



Tutorials on how to cite your sources correctly

CSE 8 Coaching Sheet¹

The CSE or Council of Science Editors documentation style is commonly used in the sciences, especially in Biology. This is the Citation–Sequence Style.

- [Scientific Style and Format Citation Quick Guide](#)

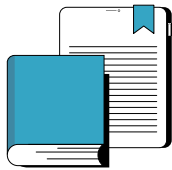
1. This referencing style was recently updated to CSE 9th edition, but these coaching sheets provide details which conform with the previous (8th) edition.

Step 1. Confirm the documentation style guide

Check with your teacher/instructor to see if there are any special requirements.

Step 2. Collect source information

Here are some examples of the information you need to collect.



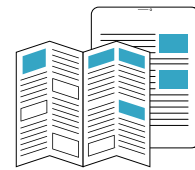
Book / e-book

- Author's last name, initials
- Title/Subtitle
- Medium
- City of publication
- Publisher
- Publication year
- Date of access
- Date of update
- URL or DOI



Film

- Title
- Medium
- Author/editor
- Producer and director
- Place of publication
- Publisher
- Year of publication
- City, state (distributor), URL



Journal / e-journal

- Author's last name, initials
- Article title
- Abbreviated title of Journal
- Year
- Publication date
- Date of access
- Date of update
- Volume and issue number
- Page-range
- URL or DOI



Newspaper / online newspaper

- Author's last name, initials
- Title of article
- Newspaper title
- Edition name
- Date of publication
- Date of access
- Section and page #
- Column (col.)
- URL



Website

- Author's last name, initials/
Organization
- Website title
- Document or page title
- Place of publication
- Publisher/sponsor title
- Date of publication
- Copyright date
- Date of update
- Date of access
- URL

Step 3. Always show where your ideas come from

Paraphrasing

Paraphrase by putting someone else’s idea into your own words.

- Read the original text.
- Highlight the main points.
- List the main points in your own words.
- Write a new paragraph.

Direct quoting

For a quote using the original words of another text.

- Four lines or fewer:
 - Keep the quotation in the body of paragraph.
 - Use quotation marks.
 - Include an accompanying reference listing.
- More than four lines:
 - Use a block quotation by indenting the margin of a paragraph by ½ inch.
 - Use single-spacing and a superscripted number before the end punctuation.
 - Include an accompanying cited references listing.

Tips to fit a quote into a sentence:

- Comments or changes added to a quotation are marked with square brackets. Changes for this example could include, “Increasing numbers of graduates are overqualified and economic participation is limited”:
 - **Letter capitalization:** e.g., Increasing → [i]ncreasing
 - **Omission:** ...graduates are overqualified...
 - **Clarification:** [many] graduates are overqualified
 - **Spelling mistakes:** economic participasion [sic]
 - **Emphasis:** Increasing numbers are *overqualified* [emphasis added]

Step 4. Cite your sources

In-text citation

Reference your source following the paragraph or sentence that contains the paraphrased idea or directly quoted text by using a superscript number. The number comes before the closing punctuation of the sentence or paragraph. Re-use this same citation number each time you cite the same source. The number will be used to order the cited references list at the end of the paper. See the examples at the end of this document.

Superscript format	
Template	Sentence or paragraph end punctuation ^{Citation #} .
Example	...state of the art ¹ .

Cited references list

The cited references list is a complete list of references cited, referred to, or consulted in writing a paper. The list is arranged numerically by the order in which the citations appear in the text. This is where you state the details of each citation. Only one number is used for each source. See the examples at the end of this document.

Step 5. Format your document

Title page

In CSE, the title page is considered page one, but does not show the page number.

Centered halfway down the page is the full title in title case. On the next line is the writer's (your) name, then the course title underneath with the date below it. Students are encouraged to keep titles concise.

Subsequent pages

All subsequent pages should include one-inch margins all around. In the top right corner, a running head of the paper title and the page number should be placed 0.5" down from the top of the page.

The text should always be double-spaced. The first lines of paragraphs are generally indented by 0.5”.

The second page of the paper may contain an optional abstract—a brief explanation about the contents of the paper—not exceeding 150 words, preceded by the heading “Abstract” and centered above the first paragraph. The headings that follow can be in sentence case and centered on the same page, such as “Introduction”.

If needed, using centered section headings, such as in title case, can help readers follow the broader organization of the paper.

Sample citations

Book/e-book

Use URL and Date for e-book only.

Template	Citation #. Author’s last name and first initial. Title. Place of publication: Publisher; Year. Page range. [accessed Date/updated Date]. URL.
Example	11. Chadwick W. Significant insects: The impact of close relationships. London (England): Thames and Hudson; 2003), 38–39. [accessed 2005 Jun 20]. http://www.thpublications.org .

Film/online film

Use URL for online film only.

Template	Citation #. Author’s or editor’s last name and first initial. Title [medium]. Edition. Producer’s last name and first initial, producer. Place of publication: Production studio/Distributor/Streaming service; Year. [accessed Date]. URL.
Example	16. Significant insects [streaming service]. Booth B, producer. Arlington (VA): Insectflix; 2003 [accessed 2005 Jun 20]. http://www.insectflix.com .

Journal/e-journal

Use URL/DOI and Date for e-journal only.

Template	Citation #. Author's last name and first initial. Article title. Abbreviated journal title. Year/ [accessed Date]; Volume (Issue number): Page range. URL/DOI.
Example	20. Chadwick W. Significant insects. J Thames Entomol. 1993 [accessed 2005 Jun 20]; 24 (3): 33–40. https://doi.org/01098.76/ .

Newspaper/online newspaper

Use URL and Date for online newspaper only.

Template	Citation #. Author's last name and first initial. Article title. Newspaper title (Edition). Date of publication/ [accessed Date]; Sect. letter:# (col. #). URL.
Example	3. Chadwick W. Significant insects. Thames News (Weekly ed.) 2023 April 20 [accessed 2005 Jun 20]; Sect. A:3. http://Thamesnewsonline.org/signoth/ .

Website

Template	Citation #. Author's last name and first initial. Article title. Website title. Date of publication [updated Date /; accessed Date]. URL.
Example	38. Chadwick W. Insect relationships. Science Network. 1999 Jan 23 [updated 2012 Nov 16]. http://www.science.net/6789/ .

Article in an edited collection/online edited collection

Use URL/DOI and Date for online edited collection only.

Template	Citation #. Author's last name and first initial. Chapter title. In: Editor's last name and first initial, editor. Book title. City of publication (Location): Publisher; Year [accessed Date]. Page-range. URL/DOI.
Example	20. Chadwick W. Significant insects. In: B Booth, S Olivier, editors. Creativity and Intimate Partnership. London (UK): Hudson and Thames Press; 2013 [accessed 2022 Jul 12]. 33. http://www.gbks.com/ChadW/sigoth .

Photograph or work of art/online photograph or work of art

Use URL and Date for online photograph or work of art only.

Template	Citation #. Artist's last name and first initial. Artwork title (Description) [Medium]. Place/Location: Institution, Copyright year [accessed Date]. URL.
Example	7. Chadwick W. Untitled (Image of a group of ants) [gelatin silver print]. London (England): Hudson Museum of Photography, c1964 [accessed 2023 Aug 30]. http://www.hudsonmuseum.com/chadwick .

Wiki entry

Template	Citation #. Article title [wiki]. Website title. Date of publication. [modified Date; accessed Date]. URL.
Example	8. Plagiarism [wiki]. Wikipedia. 1999 Feb 14 [accessed 2014 Aug 23]. http://www.wikipedia.org/plagiarism .