
* After: 0
* Line: Double
  1. Indentation
* Left: 0
* Right: 0
* Special: Hanging

1. Set the Font as:
   1. Times New Roman
   2. 12 pt

## Reference Footnotes

Once you have completed your Works Cited page you can go back to your document to add your reference footnotes. Indicate where in your document that you used your reference by placing a superscript note at the end of the sentence that you used information from that reference.

1. Place the cursor at the end of the sentence where you are placing the reference.
2. Type the number of the reference on the page. For your first reference, use 1 to note the reference, second reference, use 2, etc.
3. Highlight the number and then select the **superscript icon**. It’s a small x2 with a number in the top right corner of the X.
4. Select **References**, then select **Insert Footnote**. The footnote appears at the bottom of the page.
5. Copy the citation from the Works Cited page into the footnote.