

Council of Science Editors (CSE) Documentation Style

This guide is based on *Scientific Style and Format: the CSE Manual for Authors, Editors and Publishers*, 8th edition, 2014.

Paper Format

The text should be preceded by an abstract summarizing the entire paper. The abstract should not include citations. The text itself should be divided into the following sections:

Introduction: This section provides background information and places the remainder of the paper in the context of relevant scientific developments.

Methods: This section should describe materials, instrumentation, procedures, and potential hazards in detail sufficient to permit the reader to duplicate the work exactly.

Results: This section describes the results, indicating whether or not they were expected, and why. Possible errors should be mentioned here as well.

Discussion: This section analyzes the results and explains their significance, including their implications for further research.

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

Citations

In the main text, information requiring documentation must be followed by a citation of the source or reference. CSE style permits the use of any of three citation types: Citation-Sequence, Name-Year, or Citation-Name.

Citation-Sequence System: This system uses Arabic numerals to cite sources in the order in which they are referenced in the text. A reference list included in the end references lists these sources in the same order. The citation numbers can be formatted in a normal font enclosed in parentheses, or in superscript without parentheses. If possible, the numbers should be in superscript at the point of the citation. If a publication requires the in-text citations to be in parentheses, be sure that any non-in-text citation numbers contained within parentheses are followed by a term, unit, or symbol to prevent confusion.

For example, a reference written by Smith is the first one cited in the text, so 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 cited again later in the text, the same number 1 is used.

In-text reference:

Smith's study of PTSD¹ shows...

End reference:

1. Smith R. Posttraumatic stress disorder in the National Comorbidity Survey. *Arch Gen Psychiatry*. 1995 Dec;52(12):1048-1060.

Where the text cites two sources, separate the citation numbers with a comma and no spaces.

Modern vaccination protocols are essential to public health.^{2,3}

For three or more sequential citations, use a hyphen with no spaces to represent the citation numbers as a series.

The United States lags behind Japan in the categories of math and science,^{4,7} but...

For three or more non-sequential citations, or a mixture of sequential and non-sequential citations, use a combination of commas and hyphens, as appropriate.

...have been shown^{2,3,9-13} to slow the...

The same punctuation rules apply to reference numbers within parentheses.

Name-Year System: In the name-year system, in-text citations consist of the last name of the author or authors and the year of publication. The name and year should be enclosed in parentheses. The reference list is not numbered; it is arranged alphabetically by the author's last name.

In-text reference:

The NIH has called for a change in smallpox vaccination policy (Fauci 2002) that...

End reference:

Fauci AS. 2002. Smallpox vaccination policy—the need for dialogue. *N Engl J Med.* 346(17):1319-1320.

For two citations with the same author but different publication years, separate the years with a comma.

Smith's studies of arbovirus infections (Smith 2006, 2008) have shown that...

In the reference list, multiple sources by the same author should be listed chronologically, earliest first. To distinguish between two sources published by the same author in the same year, add a lower-case letter to the year in both the in-text and reference list entries. The letter used should correlate with the date of publication. For instance, an article published in January 2012 would be designated 2012a, while an article published in March 2012 would be designated 2012b.

In-text reference:

Cold hardiness in cereals (Andrews 1960a, 1960b) is affected by...

End references:

Andrews JE. 1960a. Cold hardiness of sprouting wheat as affected by duration of hardening and hardening temperature. *Can J Plant Sci.* 40(1):93-102.

Andrews JE. 1960b. Cold hardening and cold hardiness of young winter rye seedlings as affected by stage of development and temperature. *Can J Bot.* 38(3):353-363.

For two different authors with the same surname and publication year, include their initials in the in-text reference and, if cited together, separate the references by a semicolon and a space.

Earlier commentary on animal experimentation (Dawson J 1986; Dawson M 1986) showed...

For references with two authors, list surnames separated by "and" in the text. In the reference list, the authors' names are separated by a comma.

In-text reference:

...and the most recent work on albuterol administration (Mazan and Hoffman 2001) is...

End reference:

Mazan MR, Hoffman AM. 2001. Effects of aerosolized albuterol on physiologic responses to exercise in standardbreds. *Am J Vet Res.* 62(11):1812-1817.

In references with three or more authors, give only the first author's name followed by *et al.* (Smith et al. 2011).

...but later studies (Ito et al. 1999) established that...

If the author is a corporation or organization, use a shortened form of the organization name in the in-text reference. For consistency, in the end reference, the shortened name should appear in square brackets at the beginning of the reference.

In text reference:

The landmark report on legalized abortion (IOM 1975) was...

End reference:

[IOM] Institute of Medicine (US). 1975. *Legalized abortion and the public health; report of a study by a committee of the Institute of Medicine.* Washington (DC): National Academy of Sciences.

Citation-Name System: With this system, a list of references is compiled first in alphabetical order by author's last name. This list is then numbered sequentially, and the in-text citations use the numbers assigned in the reference list regardless of the order in which the references appear in the text. Citation numbers use the same format indicate in the Citation-Sequence system described above.

Reference List

The reference list is located at the end of the paper. It can be titled in various ways, including *References*, *Cited References*, *Literature Cited*, or *Bibliography*. The list should include only material cited in the text. Additional sources should be listed separately under another heading, such as *Additional Reading*.

Print Sources

Books

Citation-sequence and citation-name:

Basic format:

Author(s). Title. Edition. Place of publication: publisher; date.

Example:

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

Name-year:

Basic format:

Author(s). Date. Title. Edition. Place of publication: publisher.

Example:

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:**

Basic format:

Author(s). 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).

Name-year:

Basic format:

Author(s). 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).

Journal Articles**Citation-sequence and citation-name:**

Basic format:

Author(s). 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.

Name-year:

Basic format:

Author(s). 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.

Conference Papers

Citation-sequence and citation-name:

Basic format:

Author(s). Title of paper. In: Editor(s). Title of book. Number and name of conference; date of conference; place of conference. Place of publication: publisher; date. Location.

Example:

Lee DJ, Bates D, Dromey C, Xu X, Antani S. An imaging system correlating lip shapes with tongue contact patterns for speech pathology research. In: Krol M, Mitra S, Lee DJ, editors. CBMS 2003. Proceedings of the 16th IEEE Symposium on Computer-Based Medical Systems; 2003 Jun 26-27; New York. Los Alamitos (CA): IEEE Computer Society; c2003. p. 307-313.

Name-year:

Basic format:

Author(s). Date. Title of paper. In: Editor(s). Title of book. Number and name of conference; date of Conference; place of conference. Place of publication: publisher. Location.

Example:

Lee DJ, Bates D, Dromey C, Xu X, Antani S. c2003. An imaging system correlating lip shapes with tongue contact patterns for speech pathology research. In: Krol M, Mitra S, Lee DJ, editors. CBMS 2003. Proceedings of the 16th IEEE Symposium on Computer-Based Medical Systems; New York. Los Alamitos (CA): IEEE Computer Society. p. 307-313.

Dissertations and Theses

Citation-sequence and citation-name:

Basic format:

Author(s). Title of dissertation or thesis [content designator]. [Place of publication]: publisher; date.

Example:

Lutz M. 1903:American nervousness and the economy of cultural change [dissertation]. [Stanford (CA)]: Stanford University; 1989.

Name-year:

Basic format:

Author(s). Date. Title of dissertation or thesis [content designator]. [Place of publication]: publisher.

Example:

Oviedo S. 1995. Adolescent pregnancy: voices heard in the everyday lives of pregnant teenagers [master's thesis]. [Denton (TX)]: University of North Texas.

Patents

Citation-sequence and citation-name

Basic format:

Author(s), inventors; patent holder, assignee. Title of patent. Country issuing the patent country code patent number. Publication date.

Example:

Blanco EE, Meade JC, Richards WD, inventors; Ophthalmic Ventures, assignee. Surgical stapling system. United States patent US 4,969,591. 1990 Nov 13.

Name-year:

Basic format:

Author(s), inventors; patent holder, assignee. Date. Title of patent. Country issuing the patent country code patent number.

Example:

Blanco EE, Meade JC, Richards WD, inventors; Ophthalmic Ventures, assignee. 1990 Nov 13. Surgical stapling system. United States patent US 4,969,591.

Online Resources

Webpages

Citation-sequence and citation-name:

Basic format:

Title of Homepage. Edition. Place of publication: publisher; date of publication [date updated; date accessed]. URL.

Example:

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

Name-year:

Basic format:

Title of Homepage. Date of publication. Edition. Place of publication: publisher; [date updated; date accessed]. URL.

Example:

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

e-Books

Citation-sequence and citation-name:

Basic format:

Author(s). Title of book. Edition. Place of publication: publisher; date of publication [date update; date accessed]. URL.

Example:

Griffiths AJF, Miller JH, Suzuki DT, Lewontin RC, Gelbart WM. Introduction to genetic analysis. 7th ed. New York (NY): W. H. Freeman & Co.; c2000 [accessed 2005 May 31]. <http://www.ncbi.nlm.nih.gov/books/bv.fcgi?call=bv.View..ShowTOC&rid=iga.TOC>.

Name-year:

Basic format:

Author(s). Date of publication. Title of book. Edition. Place of publication: publisher; [date updated; date accessed]. URL.

Example:

Griffiths AJF, Miller JH, Suzuki DT, Lewontin RC, Gelbart WM. c2000. Introduction to genetic analysis. 7th ed. New York (NY): W.H. Freeman & Co.; [accessed 2005 May 31]. <http://www.ncbi.nlm.nih.gov/books/bv.fcgi?call=bv.View..ShowTOC&rid=iga.TOC>.**Online Journal Articles****Citation-sequence and citation name:**

Basic format:

Author(s). Title of article. Title of journal (edition). Date of publication [date updated; date accessed];volume(issue):location. URL. doi.

Example:

Savage E, Ramsay M, White J, Beard S, Lawson H, Hunjan R, Brown D. Mumps outbreaks across England and Wales in 2004: observational study. *BMJ*. 2005 [accessed 2005 May 31];330(7500):1119-1120. <http://bmj.bmjournals.com/cgi/reprint/330/7500/1119>. doi: 10.1136/bmj.330.7500.1119.**Name-year:**

Basic format:

Author(s). Date of publication. Title of article. Title of journal (edition). [date updated; date accessed];volume(issue):location. URL. doi.

Example:

Savage E, Ramsay M, White J, Beard S, Lawson H, Hunjan R, Brown D. 2005. Mumps outbreaks across England and Wales in 2004: observational study. *BMJ*. [accessed 2005 May 31];330(7500):1119-1120. <http://bmj.bmjournals.com/cgi/reprint/330/7500/1119>. doi: 10.1136/bmj.330.7500.1119**Online Databases****Citation-sequence and citation name:**

Basic format:

Title of Database. Edition. Place of publication: publisher. Beginning date - ending date [date updated; date accessed]. URL.

Example:

IMGT/HLA Sequence Database. Release 2.9.0. Cambridge (England): European Bioinformatics Institute. 2003 - [updated 2005 Jun 1; accessed 2005 Jun 22]. <http://www.ebi.ac.uk/imgt/hla/>.**Name-year:**

Basic format:

Title of Database. Beginning date - ending date. Edition. Place of publication: publisher. [date updated; date accessed]. URL.

Example:

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

Podcasts

Citation-sequence and citation name:

Basic format:

Narrator's Name. Title of podcast episode [descriptive word, episode number if available]. Name of podcast show. Producer. Date first aired, length. [accessed date]. URL.

Example:

Vuolo M. Our dying words [podcast, episode 16]. Lexicon Valley. Slate. 2012 July 9, 21:10 minutes. [accessed 2012 Oct 23]. http://www.slate.com/articles/podcasts/lexicon_valley/2012/07/lexicon_valley_why_should_we_care_if_a_language_goes_extinct_.html.

Name-year:

Basic format:

Narrator's Name. Date first aired. Title of podcast episode [descriptive word, episode number if available]. Name of podcast show. Producer. Length. [accessed date]. URL.

Example:

Vuolo M. 2012 July 9. Our dying words [podcast, episode 16]. Lexicon Valley. Slate. 21:10 minutes. [accessed 2012 Oct 23]. http://www.slate.com/articles/podcasts/lexicon_valley/2012/07/lexicon_valley_why_should_we_care_if_a_language_goes_extinct_.html.

Blogs

Citation-sequence, citation-name, and name year:

Basic format:

Author. Title of post [descriptive word]. Title of blog. [accessed date]. URL.

Example:

Fogarty M. Formatting titles on Twitter and Facebook [blog]. Grammar Girl: Quick and Dirty Tips for Better Writing. [accessed 2012 Oct 19]. <http://grammar.quickanddirtytips.com/formatting-titles-on-twitter-and-facebook.aspx>.

Social Networking Sites

Citation-sequence and citation-name:

Basic format:

Username or group/page name. Network name [descriptive word for page type, post type]. Date and time posted if available. [accessed date]. URL.

Examples:

Neil deGrasse Tyson. Facebook [fan page, shared link]. 2012 Sept 10, 7:47 a.m. [2012 Oct 24]. <https://www.facebook.com/neildegrassetyson>.

Council of Science Editors. LinkedIn [group page, Katharine O'Moore-Klopf, ELS, user post]. 2012 Jan. [accessed 2012 Oct 24]. http://www.linkedin.com/groupItem?view=&gid=3103324&type=member&item=85278600&qid=3cd9f629-10ce-45eb-9fe4-860224d9fda2&trk=group_most_popular-0-b-ttl&goback=.gmp_3103324.

Name-year:

Basic format:

Username or group/page name. Date posted. Network name [descriptive word for page type, post type]. Time posted if available. [accessed date]. URL.

Examples:

Neil deGrasse Tyson. 2012 Sept 10. Facebook [fan page, shared link]. 7:47 a.m. [2012 Oct 24]. <https://www.facebook.com/neildegrassetyson>.

Council of Science Editors. 2012 Jan. LinkedIn [group page, Katharine O'Moore-Klopf, ELS, user post]. [accessed 2012 Oct 24]. http://www.linkedin.com/groupItem?view=&gid=3103324&type=member&item=85278600&qid=3cd9f629-10ce-45eb-9fe4-860224d9fda2&trk=group_most_popular-0-b-ttl&goback=.gmp_3103324.

