

## 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 consists of two elements:

- **An in-text 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).

## CSE format: overview

---

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

1. **Citation-sequence** uses numbered in-text citations in round or square brackets, or superscripted, for example: (1), [1], or <sup>1</sup>. Choose one of these numbering conventions and apply it consistently. The numbers refer the reader to the references in the Cited References list at the end of the document. In the Cited References list, the end references are numbered, and listed in the order of their first appearance in the document.
2. **Name-year** (sometimes called the Harvard system) uses the surname of the author or authors and the year of publication as an in-text citation, for example: (Smith 2009). The surname refers the reader to the references in the Cited References list at the end of the document. In the Cited References list, the references are listed alphabetically by the first author and publication year of the document.
3. **Citation-name** uses numbered in-text citations in round or square brackets, or superscripted, for example: (1), [1], or <sup>1</sup>. Choose one of these numbering conventions and apply consistently. The numbers refer the reader to the references in the Cited References list at the end of the document. In the Cited References list, the end references are numbered, and also listed alphabetically by the first author and publication year of the document.

This handout focuses on the **Name-year** system, because it is the preferred version for SCIE 311 (Writing and Reviewing Scientific Reports).

A Quick Guide from CSE is available at <https://www.scientificstyleandformat.org/Tools/SSF-Citation-Quick-Guide.html>. It lists examples for the most-cited types of works.

The full guide, *Scientific style and format: the CSE manual for authors, editors, and publishers*, 8<sup>th</sup> edition is available in the TFDL at call number T11 .S34 2014.

## In-text citations

### Example 1

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 barriers to adequate prenatal ...

### Example 2

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 ...

#### Guidelines for paper-based and online sources:

- Place the author's surname and the year of publication in parentheses, as in example 1. If the author's surname appears in the sentence, as in 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 is clear that the same source is being referred to, as in example 2. The year should be included in parentheses if the author's name first appeared in a parenthetical citation, as in example 1.
- 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 surname 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, etc. This will also be included in the Cited References 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 the first word or the first few words of the title, followed by an ellipsis in the citation, as 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 abbreviating long institutional names, but follow your professor's preference. If you use an abbreviation in the in-text citation, start your reference in the Cited Reference list with the abbreviation within square brackets: [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 a change in 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 by first author and separate sources with semicolons.
- For sources with two authors, always cite both authors; use 'and' to connect authors' names. 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 surname, add their initials after the surname, as in example 7.

## In-text citations: quoted passages

### Example 8

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

### Example 9

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

### Example 10

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 or copying word-for-word, use quotation marks around the copied wording and include the page number in your citation. For online sources without page numbers, include 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 (as cited by Frost and Krahn 2000 p. 8).

#### Guidelines:

- CSE does not outline a specific format for secondary sources. Use original sources rather than "second-hand" sources whenever possible. If you must use a "second-hand" source, format your citation as in example 12. Provide a Cited Reference list entry for both sources.

## In-text citations: personal communications

Example 13	Example 14	Example 15
In 2002, the profits doubled (2006 e-mail from M DiSano to me; unreferenced).	According to Bell, the organization's CEO, the company's profits doubled in 2002 (2003 interview between J Althouse and me; unreferenced).	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 Cited Reference list. You will note this by adding unreferenced at the end of your in-text citation.

## Formatting a CSE reference list

**Page formatting:** Type "Cited References," (or "References", "Literature cited", or "Bibliography", as specified), at the top of a new page.

**Arranging entries:** Include entries for all sources cited in your paper except personal communications. Arrange entries alphabetically by the first author's surname or by the first keyword in a corporate author name (e.g., The UNIVERSITY of Calgary). If there is no author, place the document title first, alphabetizing by the first keyword in the title.

**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, list the first 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 area for the Cited References 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:** For article titles in journals and newspapers, and book titles, capitalize only the first letter of the first word and of proper nouns and acronyms (also known as sentence case). For journal, newspaper, and magazine titles, capitalize the first letter of all keywords (also known as title case). CSE prefers abbreviated titles, but your professor may ask for the full title. If using abbreviated journal titles, capitalize all of the abbreviations. Organizations like IEEE or NIH offer listings of journal abbreviations.

**Page numbers:** Include inclusive page numbers for all articles. Include "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. Label each date as updated or accessed followed by year, month, and day, in YYYY Mmm dd format.

## Sample CSE reference list entries

---

### Journal article (online & paper-based)

Smith AP. 2009. Chewing gum, stress and health. *Stress Health*. [accessed 2019 Jul 22];25(5):445-451. <https://onlinelibrary.wiley.com/doi/abs/10.1002/smi.1272>. doi:10.1002/smi.1272.

Kisby GE, Kabel H, Hugon J, Spencer P. 1999. Damage and repair of nerve cell DNA in toxic stress. *Drug Metab Rev*. [accessed 2019 Jul 22];31(3):589-618. <https://www.tandfonline.com/doi/full/10.1081/DMR-100101937>. doi:10.1081/DMR-100101937.

Wellen KE, Hotamisligil GS. 2005. Inflammation, stress, and diabetes [editorial]. *J Clin Invest*. 115(5):1111-1119. doi:10.1172/JCI200525102.

#### Guidelines:

- Capitalize only the first letter of the first word of the article title, 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 period followed by the volume number, issue in brackets if present, a colon, and then the page range. If the journal uses article numbers instead of pages, replace the page range with the article number. For online articles, include the URL. Remove University of Calgary-only portions of the URL, e.g. ezproxy that would prevent access from those outside of the university. Include a DOI if it is available.
- If the article is a specific type, place it after the title in square brackets as in the Wellen and Hotamisligil reference.

### Journal article (forthcoming)

Smith J, Watson C. Forthcoming 2015. Child welfare in Canada. *J Clin 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 Jul 31. Court orders release of juvenile prisoner at Gitmo. *Harper's Magazine*. [updated 2009 Aug 29; accessed 2019 Jul 22]. <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)**

### **Guidelines:**

Richards G. 2009 Jul 30. Alberta police face stricter Taser rules. Calgary Herald. [accessed 2009 July 18].  
<http://www.calgaryherald.com/index.html>

Lowey M. 1994 Jun 11. Facing the techno-gap. Calgary Herald. Sect. B:8 (col. 2).

- For print newspaper references, ensure that you note the section of the paper, page number, and the column.

## **Books (online & paper-based)**

Greaves P. 2007. Histopathology of preclinical toxicity studies. 3rd ed. New York: Elsevier; [accessed 2019 Jul 22]. <http://www.sciencedirect.com/science/book/9780444527714>. doi:10.1016/B978-0-444-52771-4.X5000-7.

Higgins T, Sachdev JA, Engleman, SA. 2011. Toxic chemicals: risk prevention through use reduction. Boca Raton (FL): CRC Press; [accessed 2012 July 9].  
<https://www.taylorfrancis.com/books/9780429106231>. doi:10.1201/b10352.

Sullivan PJ, Clark JJJ, Agardy FJ, Rosenfeld PF. 2007. Toxic legacy: synthetic toxins 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 of the first word of book titles.
- Include the place of publication and the state or province abbreviation in brackets as necessary (e.g. for clarification or to avoid confusion), followed by a colon and the name of the publisher. Extent (pagination) is optional. For books available online (i.e. electronic versions), include the DOI (and/or the URL if a DOI is not available).

## **Article or chapter in an edited book (online & paper-based)**

Merola V. c2008. Toxic plants. In: Morgan RV, editor. Handbook of small animal practice. St. Louis (MO): Saunders Elsevier; [updated 2009 Apr 8; accessed 2019 Jul 22]. p. 1237-41.  
<https://www.sciencedirect.com/science/article/pii/B9781416039495501357>. doi:10.1016/B978-1-4160-3949-5.50135-7.

Bendell JC, Willett C. 2006. Upper gastrointestinal tract. In: Small W, Woloschak GE, editors. Radiation toxicity: a practical guide. New York (NY): Springer. p. 111-124.

### **Guidelines:**

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

## **Encyclopedia or reference work entry (online & paper-based)**

Freedman B. 2004. Contamination. In: Lerner KL, Lerner BW, editors. The Gale encyclopedia of science. 3rd ed. Detroit (MI): Gale; [accessed 2011 July 1]. [www.gale.cengage.com](http://www.gale.cengage.com)

Bortman M, Brimblecombe P, Cunningham MA, Cunningham WP, Freedman W, editors. 2003. Environmental encyclopedia. 3rd ed. Detroit (MI): Gale. Toxics release inventory (EPA); p. 1411.

### **Guidelines:**

- Begin with the author's or editors' name(s), if available.

## **Technical and research reports**

[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): Environmental Protection Agency. Report No.: EPA 745-R-98-014. [accessed 2019 Jul 22].

[https://ofmpub.epa.gov/apex/guideme\\_ext/guideme\\_ext/guideme/file/spray%20application%20and%20electrodeposition%20of%20organic%20coatings.pdf](https://ofmpub.epa.gov/apex/guideme_ext/guideme_ext/guideme/file/spray%20application%20and%20electrodeposition%20of%20organic%20coatings.pdf).

Casey R. 2012. Water quality conditions and long-term trends in Alberta lakes. Edmonton (AB): Alberta Environment and Water; [updated 2013 May; accessed 2019 Jul 22].  
<https://open.alberta.ca/publications/9780778596226>.

### **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 abstracts**

Mantecon T, Casals D, Navarro-Corcuera JJ, Del-Blanco CR, Jaureguizar F. 2019. Deep learning to enhance maritime situation awareness. In: Knott P, editor. International Radar Symposium IRS 2019; 2019 Jun 26-28; Ulm (DE). Bonn: German Institute of Navigation.

Ahad JM, Pakdel H, Gammon PR, Savard MM. 2017. Petrogenic organic carbon and PAHs in snow deposited on Athabasca oil sands region lakes [abstract]. In: American Geophysical Union Fall Meeting; 2017 Dec 11-15; New Orleans (LA). Washington: American Geophysical Union. Abstract GC11B-0730.

### **Guidelines:**

- List the dates of the conference followed by the location (2009 June 26-28; Ulm (DE). Include page numbers, or abstract number, where available at the end of the reference.
- 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.

Harper SJ. 1991. The political business cycle and fiscal policy in Canada [master's thesis]. Calgary (AB): University of Calgary; [accessed 2019 Aug 28]. <https://prism.ucalgary.ca/handle/1880/24345>.

### **Guidelines:**

- Note in square brackets whether the document is a dissertation (for a PhD), or a master's thesis (for an MA or MSc).
- Identify the location of the university followed by the name of the degree granting institution. If the location is unlisted but obtainable from another source, place the location in square brackets.

## Web sites

Environmental education, careers and resources. c2019. Edmonton (AB): Government of Alberta; [accessed 2019 July 22]. <https://www.alberta.ca/environmental-education.aspx>.

Canada's action on climate change. 2019. Ottawa (ON): Government of Canada; [updated 2019 Mar 8; accessed 2019 July 22]. <https://www.canada.ca/en/services/environment/weather/climatechange/climate-action.html>.

Firempong J. 2019 Jun 20. Vancouver puts big polluters' climate responsibilities on the discussion table. Toronto (ON): Greenpeace Canada; [accessed 2012 July 12]. <https://www.greenpeace.org/canada/en/story/23361/vancouver-puts-big-polluters-climate-responsibilities-on-the-discussion-table>.

### **Guidelines:**

- Begin with the author's name; if no author or corporate author can be identified, begin with the title instead. 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, use "[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 the state or provincial state abbreviation followed by a colon. This information goes before the publisher.



## Cited References

---

- Ahad JM, Pakdel H, Gammon PR, Savard MM. 2017. Petrogenic organic carbon and PAHs in snow deposited on Athabasca oil sands region lakes [abstract]. In: American Geophysical Union Fall Meeting; 2017 Dec 11-15; New Orleans (LA). Washington: American Geophysical Union. Abstract GC11B-0730.
- Balharry DC. 2005. Gene profiling of lung toxicity [dissertation]. [Cardiff (UK)]: The University of Wales.
- Bendell JC, Willett C. 2006. Upper gastrointestinal tract. In: Small W, Woloschak GE, editors. Radiation toxicity: a practical guide. New York (NY): Springer. p. 111-124.
- Bortman M, Brimblecombe P, Cunningham MA, Cunningham WP, Freedman W, editors. 2003. Environmental encyclopedia. 3rd ed. Detroit (MI): Gale. Toxics release inventory (EPA); p. 1411.
- Canada's action on climate change. 2019. Ottawa (ON): Government of Canada; [updated 2019 Mar 8; accessed 2019 July 22].  
<https://www.canada.ca/en/services/environment/weather/climatechange/climate-action.html>.
- Casey R. 2012. Water quality conditions and long-term trends in Alberta lakes. Edmonton (AB): Alberta Environment and Water; [updated 2013 May; accessed 2019 Jul 22].  
<https://open.alberta.ca/publications/9780778596226>.
- Environmental education, careers and resources. c2019. Edmonton (AB): Government of Alberta; [accessed 2019 July 22]. <https://www.alberta.ca/environmental-education.aspx>.
- [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): Environmental Protection Agency. Report No.: EPA 745-R-98-014. [accessed 2019 Jul 22].  
[https://ofmpub.epa.gov/apex/guideme\\_ext/guideme\\_ext/guideme/file/spray%20application%20and%20electrodeposition%20of%20organic%20coatings.pdf](https://ofmpub.epa.gov/apex/guideme_ext/guideme_ext/guideme/file/spray%20application%20and%20electrodeposition%20of%20organic%20coatings.pdf).
- Firempong J. 2019 Jun 20. Vancouver puts big polluters' climate responsibilities on the discussion table. Toronto (ON): Greenpeace Canada; [accessed 2012 July 12].  
<https://www.greenpeace.org/canada/en/story/23361/vancouver-puts-big-polluters-climate-responsibilities-on-the-discussion-table>.
- Freedman B. 2004. Contamination. In: Lerner KL, Lerner BW, editors. The Gale encyclopedia of science. 3rd ed. Detroit (MI): Gale; [accessed 2011 July 1]. <https://www.gale.cengage.com>.
- Harper SJ. 1991. The political business cycle and fiscal policy in Canada [master's thesis]. Calgary (AB): University of Calgary; [accessed 2019 Aug 28]. <https://prism.ucalgary.ca/handle/1880/24345>.
- Higgins T, Sachdev JA, Engleman, SA. 2011. Toxic chemicals: risk prevention through use reduction. Boca Raton (FL): CRC Press; [accessed 2012 July 9].  
<https://www.taylorfrancis.com/books/9780429106231>. doi:10.1201/b10352.
- Horton S. 2009 Jul 31. Court orders release of juvenile prisoner at Gitmo. Harper's Magazine; [updated 2009 Aug 29; accessed 2019 Jul 22]. <http://www.harpers.org/>.
- Kisby GE, Kabel H, Hugon J, Spencer P. 1999. Damage and repair of nerve cell DNA in toxic stress. Drug Metab Rev. [accessed 2019 Jul 22];31(3):589-618.  
<https://www.tandfonline.com/doi/full/10.1081/DMR-100101937>. doi:10.1081/DMR-100101937.
- Lowey M. 1994 Jun 11. Facing the techno-gap. Calgary Herald. Sect. B:8 (col. 2).
- Greaves P. 2007. Histopathology of preclinical toxicity studies. 3rd ed. New York: Elsevier; [accessed 2019 Jul 22]. <http://www.sciencedirect.com/science/book/9780444527714>. doi:10.1016/B978-0-444-52771-4.X5000-7.

- Mantecon T, Casals D, Navarro-Corcuera JJ, Del-Blanco CR, Jaureguizar F. 2019. Deep learning to enhance maritime situation awareness. In: Knott P, editor. International Radar Symposium IRS 2019; 2019 Jun 26-28; Ulm (DE). Bonn: German Institute of Navigation.
- Merola V. c2008. Toxic plants. In: Morgan RV, editor. Handbook of small animal practice. St. Louis (MO): Saunders Elsevier; [updated 2009 Apr 8; accessed 2019 Jul 22]. p. 1237-41. <https://www.sciencedirect.com/science/article/pii/B9781416039495501357>. doi:10.1016/B978-1-4160-3949-5.50135-7.
- Richards G. 2009 Jul 30. Alberta police face stricter Taser rules. Calgary Herald. [accessed 2009 July 18]. <http://www.calgaryherald.com/index.html>
- Smith AP. 2009. Chewing gum, stress and health. Stress Health. [accessed 2019 Jul 22];25(5):445-451. <https://onlinelibrary.wiley.com/doi/abs/10.1002/smi.1272>. doi:10.1002/smi.1272.
- Smith J, Watson C. Forthcoming 2015. Child welfare in Canada. J Clin Med.
- Sullivan PJ, Clark JJJ, Agardy FJ, Rosenfeld PF. 2007. Toxic legacy: synthetic toxins in the food, water, and air of American cities. Boston (MA): Elsevier Academic Press. 552 p.
- Sutton R. 1994 May 10. Landscaping trends. Gardening World. 54(3):27-33.
- Wellen KE, Hotamisligil GS. 2005. Inflammation, stress, and diabetes [editorial]. J Clin Invest. 115(5):1111-1119. doi:10.1172/JCI200525102.