



Missouri S&T WRITING CENTER  
113 CSF · 341-4436

### **Journal Articles on the Internet, name-year method**

Basic information:

Author. Date of publication. Title of article. Title of journal (edition) [medium designator]. [date updated; date cited]; volume (issue):location. Notes.

Example:

Savage E. 2005. Mumps outbreaks across England and Wales in 2004: observational study. *BMJ* [Internet]. [cited 2005 May 31]; 330 (7500):1119-1120. Available from: <http://bmj.bmjournals.com/cgi/reprint/330/7500/1119doi:10.1136/bmj.330.7500.1119>.

### **Databases on the Internet, citation-sequence and citation-name methods**

Basic information:

Title of Database [medium designator]. Edition. Place of publication: publisher. Beginning date—ending date [date updated; date cited]. Notes.

Example:

IMGT/HLA Sequence Database [Internet]. Release 2.9.0. Cambridge (England): European Bioinformatics Institute. 2003—[updated 2005 Jun 1; cited 2005 Jun 22]. Available from: <http://www.ebi.ac.uk/imgt/hla/>.

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Title of Database [medium designator]. Beginning date—ending date. Edition. Place of publication: publisher. [date updated; date cited]. Notes.

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# **The Council of Science Editors (CSE) Manual Documentation Style**

## **Introduction**

This guide is based on *Scientific Style and Format: the CSE Manual for Authors, Editors and Publishers*, 7th edition, 2006. The preface to the manual describes the applicability of this edition, noting its “broadened scope, covering a wide variety of disciplines in experimental and observational science, with emphasis on the physical and life sciences.” At the Missouri University of Science and Technology, this manual, and so this handout, are applicable to a number of disciplines including biology and chemistry. For in-depth information beyond the scope of this handout, see the complete manual in the Writing Center, where writing tutors will be happy to assist you in its application.

## **Basic Format**

According to the CSE, the basic format for a scientific paper contains two major divisions: the Abstract and the Text. The text is further subdivided based on the IMRAD form (introduction, methods, results, and discussion).

The abstract should allow readers to determine if the paper is of interest to them, and so should reflect the content of the entire paper. It should not simply be a rehashing of the introduction section.

While some journals and academic assignments may require additional or different subsections within the text section, the IMRAD form is a good general purpose format.

**Introduction:** This section provides background information on the state of the science, and places the remainder of the paper in the context of relevant scientific developments.

**Methods:** This section is very important to other researchers in determining whether or not this procedure is applicable to their own work. Be certain to include enough detail to allow others to repeat this experiment. These details must encompass, but are not limited to: equipment used, pertinent data concerning living subjects (either human or plant/animal), chemicals, specific quantities, types of tests performed, and any possible hazards to experimenters, subjects, or the environment.

**Results:** This section describes the results, whether they were expected or not, and why. If there was a possibility of error, that should be mentioned here as well.

**Discussion:** This section discusses how these results fit into the development of the science and the possible future direction that investigation or experimentation should take.

**End Matter:** This portion of the document includes the reference list and any appendices or indexes.

## Citation of References

Within the Text section, references are cited in one of three ways: Citation-Sequence, Name-Year, or Citation-Name. Each method is discussed in depth in Chapter 29 of the CSE Manual.

**Citation-Sequence System:** This citation method employs sequential, arabic numerals, either superscripted or on the line. Citations correspond to entries on the reference list, which is located as part of the end matter. For instance, if a reference written by Smith is the

### **Books on the Internet, citation-sequence and citation-name methods**

Basic information:

Author. Title of Book [medium designator]. Edition. Place of publication: publisher; date of publication [date updated; date cited]. Notes.

Example:

Griffiths A, Miller J. Introduction to genetic analysis [Internet]. 7th ed. New York (NY): W.H. Freeman & Co.; c2000 [cited 2005 May 31]. Available from: <http://www.ncbi.nlm.nih.gov/books/bv.fcgi?call=bv.View..ShowTOC&rid=iga.TOC>.

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Author. Title of article. Title of journal (edition) [medium designator]. Date of publication [date updated; date cited]; volume(issue):location. Notes.

Example:

Savage E. Mumps outbreaks across England and Wales in 2004: observational study. BMJ [Internet]. 2005 [cited 2005 May 31]; 330(7500):1119-1120. Available from: <http://bmj.bmjournals.com/cgi/reprint/330/7500/1119doi:10.1136/bmj.330.7500.1119>.

### **Journal Articles, citation-sequence and citation-name methods**

Basic information:

Author. Article Title. Journal Title. Date;volume(issue):location.

Example:

Smart N. A practical guide to exercise training for heart failure patients. *J. Card Fail.* 2003;9(1):49-58.

### **Journal Articles, name-year method**

Basic information:

Author. Date. Article Title. Journal Title. Volume(issue):location.

Example:

Smart N. 2003. A practical guide to exercise training for heart failure patients. *J. Card Fail.* 9(1):49-58.

### **Internet Homepages, citation-sequence and citation-name methods**

Basic information:

Title of Homepage [medium designator]. Edition. Place of publication: publisher; date of publication [date updated; date cited]. Notes.

Example:

*APSnet*: plant pathology online [Internet]. St Paul (MN): American Phytopathological Association; c1994-2005 [cited 2005 Jun 20]. Available from: <http://www.apsnet.org/>.

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Basic information:

Title of Homepage [medium designator]. Date of publication. Edition. Place of publication: publisher; [date updated; date cited]. Notes.

Example:

*APSnet*: plant pathology online [Internet]. C1994-2005. St Paul (MN): American Phytopathological Association; [cited 2005 Jun 20]. Available from: <http://www.apsnet.org/>.

first one cited in the text, it will be designated by the numeral 1, and the work by Smith will be number 1 on the reference list. If this reference is used again later, the same number (1) will be used.

Citation examples:

Information requiring documentation should be followed by a citation<sup>1</sup>, with punctuation following the citation. For two citations<sup>2,3</sup>, separate the numbers with a comma and no spaces. For three or more sequential citations<sup>4-7</sup>, punctuate the series with a hyphen. For three or more non-sequential (or a mixture of sequential and non-sequential) citations<sup>1,4,9-13</sup>, punctuate the number list with commas and hyphens as appropriate.

For documents requiring citations on the line, citation numbers will be placed within parentheses (1). The same punctuation rules apply to these citations as for superscripted citations (1,4,9-13). To avoid confusion, care must be taken to include other identifying information with numbers that are not intended as in-text references: (12g/L), (9 patients), (365 days).

**Name-Year System:** This citation method uses the surname of the author (or authors) and the publication year of the referenced document enclosed within parentheses. The reference list, in this case, is arranged alphabetically by the author's surname.

Citation examples:

Information requiring documentation should be followed by a citation (Smith 2008), with punctuation following the citation. For two citations with the same author, but different publication years, separate the years with a comma (Smith, 2006, 2008). Arrange the entries on the reference list chronologically, earliest first. For two citations with the same author and the same year, add a letter to the year in both the in-text and reference list entries (Smith 2008a, 2008b). For authors with the same surname, and same publication year, add the first initial to the surname and separate the entries with a semicolon (Smith A. 2008; Smith B. 2008). For references with two authors, list surnames separated by "and" (Smith and Jones 2008) in the text. In the reference list, the authors' names are separated by a comma. In references with three or more authors, give only the first author's name followed by "et al."

**Citation-Name System:** With this system, you should first complete the list of references, order them alphabetically, and assign them numbers based on their occurrence in this list. Then, in-text citations are constructed based on this numbered list. The numerical in-text citations are written as superscripted, arabic numerals, in a manner similar to those of the Citation-Sequence System.

Citation examples:

Information requiring documentation should be followed by the citation <sup>19</sup>, with any punctuation following the citation. For two citations <sup>28,43</sup>, separate the numbers with a comma and no spaces. For three or more non-sequential (or a mixture of sequential and non-sequential) citations <sup>17,24,29-33</sup>, punctuate the number list with commas and hyphens as appropriate.

## Reference List

The Reference List is located at the end of the paper. Each entry corresponds to an in-text citation. This list can be titled a number of ways, including “References,” “Cited References,” “Literature Cited,” or “Bibliography.” Be careful not to include reference material not cited in the text. These additional references should be listed separately under another heading, such as “Additional References,” or “Additional Reading.”

Reference Lists are single-spaced within entries and double-spaced between entries. The information contained in individual entries helps readers to locate needed information. The numerous possible variations on entries preclude listing them all; information not covered here is available in Chapter 29 of the CSE Manual.

### **Book entries, citation-sequence and citation-name methods**

Basic information:

Author. Title. Edition. Place of publication: publisher; date.

Examples:

Gillingham, J. European integration: 1950-2003. New York: Cambridge University Press; 2003.

Schott J, Priest J. Leading antenatal classes: a practical guide. 2nd ed. Boston (MA): Books for Midwives; 2002.

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Basic information:

Author. Date. Title. Edition. Place of publication: publisher.

Examples:

Gillingham, J. 2002. European integration: 1950-2003. New York: Cambridge University Press.

Schott J, Priest J. 2002. Leading antenatal classes: a practical guide. 2nd ed. Boston (MA): Books for Midwives.

### **Newspaper Articles, citation-sequence and citation-name methods**

Basic information:

Author. Title of article. Title of newspaper (edition). Date;section:beginning page of article (column no.).

Example:

Weiss R. Study shows problems in cloning people: researchers find replicating primates will be harder than other mammals. Washington Post (Home Ed.). 2003 Apr 11;Sect. A:12 (col. 1).

### **Newspaper Articles, name-year method**

Basic information:

Author. Date. Title of article. Title of newspaper (edition). Section:beginning page of article (column no.).

Example:

Weiss R. 2003 Apr 11. Study shows problems in cloning people: researchers find replicating primates will be harder than other mammals. Washington Post (Home Ed.). Sect. A:12 (col. 1).