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.

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://xxxxxx.xxx

Web Page: Include the nonhyperlinked URL.
Author Last name, A. A. (date of last update). *Site title*. https://xxxxxx.xxxxx

Pod Cast: Include the nonhyperlinked URL.
Author/Producer Last name, A. A. (year, Month date). *Podcast title* [Audio podcast].
  https://xxxxxx.xxxxx

YouTube video: Include the nonhyperlinked URL.
Author Last name, A. A. (year, Month date). Title [Video]. https://xxxxxx.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)
  - o Periodicals: Use Title Case
  - o 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. #).

Sample Paper Pages in APA Style, 7ᵗʰ Edition

- ✓ Font: Times New Roman, 12 pt.
- ✓ Section Headings: Bolded
- ✓ Double-Spaced Throughout

Title Page

1

Page number

Sample Student APA Style Paper: For Reference Use

Ima B. Student

Department of the University Writing Center, University of Texas at El Paso

WRTNG 101: Sharpening Writing Skills

Dr. Amazin G. Teacher

March 12, 2021

Double Space

- ✓ Title (bolded and centered)
- ✓ Student's Name
- ✓ Affiliation and Institution
- ✓ Course code: Course Name
- ✓ Instructor's name
- ✓ Due date

Abstract Page (if needed)

1" Margins all around

1"

2   Page number

Abstract   Centered and bolded

This section may not be required by your instructor; check the syllabus or inquire with your instructor before including an abstract with your paper. For many students, writing at the college level is difficult because they may not be familiar with the required academic formatting and documentation styles (i.e., MLA, APA, and Chicago Style). The University Writing Center (UWC) created visual aids, called "cheat sheets", to use during consultations to help students not only see, but also navigate through the traits of each style. These papers include basic citation formats and visual representations of papers in each style to help students format their documents overall.

1"

1"

Keywords: formatting, citations, MLA, APA, Chicago Style, academic writing, visual aid, citation format, cheat sheet, writing, documentation

Sample Paper Pages in APA Style, 7ᵗʰ Edition, cont.

✓ Font: Times New Roman, 12 pt.
✓ Section Headings: Bolded
✓ Double-Spaced Throughout

Body Page

1" Margins all around

1.5" For title and initial section only

Repeat full title: Centered and bolded

1"

1"

1"

Sample Student APA Style Paper: For Reference Use

College can be difficult for students when they are first staring out and are unfamiliar with academic writing conventions and all the different academic writing formatting and styles. The University Writing Center (UWC) at the University of Texas at El Paso (UTEP) 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 (Consultant, 2021). These cheat sheets are meant to be used in conjunction with sessions with consultants at the UWC; when used together, students can improve their writing skills and become all-around better writers.

Arenas of Use

Level 1 Headings: Centered and bolded

In the Classroom

Level 2 Headings: Flush left and bolded

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 (Learningman, 2019). 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. For example, some styles mandate that students include title pages (i.e., APA and Chicago Style), while others do not (i.e., MLA). Additionally, some styles use parenthetical, in-text citations (i.e., MLA and APA), while others require students to use footnotes and endnotes to reference borrowed material (i.e., Chicago Style). Learning these elements and which they are required to use helps students ensure that they are including the necessary information to create a well-supported and properly formatted document prior to handing it in for evaluation.

1"

1"

4

In the UWC

Often, a student's grade may reflect how well they have responded to the instructor's prompt and instructions—that includes the instructor's required formatting style. At the UWC, consultants are prepared to help students not only format their papers, but also teach students the differences among the three major documentation and formatting styles (Consultant, 2021). The "cheat sheets" posted at each work station and in each consultant's SharePoint folder serve as visual aids to assist the consultants in showing students not only what their citations (in-text and reference) should include and look like, but also how their overall documents should appear.

References

5

References

Centered and bolded

Hanging Indent Each Entry

1"

Consultant, S. (2021). *How to navigate college*. UTEP.

Learningman, H. (2019). *Academic writing is hard*. Expensive Books & Company.

Double Space