



Mississippi Valley Archaeology Center  
1725 State Street  
La Crosse, Wisconsin 54601  
Phone: 608-785-6473  
Web site: <http://www.uwlax.edu/mvac/>

The following lessons were created by **Carol Mills**, a teacher participating in a National Endowment for the Humanities Summer Institute for Teachers entitled Touch the Past: Archaeology of the Upper Mississippi River Region.

### **Creating a "Works Cited Document" for an Archaeology Project**

**Grade Level:** 9-12

**Subjects:** Library Research

**Objectives:** Students will produce a "Works Cited" document using the *Chicago Manual of Style* and will also describe the use of an artifact within the bodies of their projects.

**Standards:** Texas Essential Knowledge and Skills #110.31 English Language Arts and Reading  
(23) Research/Organizing and Presenting Ideas.  
Students organize and present their ideas and information according to the purpose of the research and their audience. Students are expected to synthesize the research into a written or an oral presentation that: (E) uses a style manual (e.g. Modern Language Association, Chicago Manual of Style) to document sources and format written material.

**Duration:** This varies according to the project that the students are doing. Librarian will collaborate with teacher on content and scope of the project. The documentation of the works cited will be ongoing during the project. An average 9<sup>th</sup> grade project should take 5 days.

**Materials/Supplies:** Students must have access to library materials (databases, book, and journals) as well as Word Processors.

**Vocabulary:** Citation, Bibliography, Resource List, Reference List, Works Cited

**Background:** Students should have a working knowledge of the parts of a book, database, and website so that they can locate information necessary to complete a citation.

**Setting the Stage:** With librarian's guidance, students will brainstorm reasons for the necessity to avoiding plagiarism.

**Procedure:** Librarian will present a PowerPoint that gives background on the three major style guides used in high school and undergraduate scholarship. If possible, the actual guides will be present for students to examine. The rest of the PowerPoint will demonstrate writing a citation for a book, an online journal article, and a website. After each citation method is presented, students will complete a practice citation (print materials and urls provided by the teacher and librarian) as the librarian and the teacher provide guidance. Finally, the librarian will demonstrate how to describe the use of an artifact within the body of the project (as a caption to a photograph or to the actual item, or as a parenthetical reference when the item is being discussed in the text). Students will then have the opportunity to practice writing captions and/or parenthetical references with material provided by the teacher and librarian.

**Closure:** Librarian will review the procedure for writing various kinds of citations, captions, and parenthetical references.

**Evaluation:** The teacher will give a numerical grade for the works cited document and for the body of the project as it includes the captions and parenthetical references.

**Links/Extension:** Librarian will introduce students to the bibliography makers: Bibme and EasyBib.

**References:** Please see PowerPoint attachment.