

CSE Format: Overview

The Council of Science Editors, formerly the Council of Biology Editors, agree upon a particular scientific style and format. This handout follows the guidelines as set out in the 8th edition (2014). There are three formats used in CSE style.

- **CSE Style 1** uses in-text citations that follow the **name-year** system, (Smith 2009).
- **CSE Style 2** uses in-text citations focused on a **citation-sequence** system. Each reference is given a number, which is placed in the text using one of the following options: (1), [1], or ¹. These numbers correspond to when the source first appears in the paper. For CSE Style 2, ensure that you are consistent with your choice.
- **CSE Style 3** uses in-text citations focused on a **citation-name** system. Each reference is given a number, which is placed in the text using one of the following options: (1), [1], or ¹. These numbers correspond to the article's location in an alphabetically organized reference list. For CSE Style 3, ensure that you are consistent with your choice of numbering style.

This handout focuses on **CSE Style 1**, because it is the preferred version for SCIE 311 (Writing and Reviewing Scientific Reports). SCIE 311 also prefers to have the full name of the journal rather than using an abbreviation.

Documentation

In academic writing, you must cite sources for all borrowed information and ideas—even when you paraphrase or put the ideas into your own words. Do not, however, cite sources for common knowledge or generally known facts. If in doubt, cite your source(s).

Complete CSE Style 1 consists of two elements:

- **An in-test citation** at the point in your paper where you are presenting information borrowed from a source or where you are referring to published research;
- **A cited references list** giving complete publication information for all sources cited in the paper (except for personal communications).

In-text Citations

Example 1	Example 2
The high infant mortality rate in the U.S. may be attributed in part to the high cost of medical insurance (Smith 1996). Smith (1996) found that economic...	Smith (1996) concluded that the high infant mortality rate in the U.S. may be attributed in part to the high cost of medical insurance. Smith found that economic barriers to adequate prenatal health care were higher for some ethnic groups.

Guidelines for paper-based and online sources:

- Cite the author's last name and the year of publication in parentheses, as in example 1. If the author's name appears as part of the sentence (example 2) do not include it in the citation.
- Place the closing period for the sentence after the parenthetical citation, as in example 1.

- Note that a parenthetical citation would not normally be included for a source cited earlier in a paragraph if the author’s name is used in the text and if it’s clear that the same source is being referred to, as in example 2. A citation for the year should be included if the author’s name first appeared in a parenthetical citation, as in example 1.
- When paraphrasing, take care not to use the exact wording of the source. If you take wording directly from a source, use quotation marks around the borrowed material. Page citations are not required for paraphrased material, but are recommended if you are focusing on a particular point of the paper.

Example 3

Cognitive theory offers some benefit not found in the traditional diet-focus program (Sidney 1996, 2001a, 2001b).

Guidelines for paper-based multiple sources from the same author:

- Cite the author’s last name and the year of publication in parentheses, as in example 3. The name is not repeated for the additional publications, which are placed in chronological order. Place the closing period for the sentence after the parenthetical citation.
- When two sources are published in the same year, the first is denoted with an “a,” followed by b, c, d, et cetera. This will also be included in the reference list entries.

Example 4

Some people have found vitamin E helpful for this problem (“Ways to overcome” 2006).

Example 5

The guidelines for citations in the sciences are changing as electronic sources over take paper publications (CSE [date unknown]).

Guidelines for a source with no author or no date:

- For a source without an author, use a short form of the title within quotation marks in the citation, as shown in example 4.
- For a source without a date, write ‘date unknown’ in square brackets. Example 5 also features an organization as an author. The CSE suggests using abbreviations for long institutional names, but you should follow your professor’s preference. When using an abbreviation for the in-text citation, your reference will start with the abbreviation: [CSE] Council of Science Editors.

Example 6

Some researchers have noted a positive correlation between caffeine intake and heart disease (Carmichael 1998; Hawkins 1997), while others (Lumpas et al. 2000; Wright and Weston 1993) have found conflicting results.

Example 7

The patterns of migratory birds reflect change climates (Smyth JL and Smyth D 1995).

Guidelines for multiple authors or multiple sources:

- When including more than one source in a parenthetical citation, arrange sources alphabetically and separate them by semicolons. Use ‘and’ to connect authors’ names.
- For sources with two authors, always cite both authors. For sources with three or more authors, cite the first author in the first reference, followed by “et al.” (not italicized and with a period after “al”). When two authors share the same name, add their initials after the last name.

In-text Citations: Quoted Passages

Example 8

Example 9

Example 10

Halloran (1990) notes that concern with grammatical correctness in English was “essentially an eighteenth-century invention” (p. 166).

Concern with grammatical correctness in English was “essentially an eighteenth-century invention” (Halloran 1990 p.166).

Sharp (2003) found that “there was no evidence of a link between people’s voting patterns and their television viewing habits” (para. 5).

Guidelines for citing page and paragraph numbers for quoted passages under 40 words:

- CSE does not outline a specific format for quotations; however, we recommend including a page number. Note that most scientific disciplines do not use quotations.
- When quoting, use quotation marks and cite the page number. For online sources with no page numbers, use paragraph numbers (e.g., para. 5). If necessary for clarity, cite paragraph numbers from specific sections of a document.
- Delete any period or comma at the end of a quoted passage, but retain question marks from the original text. Place the period (or other end punctuation) after the parenthetical citation.

In-text Citations: Secondary Sources

Example 12

Wright (1999) argues that drug companies “hold governments hostage” when they refuse to justify the cost of life-saving but highly expensive medications (cited in Frost and Krahn 2000 p. 8).

Guidelines:

- Use original sources rather than “second-hand” sources whenever possible. If you must use a “second-hand” source, format your citation as shown in example 12. Provide a reference list entry only for the source you are working from—in this case, Frost and Krahn (2000).

In-text Citations: Personal Communications

Example 13

In 2002, the profits doubled (2006 e-mail from M DiSano to me; unreferenced).

Example 14

According to Bell, the organization’s CEO, the company’s profits doubled in 2002 (2003 interview between J Althouse and me; unreferenced).

Example 15

Critics at the time panned this film, which is now regarded as a masterpiece (2012 lecture by K Spur from GEO 300; unreferenced).

Guidelines:

- For personal communications (conversations, letters, and e-mails), in-text citations should include the year of communication, type of communication, and participants.
- Cite course lectures only when necessary; look for published sources making the point.
- Personal communications should NOT be included in your reference list. You will note this by adding unreferenced at the end of your reference. However, reference list entries should be included for course notes if they are in hard-copy or electronic format.

Formatting a CSE Reference List

Page formatting: Type “Cited References,” centered at the top of a new page. Single space the list and using a hanging indent format (approx. 3-4 spaces)

Arranging entries: Include entries for all sources cited in your paper except personal communications. Arrange entries alphabetically by the first author’s last name and by the first keyword in a corporate author name (e.g., The UNIVERSITY of Calgary). If there is no author, place the title first and alphabetize by the first keyword in the title. For SCIE 311, place references into the categories, Research Papers, Review Papers, and Other Instructor-Approved Sources. Then alphabetize within each category.

Authors’ names: Invert all authors’ names, putting the surname first, followed by initials (never full first names). List all authors of a work up to ten. For more than ten, you still note all ten, then add a comma and et al. (author 1, author 2, author 3, author 4, author 5, author 6, author 7, author 8, author 9, author 10, et al.). When working with a corporate author, remember that you first note the abbreviation before the full name: [CSE] Council of Science Editors.

Multiple sources: For two or more works by the same author or group, list the earliest work first. Include all authors’ names in each entry. For two or more works by the same author(s) in the same year, add a lower-case letter (e.g., 1998a; 1998b) to the entries and the corresponding in-text citations.

Dates: If no publication year is available, write [date unknown] in the date slot for the reference list entry. If the date of publication is not available you may use the copyright date. This is noted by using the letter c before the year.

Titles: Use normal type for article, chapter, book, newspaper, journal, and magazine titles. For book titles, capitalize only the first letter of the first word and proper nouns. Capitalize the first letter of all keywords in newspaper, magazine, and journal titles. CSE prefers abbreviated titles, but your professor may ask for the full title. Omit “the” and “of.” Capitalize all abbreviations or words in journal titles. Organizations like IEEE or NIH offer listings of journal abbreviations.

Page numbers: Include inclusive page numbers for all articles. Write “p.” before page numbers for book chapters and newspaper articles but not for journal or magazine articles.

DOIs for online sources: Digital Object Identifiers (DOIs) are alphanumeric strings that provide a persistent link to electronic sources. When available, they should be included in reference list entries for both print and electronic sources. Note: Crossref.org provides a DOI search function and also provides a service that takes readers to the online article when they input an article’s DOI.

Retrieval dates: CSE uses two types of dates for electronic sources. It notes the last update and the date of the citation (i.e. when you found it). If there is no updated date, it can be left out. The dates are placed in a set of square brackets with semi-colon separating them. Each date is labelled as updated or cited followed by year, month, and day.

Sample CSE Reference List Entries

Journal Article:

- Smith E. 2009. Chewing gum, stress, and health. *Stress Health*. [Accessed 2014 Aug 22]; 25:445-451. <http://bmjournals.com>
- Kisby GE. 1999. Damage and repair of nerve cell DNA in toxic stress. *Drug Metab Rev*. [accessed 2012 May 10]; 589-618. doi:10.1081/DMR-100101937
- Wellen KE, Hotamisligil GS. 2005. Inflammation, stress, and diabetes [editorial]. *J Clin Invest*, 115(5): 1111-1119

Guidelines:

- Capitalize only the first letter of the first word of article titles and subtitles, but capitalize the first letter of all keywords of JOURNAL titles. *J Clin Invest* is the abbreviation for the Journal of Clinical Investigation. Some professors prefer the full journal name, so be sure to check.
- After the journal title, put a comma followed by the volume number, which is followed by the page range.
- If article is a specific type, place time after title in square brackets as in the Wellen and Hotamisligil reference.
- If a DOI is not available for an online journal article, then cite the URL of the journal home page, as shown above. Cite the page range for the article if it's available. You need to include a URL that is available to those outside of the U of C; there should be no ezproxy for the address.

Journal Article (part):

Smith J, Watson C. Forthcoming 2015. Child welfare in Canada. *J Cln Med*.

Guidelines:

- Follow the instructions for a journal article, and include as much information as possible.
- Before the date, add the word "Forthcoming."

Magazine article (online & paper-based):

- Horton S. (2009). Court orders release of juvenile prisoner at Gitmo. *Harper's Magazine*; [updated 2009 Aug 29; accessed 2010 Feb 8]. <http://www.harpers.org/>
- Sutton R. (1994 May 10). Landscaping trends. *Gardening World*. 54(3): 27-33.

Guidelines:

- For magazine articles retrieved online, give the URL of the magazine's home page.
- Include the full date and the volume number, issue number, and page range, if available.

Article in a daily newspaper (online & paper-based):

- Lowey M. 1994 Jun 11. Facing the techno-gap. *Calgary Herald*; Sect B:8 (col2).
- Richards G. 2009 Jul 30. Alberta police face stricter Taser rules. *Calgary Herald*; [accessed 2009 July 18]. <http://www.calgaryherald.com/index.html>

Guidelines:

- For print newspaper references, ensure that you note the section of the paper, page number, and the column.
- If an article appears on discontinuous pages, give all page numbers (separated by commas).

Books (print & online):

- Greaves P. 2007. Histopathology of preclinical toxicity studies;[accessed 2012 May 8].
<http://www.sciencedirect.com/science/book/9780444527714>
- Higgs T, Sachdev JA, Englman, SA. c2010. Toxic chemicals: risk prevention through use reduction. Boca Raton (FL): CRC Press;[accessed 2012 July 9]. doi: 10.1201/b10352-1
- Pearce F. 1998. Toxic capitalism: corporate crime and the chemical industry. Brookfield (VT): Ashgate. 372 p.
- Sullivan p. 2007. Toxic legacy: synthetic toxin in the food, water, and air of American cities. Boston (MA): Elsevier Academic Press. 552 p.

Guidelines:

- Capitalize only the first letter of proper nouns and the first word of book titles and subtitles. Include the total number of pages in the book at the end of the reference.
- For print books, include the place of publication and the state or province abbreviation in brackets, followed by a colon and the name of the publisher. For books available online (i.e., electronic versions), cite the doi (or the URL if a doi is not available), as in the Greaves example above.

Article or chapter in an edited book (print & online):

- Bendell JC, Willet C. 2006. Upper gastrointestinal tract. In: Small W, Wolschak GE, editors. Radiation toxicity: a practical guide. New York City (NY): Springer Science+Business Media. p. 111-124.
- Merola V. (c2008). Toxic plants. In: Morgan RV, editor. Handbook of small animal practice. Boston (MA): Elsevier Inc.; [updated 2009 April 8; accessed 2012 April 1]. p. 1237-41. doi: 10.1016/B978-1-4160-3949-5.50135-7
- Mitchell CS, Reinero CN, Rabinowitz P, Conti LA, Sparer, J. (2010). The built environment and indoor air quality. In: Rabinowitz P, Conti L, editors. Human-animal medicine; [accessed 2015 Jan 2]. <http://www.sciencedirect.com/science/book/9781416068372>

Guidelines:

- Include editors' names (surnames then initials). Include the page range prefaced by p.

Encyclopedia or reference work entry (print and online):

- Freedman B. 2004. Contamination. In: the Gale encyclopedia of science. 3 ed. Detroit (MI): Gale; [accessed 2011 July 1]. www.gale.cengage.com
- Toxicity. [date unknown] In: the American medical dictionary; [accessed 2011 July 1].
<http://dictionary.reference.com/browse/Toxicity>
- Toxics release inventory. 2003. In: Environmental Encyclopedia. Detroit (MI): Gale. p. 1411.

Guidelines:

- Begin with the author's name, if available. If no author is given, begin with the article title.

Technical and research reports):

[EPA] Environmental Protection Agency. 1998. Emergency planning community right to know act section 313 reporting guidance for spray application and electrodepositing of organic coatings. Washington (DC): United States Government; [accessed 2001 Jan 1]. Available from: http://www.epa.gov/tri/guide_docs/pdf/1998/organics.pdf

Casey R. 2012. Water quality conditions and long-term trends in Alberta lakes. Edmonton (AB): Alberta Environment and Water; [accessed 2012 May 15]. <http://environment.gov.ab.ca/info/library/8544.pdf>

Guidelines:

- For paper-based reports, include the location and publisher, as you would for a book. If your in-text citation used an abbreviation, start the entry with it.
- Include the report number (Report No.:) before the URL if applicable.

Conference Papers and Abstract:

Haasch M, McClellan-Green P, Oberdorster E. 2005. Consideration of the toxicity of manufactured nanoparticles. In: Kuzmany H, Fink J, Mehring M Roth S, editors. Electronic properties of novel nanostructures. Proceedings of 19th American Institute of Physics conference; 2005 March 12-19; Tirol. Melville (NY): American Institute of Physics. p. 586-90.

Switch C, Charles A, Wentworth P. c2012. Cross-pollination of astragalus [abstract]. In: Clay K, editor. Proceedings of Seedstock Sustainable Agriculture Conference. 2014, Oct 15; Los Angeles (CA): American Agriculture Association. P. 498

Guidelines:

- Conference proceedings include both the section of the conference they were published in
- (Electronic properties of novel nanostructures) and the conference.
- The dates of the conference are listed followed by the location (2005 March 12-19; Tirol).
- When relying on the copyright rather than publication date, place a "c" before the year.
- When citing only the abstract, include [abstract] after the title.

Thesis or Dissertation:

Balharry DC. 2005. Gene profiling of lung toxicity [Dissertation]. [Cardiff (UK)]: The University of Wales.

Guidelines:

- Using the content designator list, note whether the document is a dissertation (PhD) or a thesis (MA or MSc).
- Identify the location of the university followed by the name of the degree granting institution.

Web sites:

Environmental and resources services. [date unknown]. Government of Alberta; [accessed 2012 July 18]. <http://www.energy.gov.ab.ca/OurBusiness/land.asp>

Canada's action on climate change. 2012. Government of Canada; [updated 2012 Jan 24; accessed 2012 July 15]. <http://climatechange.gc.ca/default.asp?lang=En&n=72F16A84-1>

Hudema M. 2012. Enbridge's tragic reminder [Internet]. Greenpeace Canada; [updated 2012 June 21; accessed 2012 July 12]. <http://www.greenpeace.org/canada/en/Blog/enbridges-tragic-reminder/blog/41068/>

Guidelines:

- Begin with the author's name; if no author or corporate author can be identified, move the title to the author's slot. The second sample entry above, with no author, would be cited in a paper as follows: (Canada's action ... 2012). When shortening titles, make sure that the reader will be able to identify each entry. Use the first word or first few words of the title, followed by an ellipsis. Use more words if you need to distinguish it from other references with similar titles.
- If no date appears on the site, place "[date unknown]" in the year's spot.
- The organization which presents the material becomes the publisher. If you know the location of the publisher then include the city, state abbreviation followed by a colon. This information goes before the publisher.

Cited References

- Balharry DC. 2005. Gene profiling of lung toxicity [Dissertation]. [Cardiff (UK)]: The University of Wales.
- Bendell JC, Willet C. 2006. Upper gastrointestinal tract. In: Small W, Wolschak GE, editors. Radiation toxicity: a practical guide. New York City (NY): Springer Science+Business Media. p. 111-124.
- Canada's action on climate change. 2012. Government of Canada; [updated 2012 Jan 24; accessed 2012 July 15]. <http://climatechange.gc.ca/default.asp?lang=En&n=72F16A84-1>
- Casey R. 2012. Water quality conditions and long-term trends in Alberta lakes. Edmonton (AB): Alberta Environment and Water; [accessed 2012 May 15]. <http://environment.gov.ab.ca/info/library/8544.pdf>
- [EPA] Environmental Protection Agency. 1998. Emergency planning community right to know act section 313 reporting guidance for spray application and electrodeposition of organic coatings. Washington (DC): United States Government; [accessed 2001 Jan 1]. Available from: http://www.epa.gov/tri/guide_docs/pdf/1998/organics.pdf
- Environmental and resources services. [date unknown]. Government of Alberta; [accessed 2012 July 18]. <http://www.energy.gov.ab.ca/OurBusiness/land.asp>
- Franklin PD, Panzer RJ, Brideau LP, Griner PF. 1990 June. Innovations in clinical practices through hospital-funded grants. Acad Med. 65(6):355-360. Figure 1, Cost and net annual savings per study; p. 358.
- Freedman B. 2004. Contamination. In: the Gale encyclopedia of science. 3 ed. Detroit (MI): Gale; [accessed 2011 July 1]. www.gale.cengage.com
- Greaves P. 2007. Histopathology of preclinical toxicity studies; [accessed 2012 May 8]. <http://www.sciencedirect.com/science/book/9780444527714>
- Haasch M, McClellan-Green P, Oberdorster E. 2005. Consideration of the toxicity of manufactured nanoparticles. In: Kuzmany H, Fink J, Mehring M, Roth S, editors. Electronic properties of novel nanostructures. Proceedings of 19th American Institute of Physics conference; 2005 March 12-19; Tirol. Melville (NY): American Institute of Physics. p. 586-90.

Higgs T, Sachdev JA, Englman, SA. c2010. Toxic chemicals: risk prevention through use reduction. Boca Raton (FL): CRC Press;[accessed 2012 July 9]. doi: 10.1201/b10352-1

Horton S. (2009). Court orders release of juvenile prisoner at Gitmo. Harper's Magazine; [updated 2009 Aug 29; accessed 2010 Feb 8]. <http://www.harpers.org/>