This quick guide summarizes rules set out by the Council of Science Editors (CSE) in *Scientific Style and Format*, sometimes known as the “CSE style manual”. In addition to providing formatting rules, it serves as a guideline for consistency among references and their in-text citations. CSE provides a choice of three systems for citing references within a text: *Citation-Sequence*, *Citation-Name*, and *Name-Year*. This guide uses the Name-Year system, where in-text citations provide the author name(s) and year of publication to identify the sources. If you are required to use another format or require further information, please refer to the CSE manual:


[Available in Killam Library Reference Room – Call number: REF T 11 S386 2014]

A Few Rules of the CSE Style (see also sample references section on page 8)

1. **Journal titles**: When citing a journal, use the official abbreviation of its title. (See page 2 for finding standard abbreviations.) Within the reference, end the journal abbreviation with a period. If the journal is online include the URL, but if that is not listed use the medium designator [Internet], and place the period after the square bracket.
   
   e.g. Can J Fish Aquat Sci. Mol Cell Biol. Forest Ecol Manag [Internet].

   However, if the journal title consists of one word, there is no need to abbreviate it.
   

2. **Article or book title**: When citing the title of a book or chapter, or an article title, capitalize the first word of the title and any proper nouns or adjectives. Any other words should be in lower case letters.

   e.g. Microbial activity at the sediment-water interface in Halifax Harbor, Canada

3. **Author names**: In a bibliography, the author name is presented last name first, followed by a space, and then the author initials as given (but without periods). e.g. Levinton JS Gupta R

   Within a reference, list the author names in the same order as they are listed on the article. This reflects the amount of work each researcher contributed. The author whose name appears first on the article or work is known as the “first author” or “primary author”. Separate multiple author names with commas.

4. **Taxonomic names**: Write the Latin or scientific names of organisms in italics (*Genus species*):

   e.g. *Salmo salar* *Pinus ponderosa* *Danio rerio*

   With regard to the names of higher orders and families, capitalize the name but do not italicize:

   e.g. Lepidoptera Cetacea Ranunculaceae

5. **Medium designator**: For non-print items, a medium designator is required in the reference. Include it in square brackets after the item title. Examples include:

   [CD-ROM] [DVD] [online] [microfiche]

6. **Content designator**: Also placed in square brackets, this is optional but informative. Examples include:

   [database] [dissertation] [editorial] [computer program]

7. **Geographic names**: For Canadian provinces and American states use the 2-letter postal abbreviation. England can also be GB or UK but for other countries, use the full name in the language of the audience.

   London (ON) Rochester (NY) London (UK) London (England)

The following pages provide examples of how to reference a variety of types of sources in science writing and how to cite them in the text of a scientific paper or laboratory report. (Contents are listed on page 3.)
**Journal Article**

Author(s). Year. Article title. Journal Title Abbrev. volume number(issue number):inclusive pages.

*Note: CSE8 style does not explicitly state that a URL is required when referencing the pdf of an online article (although it does provide examples that include a URL). If it is listed, the best URL to include is the DOI.*

**One author**


**From two to ten authors:** List all authors


**More than ten authors:** List the 1st to 10th authors, followed by ‘et al’.


**Article in a journal supplement**


**Online article (when there is a DOI)**


**Online article (when there are no page numbers, but article has a document number)**


**Online article (when there is no pdf)**


https://www.ecologyandsociety.org/vol4/iss1/art15/.

**Journal Title Abbreviations**

The International Organization for Standardization (ISO) has appointed the ISSN International Centre as the authority for ISO 4 (Information and documentation - Rules for the abbreviation of title words and titles of publications).

**ISSN Tool: List of Title Word Abbreviations (LTWA)**

https://marcinwrochna.github.io/abbrevIso/

Put the full name of the journal into the text box: Journal of Neuroscience Methods


CSE8 rules for titles is not in italics and only one period at the end: J Neurosci Methods.

Reverse lookup may be possible using the alphabetical index listing all of the cited works in Web of Science.


Or the National Library of Medicine (NLM) Catalog: an alphabetical index listing all journals in NCBI databases.


Or the searchable database called CASSI: American Chemical Society’s Source Index.

https://cassi.cas.org/search.jsp
# Book

Author(s) or editor(s). Year. Title. Edition. Place of publication: Publisher. Extent.

*Note: “Extent” refers to the total number of pages or the page numbering. In a reference to an entire book, this element is optional, but in a reference to a part of a book (e.g. a chapter), include the pagination of the part.*

## One author

## Two or more authors

## Organization or government body as author

## Anonymous or no author (use title as initial element)

## Book with editor

## Chapter or article (contribution) in an edited book

*Note: In this example, ‘ME Gavito’ is the author of the article called ‘Mycorrhizae and crop production in a world of rapid climate change: a warning call’ which can be found on pages 293-310 in a book called ‘Mycorrhizae in crop production’ which is edited by C. Hamel and C. Plenchette.*

## Chapter or article (part) of a book

## Entry in an encyclopedia or dictionary


## Quick Guide Contents

<table>
<thead>
<tr>
<th>Type of Source</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>CSE Rules</td>
<td>1</td>
</tr>
<tr>
<td>Journal Article</td>
<td>2</td>
</tr>
<tr>
<td>Book</td>
<td>3</td>
</tr>
<tr>
<td>Ebook</td>
<td>4</td>
</tr>
<tr>
<td>Conference Paper</td>
<td>4</td>
</tr>
<tr>
<td>Technical or Government Report</td>
<td>4</td>
</tr>
<tr>
<td>Thesis or Dissertation</td>
<td>4</td>
</tr>
<tr>
<td>Newspaper Article</td>
<td>5</td>
</tr>
<tr>
<td>Website</td>
<td>5</td>
</tr>
<tr>
<td>Blog Post</td>
<td>5</td>
</tr>
<tr>
<td>Online Video</td>
<td>5</td>
</tr>
<tr>
<td>Database or Dataset</td>
<td>6</td>
</tr>
<tr>
<td>Personal Communication</td>
<td>6</td>
</tr>
<tr>
<td>Lab Exercise</td>
<td>6</td>
</tr>
<tr>
<td>Lecture</td>
<td>6</td>
</tr>
<tr>
<td>PowerPoint Slides</td>
<td>6</td>
</tr>
<tr>
<td>In-Text Citations</td>
<td>7</td>
</tr>
<tr>
<td>Sample References</td>
<td>8</td>
</tr>
</tbody>
</table>
Ebook

Author(s) or editor(s). Year. Title. Edition. Place of publication: Publisher; [date updated; accessed date]. URL. Notes.


Chapter or article (contribution) in an edited ebook


Entry in an online encyclopedia or dictionary


Note: A multi-volume work may have a copyright date that differs from when the entry was last updated, revised or modified. The corresponding in-text citation will use only one date, in this case (OED Online c2020).

Conference Paper

Author(s) of paper. Year. Title of paper. In: Editor(s). Title of book. Number and name of conference; date of conference; place of conference. Place of publication: Publisher. Extent. Notes.


Technical or Government Report

Author(s) or editor(s). Year. Title. Edition. Place of publication: Publisher. Extent. Report No.: Notes.


Thesis or Dissertation

Author. Year. Title [content designator]. Place of publication: Publisher (often a university). Extent.


Online thesis/dissertation

Newspaper Article

Author(s). Date. Article title. Full Newspaper Title. Section: first page (column).

Print newspaper article

Online article from a newspaper database, such as Factiva or Eureka

Note: In this example, the online version of the article did not provide a column number.

Online article from a newspaper website

Website

Author(s). Date. Title of website. Place of publication: Publisher; [date updated; accessed date]. URL.


Note: Always include the date you accessed the website. If a website does not have a date of publication, look for the date of an update that will help indicate the currency of the site. For the date of update, use the wording provided by the website (e.g. modified, revised, updated, etc.).

Blog Post

Author(s). Date. Title of post [descriptive word]. Title of blog. [updated date; accessed date]. URL.


Online Video

Title of video [descriptive word]. Date posted, length. Title of program (if applicable). Producer. [accessed date]. URL.

Database or Dataset

Author(s). Year. Title [content designator]. Place of publication: Publisher; [date updated; accessed date]. URL.


https://search.dataone.org/view/knb-lter-hfr.79.15.

Personal Communications

References to personal communications (e.g. letters, personal conversations, email messages) should be placed in the body of the paper rather than listed in the references section. Example:

During the 2007 season, observers noted four humpback females in the bay, while the following year, only two females were seen (2009 email message from R Comeau to the author; unreferenced).

Build a Reference

The CSE manual provides guidelines to assist researchers who are writing scientific papers and citing scholarly sources, such as journal articles and technical reports. If a type of publication or resource is not included in the manual, you can use the guidelines to build a reference, as in the following examples:

Lab Exercise  (not included in the official CSE Guidelines)

Author (if unknown replace with title of lab). Year. Title of lab exercise. Course number, Department, University.

Schmidt A, Britten G. 2012. Metapopulations: habitat, dispersal and extinction. BIOL 2060, Department of Biology, Dalhousie University.

Lecture  (not included in the official CSE Guidelines)

Relevant lecture content can be cited but since it comes from your learning environment and is not in the public scholarly domain, it would not be included in your list of references.

e.g., In her 2020 Sep 30 lecture on __________, K Watkins explained that ________.

or paraphrase what was said followed with a parenthetical citation:
(2020 Sep 30 lecture on species diversity by K Watkins; unreferenced).

PowerPoint Slides  (not included in the official CSE Guidelines)

Author(s). Year. Title [medium designator]. Place of publication: Publisher. Extent (number of slides). [accessed date]. URL.

Citing sources within the text using the Name-Year (N-Y) system

Within the text of your paper or document, to cite an author’s work (i.e., to paraphrase and acknowledge the source of the information), give the Author(s) last names only and Year. The citation belongs inside a sentence of text, if it is at the end of a sentence, and is often given in parentheses as shown in the examples below. All sources cited in the text of a paper must be included in the list of references as shown in the examples below. All sources cited in the text of a paper must be included in the list of references and all references must be cited in the text.

**Examples of citations within parentheses in the text of a paper**

- **One author:** (Akunda 2004)
- **Two authors:** (Adams and Wong 1999)
- **More than two authors:** (Bhattacharya et al. 1986)
- **Anonymous or no author:** (Nature...2001) *Use the first few words of the title, followed by an ellipsis*
- **Government or Corporate author:** (Fisheries and Oceans Canada 2010)
- **No date:** (CWF [date unknown])
- **Works by same author in different years** (Chen 1998, 2005) *Separate years with a comma*
- **Works by same author in same year** (Wackernagel et al. 1999a, 1999b) *Use lower-case letters starting with ‘a’*
- **Works by multiple authors*** (Bhattacharya et al. 1986; Chen 1998, 2005; Akunda 2004).
  *Arrange sources first by year of publication and then by author, separating authors with a semi-colon*

**Placement of in-text citations**

An in-text citation should appear next to the text to which it refers. Here are several examples of where to locate an in-text citation within a sentence:

- An early report (Blais 2010) identified two areas of concern...
- Studies in the Bay of Fundy (Myers 1999, 2001) have shown that...
- Knockwood and Boudreau (2011) found that the population had decreased by 34%, although later studies (Chou 2012; Colley et al. 2015) indicated a return to pre-disturbance numbers.
- The International Epithelial Tissue Lab developed the 24-SA technique only three months before the launch of the nano-analyzer (Kwami 2016).
References or Literature Cited Section

The cited sources must be arranged alphabetically by author name. Within a given source, be sure to maintain the original order of the scientists’ names. CSE8 does not require using a hanging indent to format the list of references, but using this technique makes it easier to locate a reference so consider it highly recommended.

Sample References Section


Schmidt A, Britten G. 2012. Metapopulations: habitat, dispersal and extinction. BIOL 2060, Department of Biology, Dalhousie University.


