

Division of Science and Environmental Policy CSE Name-Year Citation Guidelines

Science writing requires a thorough review of pertinent literature and it's important to acknowledge the source of all material that is not your own. This includes findings or ideas that stem from the work of others and direct quotations. You must provide enough documentation in a consistent citation format so that any reader can find that source. Citation formats vary from one academic field to another. In the sciences the Council of Science Editors (CSE) is the citation format most commonly used (CSE 2006). Within CSE, there are two different format methods: One, called the Citation-Sequence format uses numbers in the text rather than a name and year; the other, the Name-Year format uses the name and year in the text. The Name-Year method is common in science journal articles and it will be the format you will use in all writings within the Division of Science and Environmental Policy.

You need to indicate the source of your information in the body of your text (in-text citations) and in a Literature Cited section at the end of your papers. You use a different technique for in-text citations than you use in the Literature Cited section at the end of your paper. Both techniques are described in the sections that follow.

IN-TEXT CITATIONS WITH NAME-YEAR FORMAT

General Format

In-text citations need to include the name of the author(s) and the year of the publication. A citation in the text should immediately follow the word or phrase to which it is directly referencing. Ambiguity about what concept is being referenced can be avoided by not placing the citations at the end of long clauses or sentences. Literature citations in the text take either of two forms, depending on the context. You can mention the author(s) directly in the text as part of the sentence or you can refer to the author(s) responsible for the work within parentheses. Please follow these guidelines for in-text citations (included are examples of what would be incorporated into the Literature Cited section):

- **Mentioning the Author's Name in the Text**

⇒ Place the year within parentheses immediately after the author's name:

In-text citation:

Lindholm and Auster (2003) used acoustic telemetry to correlate gravel habitat characteristics and Atlantic cod site utilization.

Literature Cited section:

Lindholm J, Auster P. 2003. Site utilization by Atlantic cod (*Gadus morhua*) in off-shore gravel habitat as determined by acoustic telemetry: implications for the design of marine protected areas. *Marine Technology Society Journal* 37:27-34.

- **Not Mentioning the Author's Name in the Text**

⇒ Insert the name and year within the parentheses.

⇒ For each citation use parentheses to enclose the name and the date. Use a space, not a comma, to separate name and date:

In-text citation:

Sea otters can dramatically impact the composition of prey communities (Kvitek and Oliver 1992).

Literature Cited section:

Kvitek RG, Oliver JS. 1992. The influence of sea otters on prey communities in southeast Alaska. *Marine Ecology Progress Series* 82:103-113.

- **Same-Author Citation for Documents Published in Different Years**

⇒ References by the same author published in different years are distinguished by the years in chronological sequence and commas separate the years.

Smith (1967, 1969) demonstrated that global warming is...

When his subsequent studies were published (Smith 1979, 1980, 1982), it became clear that...

- **Same-Author Citation for Two or More Documents in the Same Year**

⇒ For two or more references by the same author published in the same year, an alphabetic designator is added to the year in the in-text citation and in the Literature Cited section. Such designators begin with the lowercase letter “a” and the sequence of the letters (“a”, “b”, and so on) is determined by the sequence of publication dates, earliest to latest.

In-text citation:

The most recent work (Dawson 2006a, 2006b) on this problem has...

or

The work by Dawson (2006a, 2006b) demonstrated that...

Literature Cited section:

Dawson LR. 2006a. Modeling marine protected areas. *Limnology and Oceanography* 113(2):110-126.

Dawson LR. 2006b. Monitoring marine protected areas. *Limnology and Oceanography* 113(3):257-268.

- **Authors with Identical Last Names**

⇒ When the authors of two documents published in the same year have identical last names their initials are given in the citation.

and the most recent work (Dawson GL 1986; Dawson WM 1986) has...

- **Two-Author Citations**

⇒ If a cited document has two authors, both names are given, separated by “and”.

In-text citation:

and the most recent work (Dawson and Briggs 1986) on this problem...

or

Dawson and Briggs (1986) demonstrated that...

Literature Cited section:

Dawson GL, Briggs AD. 1986. Limited entry in fisheries. *Fisheries Science* 48(3):212-225.

⇒ If both authors have the same surname, their initials are added.

Sea otter populations have dropped by over 50% in Alaska (Smith TL and Smith UV 1990).

- **Three-or-More-Author Citations**

⇒ Documents with three or more authors are cited by the first author's name followed by "et al." and the publication year.

In-text citation:

but later studies (Watson et al. 2006) established that...

or

Watson et al. (2006) established that...

Literature Cited section:

Watson FGR, Anderson T, Newman W, Alexander S, Garrott RA. 2006. Optimal sampling schemes for estimating mean snow water equivalents in stratified heterogeneous landscapes. *Journal of Hydrology* 328:432-452.

- **Organization as the Author**

⇒ Name of the organization (abbreviate the organization's name if it is long, or if you need to cite it frequently) followed by the year of publication. *Note: In your Literature Cited section bracket the abbreviation and spell out the entire name. For example the citation below would appear as "[CDFG] California Department of Fish and Game" in the Literature Cited section.*

In-text citation:

Guidelines for evaluating marine protected areas have only recently been developed (CDFG 2002).

Literature Cited section:

[CDFG] California Department of Fish and Game. 2002. Guidelines for evaluating marine protected areas. *Journal of Fishery Science* 25(2):100-122.

- **No Identifiable Author**

⇒ For works whose authorship cannot be determined, **do not** use "anonymous." Begin the in-text reference with the first few words (use only as many words of the title as are needed to distinguish it from other titles being used as references), followed by an ellipsis (three dots). The first important word in the title is used to alphabetize the source in the Literature Cited section.

In-text citation:

Similar employment trends were noted for the following decade (Report of the Task Force...1990).

Literature Cited section:

Report of the Task Force for Women in Science. 1990. *Science* 112(8):42-53.

- **No Identifiable Date**

⇒ If it is not possible to determine any date associated with a publication place the words "date unknown" within square brackets.

In-text citation:

An early study (Harvey [date unknown]) on harbor seal nutrition showed...

Literature Cited section:

Harvey J. [date unknown]. *Marine mammal nutrition*. Brussels (Belgium):Elsiver.

- **Multiple Citations at One Point**

⇒ When two or more documents with different authors are cited within a parenthetical citation, they are cited in chronologic sequence from **earliest to latest** and separated by semicolons. Those published in the same year should be sequenced alphabetically by author name(s).

And the main contributors (Dawson and Briggs 1974; Dawson and Jones 1974; Smith 1974; Watson et al. 2001; Kvitek et al. 2006) established beyond a doubt that...

- **Using Quotations**

⇒ Use quotes sparingly. Scientific writers rarely use quoted material, relying instead on careful, concise paraphrases or summaries. It is appropriate to include a quotation to establish or emphasize an important point or to state a precise definition. If you quote an author include the page number the quote is from. Separate the page number from the year with a comma and space, but do not use a period after the “p” or “pp.” When the page number or citation comes after the quotation, then the ending punctuation (e.g. period) comes outside the quotation marks and after the parentheses.

Jones state, “The occurrence of coral bleaching has increased significantly over the past ten years” (2000, p 215).

- **Citation at the End of the Sentence**

⇒ Because a citation is considered part of the text, the period always *follows* a citation that appears at the end of a sentence:

Wrong A growing population not only increases the demand on freshwater consumption, it also increases the demand on agricultural production. (Chakravorty and Zilberman 2000)

Wrong ...agricultural production (Chakravorty and Zilberman 2000.)

Correct ...agricultural production (Chakravorty and Zilberman 2000).

- **Avoid Unnecessary Repetition of Same Citation in a Paragraph.**

⇒ You do not need to repeat the same citation in every sentence of a paragraph when you are discussing the work at some length. Let the need for clarity be your guide. In the following example, note that the writer has cited the source at the start of her paragraph and again near the end to remind the reader that she is still referring to the same study:

Nakhimovsky and Ochs (1994) studied interspecific interactions between two species of dragonflies (*Libellula pulchella* and *Plathemis lydia*) at a small pond in upstate New York. They found overlap between the two species in the use of shoreline areas for pair formation, territoriality, mating, and oviposition. Interspecific interactions between males seeking perch sites were relatively infrequent; however, male *P. Lydia* often disrupted oviposition attempts by *L. pulchella* females. Nakhimovsky and Ochs (1994) suggest several promising lines of research on sex recognition in these two species, which are characterized by strikingly similar females.

LITERATURE CITED SECTION

General Guidelines

1. You need to create a “Literature Cited” section that comes at the very end of your paper. The Literature Cited section contains *only* the sources that have been cited in the text. Do not underestimate the importance of a meticulously prepared Literature Cited section. Readers do look at this section. The amount of attention you have given to your Literature Cited section reflects the care given to the rest of your paper. The Literature Cited section also serves as an important source of references for readers who want further information on the topic.
2. Alphabetize the reference list in the Literature Cited section and include only those references that you cite in the text. Alphabetic ordering is determined by the first author’s surname (last name) and then, if necessary, by letter-by-letter alphabetic sequencing determined by the initials of the first author and beginning letters of any following surnames. Unlike the in-text citation **all** authors need to be included in the Literature Cited section. Include only the last name and the initials of the first and middle name (do not use a period or space to separate these initials). Use a comma to separate authors but do not put a comma separating surname and first initials. List authors with multiple publications in chronological order from earliest to latest. For example:
 - Jones HP. 1971.
 - Jones HP. 1976.
 - Jones QT. 1987.
 - Kvitek RG, Conlan KE, Iampietro PJ. 1998.
 - Lindholm J, Knight A, Kaufman L, Miller S. 2006.
 - McDonald GT, Rosen HR, Smith MM. 1999.
 - McFarland RI, Rosen HR, Smith MM. 2003.
 - Smith DP, Rosgen DL. 1998.
 - [USGS] United States Geological Survey. 1955.
3. For the title of an article and a book, capitalize only the first letter of the first word of the title and the subtitle and all proper nouns.
 - Wrong** Starr R. 2003. Guidelines For Evaluating Marine Protected Areas. Journal of Fisheries Management 33(2):100-125.
 - Correct** Starr R. 2003. Guidelines for evaluating marine protected areas. Journal of Fisheries Management 33(2):100-125.
4. For the name of a journal, spell out the full name of the journal and capitalize the first letter of each word (except prepositions, articles, and conjunctions), but do not underline or italicize the journal name.
 - Wrong** Journal of the world aquaculture society
 - Correct** Journal of the World Aquaculture Society

JOURNAL ARTICLE CITATIONS

General Format

The last name of the author is followed by his or her initials *only*, and these initials are not separated by periods or spaces. Use commas to separate authors’ names and put a period at the end of the last authors’ initials. The year of the publication follows the author’s name. After the year comes a period, the title of the paper followed by a period, the complete journal title, no period, the volume of the journal and issue number in parentheses, a colon, and the inclusive pages of the paper. For example:

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

Examples:

Standard Journal Article:

Iampietro PJ, Kvitek RG, Morris E. 2005. Recent advances in automated genus-specific marine habitat mapping enabled by high-resolution multibeam bathymetry. *Marine Technology Society* 39(3):83-93.

Head WD, Zerbi A, Watanabe WO. 1996. Economic evaluation of commercial-scale saltwater pond production of Florida red tilapia in Puerto Rico. *Journal of the World Aquaculture Society* 27:275-289.

Wilcox C, Los Huertos M. 2005. A simple, rapid method for mapping bathymetry of small wetland basins. *Journal of Hydrology* 301:29-36.

Organization as Author:

[CDFG] California Department of Fish and Game. 2002. Guidelines for evaluating marine protected areas. *Journal of Fishery Science* 25(2):100-122.

Form of this citation within the text: (CDFG 2002)

Article on Discontinuous Pages:

Crews D, Gartska WR. 1981. The ecological physiology of the garter snake. *Scientific American* 245(3):158-164, 166-168.

BOOK CITATIONS

General Format

The rules for authors and titles of books are similar to those for journal articles. Include the edition if there is more than one edition of a book. Add the designation “editor(s)” if applicable. The place of publication precedes the publisher, separated by a colon:

Author(s) [or editor(s)]. Year. Title. Edition. Place of publication: publisher name.

Examples:

Book with Authors:

Voet D, Hall JG. 2007. *Biochemistry*. New York: J Wiley.

Book with Editors:

Ruth M, Lindholm J, editors. 2002. *Dynamic modeling for marine conservation*. New York: Springer-Verlag.

Organization as Author:

[ICPO] International Committee for Preservation of Odonata. 1995. Guidelines for evaluating dragonfly habitats as conservation areas. Boston: Entomological Publishing Company.

Article or Contribution in a Book:

For articles or contributions in a book begin the reference with the information on the contribution, followed by the word “In:” and the information about the book. Put a semicolon after the publisher name and include page numbers (use “p.” before the numbers).

Example:

Ward PD. 1982. The development of bacterial vaccines for fish. In: Roberts J, editor. Microbial diseases of fish. New York: Academic Press; p. 307-333.

CONFERENCE PAPERS

General Format

Give the name of the author, year of publication, paper title, name of the conference, dates and place of the conference, place of publication, publisher of the proceedings, and the page numbers for the paper:

Example:

Rith TJ. 1988. Plant succession on abandoned railways in rural New York. In: King T. editor. Northeastern Ecology Society VI Symposium; 1988 May 2-5; Syracuse, NY. Boston:Northeast Press; p. 34-41.

US GOVERNMENT AND AGENCY REPORT CITATIONS

General Format

Agency Name. Year (and month if appropriate). Report title. Place of publication. Availability statement.

Example:

[NIH] National Institutes of Health (US). 1999 Dec. Report of the Human Cloning Panel. Final Report. Bethesda (MD): NIH. Available from: NTIS, Springfield, VA;PB90-155268.

Form of in-text citation (NIH 1999)

LEGAL DOCUMENT CITATIONS

General Format

References in the legal literature to legal documents differ greatly in style from those generally used in science. The structure of a legal reference gives the name of a case or title of a statute and then the publication in which the case is reported or the statute is published. Because these formats are prescribed by the legal community, the format of the Literature Cited section is the same for the citation-sequence and the name-year systems. Even though these references may be barely comprehensible to most readers in science, they identify legal documents accurately for retrieval from law and general libraries.

Examples:

Public Law:

Health Amendments of 1993, Pub. L. No. 103-183, 107 Stat. 226 (Dec. 14, 1993).

Cases:

Jackson v. Metropolitan Edison Co. 348 Federal Supplement 954, 956-958 (1974).

Statutes:

National Environmental Policy Act of 1969. 102, 42 United States Code (1982).

Hearings:

Increased Drug Abuse: the Impact on the Nation's Emergency Rooms: Hearings Before the Subcomm. on Human Resources and Intergovernmental Relations of the House Comm. on Government Operations, 103rd Cong. 1st Sess. (May 26, 1993).

Begin in-text citations with the first word or first few words of the title, followed by an ellipsis and the year of publication. Use only as many words from the title as are necessary to distinguish it from other references.

Examples:

- (Preventative...1993)
- (Jackson...1974)
- (National...1982)
- (Increased...1993)

THESES CITATIONS

General Format

Author. Date of degree. Title [type of degree]. Place of institution: institution granting the degree. Total number of pages. Availability statement.

Example:

Ritzmann RE. 2003. The snapping mechanism of *Alpheid* shrimp [DPhil thesis]. Charlottesville (VA): University of Virginia. 59 p. Available from: University Microfilms, Ann Arbor, MI; AAD74-23.

NEWSPAPER AND MAGAZINE ARTICLE CITATIONS

References to newspapers and magazines (nonscholarly periodicals) include the same general information as journal-article references but refer to specific details of newspaper or magazine style and format.

General Format

- Newspaper:
Author(s). Date of publication. Article title. Newspaper title; section designator; page number (column number).
- Magazine:
Author(s). Date of publication. Article title. Magazine title; page numbers.

Examples:

Signed Newspaper Article

Rensberger B, Specter B. 1989 August 7. CFC's may be destroyed by natural processes. Washington Post; Sect A:2 (col 5).

Unsigned Newspaper Article

Gene data may help fight colon cancer. 1990 August 24. Los Angeles Times; Sect A:4.

Magazine Article

Lu C. 1993 September. A small revelation: Newton has arrived at long last. Macworld; p. 102-106.

INTERNET CITATIONS

The basic rules for citing do not differ markedly for homepages and other Internet items from what is required for print. There is still an author or organization with responsibility for the item, a title, a place of "publication," a publisher, a date of publication, and the extent of the item (i.e. number of pages or the equivalent). In preparing a citation to an Internet document you should attempt to locate all of these elements. Simply adding a Uniform Resource Locator (URL) or other electronic address to a title is not sufficient. Internet sites disappear with great frequency, and users of a citation must be given some other identifying information if they are to locate it. It is true, however, that some elements are more difficult to locate when citing Internet

items. For example, a number of poorly constructed sites do not contain dates, and authorship or publishing responsibility may be unclear or absent. It also may be difficult to discern the title. The person doing the citing must therefore work with the information provided.

Some elements require expansion for an Internet citation to provide useful information to the user. For example, the date of publication is a required element in any citation, but many Internet items are updated or otherwise modified several times after the date of publication. Any date of update/revision should therefore be included in a citation along with the date cited, i.e., the date when the person doing the citing saw the item on the Internet. This is necessary in the volatile Internet environment, where changes can be easily made and an item seen one day may not be the same in crucial ways when viewed the next day.

General Format

Author's name (last name, first and any middle initials). Date of Internet Publication (if no date is given put [date unknown]). Document title [medium designator]. [date cited]; Volume (issue): Available from: (URL location).

- **Journal Article**

⇒ If the article is from an internet-only journal use the following format:

Patyten M. 1999. Alaskan sea otters and toxic algae blooms: Researching marine predator-prey interactions. *Journal of Young Investigators* [Internet]. [cited 2003 June 22]; 1(2):15-26. Available from: <http://www.jyi.org/features/otters.html>

⇒ If the article appears online *exactly* as it appears in the print source, use standard formatting with the inclusion of "electronic version" in parentheses after the title:

Smith, D.P. 1994. The sphere as a tool for teaching statistics (electronic version). *Journal of Geological Education* 42:412-416.

- **Newspaper Article**

Berke RL. July 4, 2001. Marine debris. *New York Times* [Internet]. [cited 2001 July 18]. Available from: <http://www.nytimes.com>

- **Chapter or Section in an Internet Document**

Berwick DM [date unknown]. As good as it gets: Making health care better in the new millennium. *In* Policy studies, national coalition on health care (section Adding it up) [Internet]. [cited 2001 August 1]. Available from: <http://www.nchc.org/berwick.html>

- **Stand-alone Document, No Author Identified, No Date**

Associative learning. [date unknown]. [Internet]. [cited 2001 July 18]. Available from: <http://www.psy.uk.html>

- **Abstract**

Dukas R. 2001. Effects of perceived danger on flower choice by bees. Abstract [Internet]. [cited 2001 July 18]. Available from: <http://www.sfu.ca/biology/dukas/abstracts.html>

- **U.S. Government Report**

National Institutes of Health [date unknown]. Stem cells: Scientific progress and future research [Internet]. [cited 2001 July 19]. Available from: <http://www.nih.gov/news/stemcell.html>

EXAMPLE OF A LITERATURE CITED SECTION

Literature Cited

- [CDFG] California Department of Fish and Game. 2002. Guidelines for evaluating marine protected areas. *Journal of Fishery Science* 25(2):100-122.
- [CSE] Council of Science Editors, Style Manual Committee. 2006. *Scientific style and format: the CSE manual for authors, editors, and publishers*. 7th edition Reston (VA): The Council.
- Head WD, Alexander SA, Moore SW, Melton FS. 2006. From the ground up: Building an undergraduate earth systems curriculum. *Journal of Geoscience Education* 54(3):240-248.
- Lindholm J, Barr B. 2001. Comparison of marine and terrestrial protected areas under Federal jurisdiction in the United States. *Conservation Biology* 15:1441-1444.
- National Institutes of Health. [date unknown]. Stem cells: Scientific progress and future research [Internet]. [cited 2005 July 19]. Available from: <http://www.nih.gov/news/stemcell.html>
- Patyten M. 1999. Alaskan sea otters and toxic algae blooms: Researching marine predator-prey interactions. *Journal of Young Investigators* [Internet]. [cited 2003 June 22]; 1(2):15-26. Available from: <http://www.jyi.org/features/otters.html>
- Rensberger B, Specter B. 1989 Aug 7. CFC's may be destroyed by natural processes. *Washington Post*; Sect A:2 (col 5).
- Ruth M, Lindholm J, editors. 2002. *Dynamic modeling for marine conservation*. New York: Springer-Verlag.
- Smith DP, Ruiz G, Kvitek RG, Iampietro P. 2005. Semiannual patterns of erosion and deposition in upper Monterey Canyon, California. *Geological Society of America Bulletin* 117 (9/10):1132-1143.
- Ward PD. 1982. The development of bacterial vaccines for fish. In: Roberts J, editor. *Microbial diseases of fish*. New York: Academic Press; p. 47-58.
- Watson FGR, Anderson T, Newman W, Alexander S, Garrott RA. 2006. Optimal sampling schemes for estimating mean snow water equivalents in stratified heterogeneous landscapes. *Journal of Hydrology* 328:432-452.