

UWC Cheat Sheet Packet

About this Cheat Sheet

The University Writing Center (UWC) developed these “cheat sheets” to provide additional resources to students in conjunction with working with UWC consultants. They contain information for some of the most commonly used citation styles used in academic writing today (MLA, APA, and Chicago Style). These cheat sheets use the most current information from the citation styles’ websites, or manuals of style, and refer to the most commonly cited sources and formatting questions. This packet should complement your knowledge about citation styles and should be used as a quick reference when you are citing sources. There is no replacement for learning and retaining the information for future use.

You can find additional information regarding these citation styles at these websites:

- ✓ Modern Language Association (MLA): mla.org/MLA-Style
- ✓ American Psychological Association (APA): apastyle.apa.org
- ✓ Chicago Manual of Style (CMS): chicagomanualofstyle.org

Additional writing resources:

- ✓ UTEP’s Online Writing Help: who.utep.edu
- ✓ The Purdue Online Writing Lab (OWL): owl.english.purdue.edu/owl/

How to use these Cheat Sheets

Elements in **RED** need to be changed with pertinent data from the citation. Elements in **BLACK** should remain as they are shown in the citation. This includes punctuation and words. **ALL** indentations, italics, and spacing are reflected exactly as they should be in the citation – if there is no space between a “)” and the comma, there should be no space on your citation. Elements in **BLUE** highlight certain aspects that may not be readily noticeable while creating your citation.

About the University Writing Center

The University Writing Center (UWC) is a free resource for students at the University of Texas at El Paso. Our mission is to assist every UTEP student with their writing. We help students from any discipline on campus at any classification level with any writing assignment. Furthermore, the UWC can assist students with outside writing projects such as, but not limited to: résumés, letters of recommendation, or application letters. We use a mostly non-directive collaborative approach to assisting students in our aim to make students better writers.

The University Writing Center is located on the second floor of the Library just past the access services desk. We offer a variety of workspace options and resources to help students with their writing skills. For more information about the University Writing Center, please visit our website – uwc.utep.edu. For additional assistance, visit our online resources found at – who.utep.edu.

MLA 8th Edition Cheat Sheet

Works Cited

Book:

Author last name, Author first name. *Title of Book*. (Edition). Publisher, Year of Publication.

Book with no Author:

Title of Book. Publisher, Year of Publication.

Book with more than one Author:

Author last name, Author first name, Author first name Author last name, and Author first name Author last name. *Title of Book*. Publisher, Year of Publication.

An Anthology (to cite the entire collection):

Author last name, Author first name, editors. *Title of Anthology or collection*. (Edition). Publisher, Year of publication.

A Work in an Anthology, Reference, or Collection:

Author last name, Author first name. "Title of work, essay, or chapter." *Title of Collection*, edited by Editor's Name(s). Publisher, Year. Page range of entry.

A Translated Book:

Author last name, Author first name. *Title of Book*. Translated by Translator's First and last name. Publisher, Year of Publication.

Database Journal Article: Notice: There are no commas between the Title Day Month Year.

Author last name, Author first name. "Title of Article." *Title of Journal*, vol.#, no.#, Day Month Year, pp. #-#. Title of Database, doi:XXXXXXXXXXXX

Newspaper Article: Notice: There are no Commas between the Title Day Month Year.

Author last name, Author first name. "Title of Article." *Name of Newspaper*, Day Month Year, page range of entry.

Website: Notice: There are no Commas in the date of access Day Month Year.

Editor, author, or compiler name (if available). *Name of Site*. Version number, Name of institution/organization affiliated with the site (sponsor or publisher), date of resource creation (if available). URL or DOI.

Page on a Website: If the publisher is the same as the website name, only list it once.

"Title of article/story on webpage." *Website*, Day Month Year, Publisher of Website, URL or DOI.

MLA 8th Edition Cheat Sheet

Works Cited List Basics

- ✓ Work Cited = single source list; Works Cited = multi-source list
- ✓ Times New Roman, 12 pt. font
- ✓ Double Spaced
- ✓ Indent second and subsequent lines (Hanging indent)
- ✓ Alphabetical by 1st Author's last name, or title if the source is anonymous
- ✓ Use Author's full name as it appears in the source
- ✓ List Authors up to 3 then use "et. al"
- ✓ Use the "Container Method" of core elements if you are unsure of the order items should be cited:
 - Author(s); Title of Source; Title of Container; Other Contributors; Version; Number; Publisher; Publication Date; Location
- ✓ URLs and DOIs need to be included as the last "Container" for information and need to be included on every relevant work cited
- ✓ **Capitalize** each word in the title of articles books, etc., but **do not capitalize** articles (an, the), prepositions (of, with), or conjunctions (won't, don't) unless one is the first word of the title or subtitle.
- ✓ Use "n.d." if no publication date has been provided, use "n.p." to indicate neither a publisher or sponsor name has been provided.

In-text Citation Basics

- ✓ MLA uses "Author-Page" style of in-text citations. **All** in-text citations must correspond to an entry in the **Works Cited** page.
- ✓ If there is no known author for your citation, replace the Author's name with "**Title of article/page/source**" you are citing in the parenthesis.
- ✓ Works by more than three authors should list the First Author's last name followed by "et al."

In this example, the Author's name is used **as part of the explanation**, followed by the direct quotation with the page number or range in parenthesis:

- Ex. Wordsworth stated that Romantic poetry was marked by a "spontaneous overflow of powerful feelings" (263).

In this example, the Author's name is **not given** but the **direct quotation is still used**. The citation is given after the direct quote as (Author's last name page number or range). Notice **there is no comma** between the Author's last name and the page number/range:

- Ex. Romantic poetry is characterized by the "spontaneous overflow of powerful feelings" (Wordsworth 263).

In this example, there is no direct quotation but the **Author's name is used in the summary/synthesis** of the quote in the writer's own words:

- Ex. Wordsworth extensively explored the role of emotion in the creative process (263).

APA 7th Edition Cheat Sheet

References

Book: For a book with an editor, include (Ed.) between author's name and the year of publication.

Author Last name, A. A. (year). *Title of book*. Publisher.

Book with no author:

Title of book (edition). (Year). Publisher.

Book with Two to Seven Authors:

Author Last Name, A. A., & Last Name, A. A., & Last Name, A. A. (Year). *Title of book*.
Publisher.

E-Book: List DOI as nonhyperlinked URL.

Author Last name, A. A. (year). *Title of book*. <https://doi.org/xxxx>

Book Chapter:

Author Last name, A. A. (year). Chapter title. In Author's Initials and Last Name, *Title of book*
(pp. xx-xx). Location: Publisher.

Journal/Magazine/Newspaper Articles (Continuous pagination):

Author Last name, A. A. (year). Title of article. *Title of Periodical*, vol.#(no.#), #-#.

Journal (Paginated by issue):

Author Last name, A. A. (year). Title of article. *Title of Periodical*, vol.#(no.#), #-#.

Magazine (Paginated by issue):

Author Last name, A. A. (year, month). Title of article. *Title of Magazine*, vol.#(no.#), #-#.

Newspaper Article (Paginated by issue):

Author Last name, A. A. (year, month day). Title of article. *Title of Newspaper*, #-#.

E-Journal/Magazine/Newspaper articles WITH DOI: List DOI as a URL (not hyperlinked).

Author Last name, A. A. (year). Title of article. *Title of Periodical*, vol#, #-#.
<https://doi.org/xxxx>

E-Journal/Magazine/Newspaper articles WITHOUT DOI: Include the nonhyperlinked URL.

Author Last name, A. A. (year). Title of article. *Title of Periodical*, vol#, #-#.
<https://xxxxxxx.xxx>

Web Page: Include the nonhyperlinked URL.

Author Last name, A. A. (date of last update). *Site title*. <https://xxxxxxx.xxxxx>

Pod Cast: Include the nonhyperlinked URL.

Author/Producer Last name, A. A. (year, Month date). *Podcast title* [Audio podcast].
<https://xxxxxxx.xxxxx>

YouTube video: Include the nonhyperlinked URL.

Author Last name, A. A. (year, Month date). Title [Video]. <https://xxxxxxx.xxxxx>

APA 7th Edition Cheat Sheet

Reference List Basics

- ✓ Reference = single source list; References = multi-source list
- ✓ Double spaced
- ✓ Times New Roman, 12 pt. font
- ✓ Indent Second and subsequent lines (Hanging indent)
- ✓ Alphabetical by 1st Author's last name, or Title (if work is anonymous)
- ✓ Only First and Middle initials not full names
- ✓ List all authors – up to 7
- ✓ Use Oxford comma rules with “&” not “and”
- ✓ Journal and Magazine titles, as well as volume #, should be *italics*
- ✓ Book titles should be *italics*
- ✓ Use sentence case for the title of the work: Only capitalize the first word, first word of a subtitle, and proper nouns
- ✓ Italicized source titles (i.e., where the work can be retrieved)
 - Periodicals: Use Title Case
 - Edited book chapters and reference works: Use sentence case
- ✓ DO NOT include retrieval dates unless the source changes over time (WIKIS)

In-text Citation Basics

One Author:

- Ex. **Author Last name** (year) stated...
- Ex. **Summarized info from author** (Last name, year).

One or two or more Authors:

- Ex. **1st Author Last name & 2nd Author Last name** (year) stated...
- Ex. **Summarized info from author** (1st Author Last name & 2nd Author last name, year)

3 or more authors:

- Ex. **1st Author Last name** et al. (year) stated...
- Ex. **Summarized info from author(s)** (1st Author Last name et al., year).

Direct quotes – Use page numbers if available. If page numbers are not available, use the paragraph number where the quote is found:

- Ex. **“Direct quote”** (Author(s), year, p. #).
- Ex. **“Direct quote”** (Author(s), para. #).

Chicago Style (CMS) Cheat Sheet

Bibliography and Footnotes*

*(Bibliography entries listed first, Footnote entries underneath)

Book: If there is no subtitle to the book, omit “:” and proceed to “.”

Author Last name, First name. *Title of Book: Subtitle of book.* City: Publisher, Year of publication.

1. Author’s First name and Last name, *Title of Book* (City: Publisher, Year), pg.#s.

Book with more than one Author: First author Last/First name following authors are First/Last name.

1st Author Last name, 1st Author First name, 2nd Author First name Last name, and 3rd Author First name Last name. *Title of Book: Subtitle of Book.* City: Publisher, Year of publication.

1. First name Last name, First name Last name, and First name Last name, *Title of Book* (City: Publisher, Year of publication), pg#.

Book with Author and Editor:

Author Last name, First name. *Title of Book: Subtitle of Book,* Edited by First name Last name. City: Publisher, Year of publication.

1. First name Last name, *Title of book,* ed. First name Last name (City: Publisher, Year of publication), pg#.

Chapter/Article/Essay/Short Story in Edited Collection:

Author Last name, First name. “Title of Article/Chapter,” In *Title of Book,* edited by Editor First name Last name, pg#-pg#. City: Publisher, Year of publication.

1. First name Last name, “Title of article/chapter,” in *Title of book,* ed. First name Last name (City: Publisher, Year of publication), pg#.

Newspaper: If name of newspaper begins with “The,” omit it.

Author Last name, Author First name. “Title of article.” *Name of Newspaper* (City, State Abbrev.), Month Abbrev. Day, Year. (If accessing online newspaper, add URL here).

1. First name Last name, “Title of article/column,” *Name of newspaper* (City, Abbrev. State), Abbrev. Month. Day, Year. (If accessing online newspaper include URL).

Journal Articles: Notice there is no punctuation between the title and vol#, only a space.

Author Last name, First name. “Title of Article.” *Title of Journal* volume, no. # (Year of publication): pg#-pg#.

1. First name Last name, “Title of article,” *Title of journal* volume, no. # (Year): pg#.

Chicago Style (CMS) Cheat Sheet

E-Book:

Author Last name, First name. *Title of book: Subtitle of book*. City: Place of publication, Year of publication. URL.

1. First name Last name, *Title of book* (City: Publisher, Year of publication), URL.

Electronic Journals:

Author Last name, First name. "Title of Article." *Title of Journal* volume, no. # (Year of publication): pg#-pg#. Accessed Month Day, Year. URL.

1. First name Last name, "Title of article," *Title of journal* volume, no. # (Year): pg#.

Websites:

Author Last name, First name. "Title of Page." Title of Website or Owner. Last modified Month day, year. URL.

1. First name Last name, "Title of webpage," *Title of Website*, last modified Month Day, Year, URL.

Bibliography Basics

- ✓ Single space each entry, double space between entries
- ✓ Times New Roman, 12 pt. font
- ✓ Indent Second and subsequent lines (Hanging indent)
- ✓ Alphabetical by Author's last name, or Title if work is anonymous
- ✓ List all authors – up to 7
- ✓ Use Oxford comma rules with "&" not "and"
- ✓ *Italicize* book and journal titles
- ✓ Only capitalize the first word, first word of a subtitle, and proper nouns in an article or book title
- ✓ DO NOT include retrieval dates unless the source changes over time (i.e. WIKIS)

Footnote Basics

- ✓ Footnote numbers run consecutively starting with the first citation
- ✓ To insert footnote:
 - Place cursor where you want footnote to be (outside period of sentence)
 - Press: CTRL + ALT + F
 - Enter footnote entry at the bottom of the page
- ✓ Footnotes' 1st line is indented (like a paragraph)
- ✓ All footnotes are: "First name Last name"
- ✓ Times New Roman, 10 pt. font
- ✓ Single-space each entry, double-space between entries
- ✓ When you cite one more more works repeatedly, use: Ibid., #.