

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.

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., #.

Sample Paper Pages in Chicago Style

- ✓ Font: Times New Roman, 12 pt.
- ✓ Title: bolded
- ✓ Footnotes: Times New Roman, 10 pt.
- ✓ Bibliography: bolded
- ✓ Endnotes (if used): bolded
- ✓ Double-Spaced (except for notes)

Title Page

✓ Title (bolded)

Sample Chicago Style Research Paper
For Reference Use

Double Space

Double Space

✓ Name
✓ Course
✓ Instructor's Name
✓ Date (due date)

Ima B. Student
College Class 101
Dr. Teacher
January 1, 2020

Double Space

First Page with Footnotes

1" Margins all around

College can be difficult for students when they are first starting out and are unfamiliar with academic writing conventions and all the different writing academic formatting and styles. The University Writing Center (UWC) at the University of Texas at El Paso created these helpful cheat sheets to help students and consultants navigate among the varying features of the three most popular styles: MLA, APA, and Chicago.¹

In the classroom, instructors may ask for one, specific style, or teach students more than one. In either case, it is best to become familiar with all of them so as not to confuse their stylistic features.² By doing so, students will find formatting their papers is much easier if they are familiar with how each style distinguishes itself from the others.

1" Shesa Consultant, *How to Navigate College*, (El Paso: UTEP, 2020), 28.

2 Hesa Learningman, *Academic Writing Is Hard*, (New York: Textbook Company, 1999), 65.

Endnotes

Notes

Center

Triple Space

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2. Hesa Learningman, *Academic Writing Is Hard*, (New York: Textbook Company, 1999), 65.

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1" Hanging Indent Each Entry

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Consultant, Shesa. *How to Navigate College*. El Paso: UTEP, 2020.

Learningman, Hesa. *Academic Writing Is Hard*. New York: Textbook Company, 1999.

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