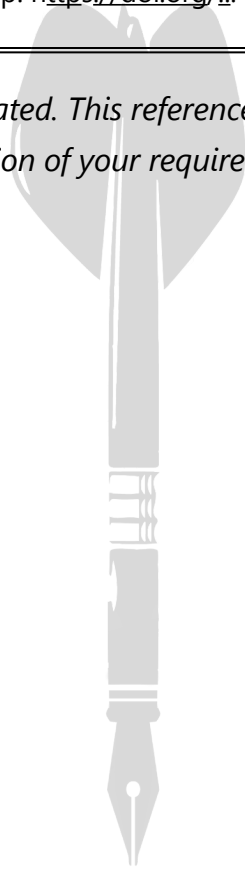


Element	Chicago Manual of Style (CMOS 17)	APA Style (7th Edition)	MLA Style (9th Edition)	Associated Press (AP) Style
Serial/Oxford Comma	Required: The book covers editing, publishing, and marketing.	Required: The study examined reading, writing, and arithmetic.	Required: The analysis covers form, structure, and meaning.	Omitted in simple series: The workshop covered editing, publishing and marketing. (Used only for clarity.)
Numbers	Spell out zero through one hundred and round multiples (two hundred). Use numerals for all others.	Spell out numbers below 10; use numerals for 10 and above. Always use numerals for measurements, statistics, ages, exact times, percentages.	Spell out numbers that can be written in one or two words (twenty-seven). Use numerals for others (128).	Spell out zero through nine; use numerals for 10 and above. Exceptions include ages, dimensions, percentages, monetary amounts.
Titles of Works	<i>Italics</i> for books, journals, newspapers, movies, albums. "Quotation marks" for articles, chapters, short stories.	<i>Italics</i> for books, journals, newspapers, movies, albums. No quotation marks for articles or chapters in references (only in text).	<i>Italics</i> for self-contained works (books, journals). "Quotation marks" for works that are part of larger works (articles, chapters).	"Quotation marks" for book titles, movies, TV shows, works of art, etc. No italics used.
Date Formatting	April 5, 2023 (Month day, year format with comma after day)	May 15, 2023 (Month day, year format with comma after day)	5 May 2023 or May 5, 2023 (Both acceptable)	Jan. 5, 2023 (Abbreviate months with more than five letters when used with specific date)
In-text Citations	Footnotes or (Author Year, Page) depending on documentation system chosen.	(Smith, 2020) or Smith (2020); page numbers only for direct quotes: (Smith, 2020, p. 45)	(Smith 45) or Smith states that "quoted text" (45). No comma between author and page; year usually omitted.	Attribution within text: According to Smith, ... No formal citation system.

Element	Chicago Manual of Style (CMOS 17)	APA Style (7th Edition)	MLA Style (9th Edition)	Associated Press (AP) Style
Block Quotes	More than 100 words or 8 lines; indented on left margin only; no quotation marks.	40+ words; indented 0.5" on both sides; no quotation marks; cite at end after final punctuation.	More than 4 lines of prose or 3 lines of poetry; indented 0.5"; no quotation marks; maintain double-spacing.	Quotes generally incorporated into text; long quotes often edited down with ellipses.
Em Dashes	No spaces—like this—for breaks in thought.	No spaces—like this—for breaks in thought.	No spaces—like this—for breaks in thought.	Spaces — like this—for emphasis.
Capitalization in Titles	Capitalize first, last, and all major words.	Capitalize first word, first word after colon, and words of four or more letters.	Capitalize all major words (nouns, verbs, adjectives, adverbs, pronouns).	Capitalize first word, last word, and all words with more than three letters.
Possessives	Charles's book, Jesus's teachings (Add 's to most singular names, even those ending in s)	Charles's book, Jesus's teachings (Add 's to most singular names, even those ending in s)	Charles's book, Jesus's teachings (Add 's to most singular names, even those ending in s)	Charles' book, Jesus' teachings (Only add apostrophe to singular names ending in s)
Time Formatting	3:00 p.m., 10:30 a.m. (lowercase, with periods)	3:00 p.m., 10:30 a.m. (lowercase, with periods)	3:00 p.m., 10:30 a.m. (lowercase, with periods)	3 p.m., 10:30 a.m. (lowercase, with periods; omit :00 for on-the-hour times)
State Abbreviations	IL, NY, CA (Two-letter postal codes or spelled out)	IL, NY, CA (Two-letter postal codes)	Illinois, New York, California (Typically spelled out)	Ill., N.Y., Calif. (AP-specific abbreviations, not postal codes)
Percent vs. %	25 percent (In general text; % in tables/scientific content)	25% (Always use symbol, no space before symbol)	25 percent (In general text; % in tables/scientific content)	25 percent (In text; % acceptable in tables/scientific content)
Bibliography Format (Book)	Book: Last, First. <i>Title</i> . Publisher, Year.	Book: Last, F. M. (Year). <i>Title</i> . Publisher.	Book: Last, First. <i>Title</i> . Publisher, Year.	

Element	Chicago Manual of Style (CMOS 17)	APA Style (7th Edition)	MLA Style (9th Edition)	Associated Press (AP) Style
Bibliography Format (Article)	Article: Last, First. "Title." <i>Journal</i> , vol., no., Year, pp.	Article: Last, F. M. (Year). Title. <i>Journal</i> , Volume(Issue), pp-pp. https://doi.org/...	Article: Last, First. "Title." <i>Journal</i> , vol., no., Year, pp.	Not applicable (No formal bibliography system)

Remember: Style guides are regularly updated. This reference is based on current editions at the time of creation but always consult the latest version of your required style guide for the most accurate information.



MONSERRATE MANUSCRIPTS