

CSE: NAME-YEAR

Why Should I Reference?

References are used to record or document the source of each piece of information in your paper obtained from other researchers and writers. If you fail to document information that is not your own, you have committed plagiarism, a form of stealing.

What Should I Reference?

You must reference all direct quotations; paraphrases of material; and summaries of opinions, ideas and interpretations obtained from other sources. If you fail to reference your information, you will be criticized for making statements that appear to be unsupported by evidence. It is not necessary to document information that is common knowledge, but remember that it is always better to overdocument than to underdocument.

You may be concerned that, if you reference too much, your instructors will think the paper is not your own work. That is not so. The method of organization is yours, as well as the purpose which ties the material together, the topic sentences, concluding sentences, analytical and evaluative comments which allow the reader to make sense out of the reference material, and probably most of the introductory and concluding paragraphs.

What Style Should I Use?

Always ask the professor which documentation style is required for the assignment. Styles can vary greatly between journals even within one scientific field. If no specifics are given, this Fastfacts can serve as a guide to one of the standard formats, described in the 7th edition of *Scientific Style and Format: The CSE Manual for Authors, Editors, and Publishers* (known as the CSE style), used in all scientific disciplines related to experimental and observational science (including physical sciences, mathematics, and life sciences).

How Do I Reference?

This handout describes the **Name-Year (N-Y) system**, but two other systems are also commonly used within CSE style: Citation-Sequence (C-S) and Citation-Name (C-N). Whatever system you choose, be consistent. Following is a brief explanation of each system:

- The **Name-Year (N-Y)** system includes the author and year in parentheses within the text, e.g., (Jones 2011), and lists the references in alphabetical order within the References list.
- The **Citation-Sequence (C-S)** system uses a superscript number for each citation within the text, starting at ¹. Entries in the References list are listed *numerically* according to the order of their inclusion within the text. Numbers are placed before punctuation, and there is a space before and after the superscript citation ² except when followed by punctuation as shown here ^{1,3-5,12}. The same number is used for all in-text references to the same document.
- The **Citation-Name (C-N)** system requires you to list all of your references in the References list in alphabetical order by author and then by title. References are numbered in this order. Where that reference is to be cited in the text, insert the reference number in superscript form, e.g., ^{1,5-6,18}.

The disadvantage of the C-S and C-N systems is that adding a reference later in the writing process will require renumbering of some or all references in the list and therefore within the text. In the C-S system, adding or moving text may also require renumbering of references. However, the advantage of both numbered systems is that the inclusion of superscript numbers does not interrupt the flow of text in a sentence as much as does a series of name-year citations.

In the N-Y system, footnotes or endnotes can be used for content that supplements important information in the text, or for copyright permission.

This handout provides examples of the CSE format for citations within the text (see “A. In-Text References”) as well as for your References list (see “B. End References”) according to the N-Y system. For information on the C-N system, see the Fastfacts *CSE: Citation-Name*. For information on other systems, go to the Writing Services Web site at www.writing-services.uoguelph.ca and click on the Citations and Referencing link on the right-hand sidebar.

A. In-Text References

In-text references (also called parenthetical references) include the author’s last name and the year of publication. These citations can be included within a sentence in various ways, but you should always place them as close as possible following the relevant title, word, or phrase. Avoid placing citations at the end of long clauses or sentences, because the concept being referenced may be unclear. They can be placed

- as part of the sentence, using the parentheses to include whatever reference information is not in the sentence:

Smith (2009) tested this hypothesis; OR
Smith’s (2009) study tested this hypothesis; OR
In 2009, Smith tested this hypothesis.
- OR at the end of a short sentence in parentheses, if the concept is singular and clear:

This hypothesis was tested (Smith 2009).
Six species share this trait (Jones 2010).
- but NOT at the end of a sentence if the reader would be confused about which reference showed which result:

AVOID THIS: Several studies were conducted, and although some found that temperatures increased after treatment, most found that they decreased (Smith 2009; Jones 2010; Winters and Green 2011).

If you include the titles of works within the text of your paper, use “double quotation marks” for the title of an article or chapter, and *italics* for the title of a book or a periodical (a work that is published regularly, such as a newspaper, journal, or magazine).

The following list explains what information needs to be included for various situations in an N-Y citation for both electronic and print sources.

ONE OR TWO AUTHORS

... was tested (Smith 1970).
... for measurement (ISO 1979).
... (Elias and Williams 1981).

THREE OR MORE AUTHORS

... (Lui et al. 1995).

ORGANIZATION/GROUP AS AUTHOR

Use the abbreviation for the name of the organization.

... (HSF 2008).
... (ISO 1979).

ANONYMOUS AUTHOR / NO AUTHOR

Do not use “Anonymous.” Instead, include the first word(s) of the title (only as many as are needed to distinguish the source from others) followed by an ellipsis (...).

... (Protocol... 2004).

NO DATE

... (Smith [date unknown]).

MULTIPLE SOURCES, SAME AUTHOR

Order them chronologically, earliest to latest.

... (Jones 1985, 1993, 2006).

If there are several in the same year, add a designator (a, b, c, etc.) to the year in the citation and the reference list.

... (Jones 2007a, 2007b).

Include the “a” and “b” when listing these sources in your reference list.

MULTIPLE SOURCES, DIFFERENT AUTHORS

List them chronologically, and alphabetically if they were published in the same year. Separate authors with a semi-colon.

... (Sergeant 1973, 1975; Klevezal and Thompson 1980; Jones 1998a, 1998b; Alberts et al. 2001; Stanford 2001).

DIFFERENT AUTHORS, SAME LAST NAME

If the citations would otherwise be identical, provide initials or enough other names to distinguish between them.

... (Smith NB 1993; Smith TR 1993).

... (Elias BL and Elias SR 2004).

... (Smith, Jones, et al. 1990; Smith, Williams, et al. 1990).

A SPECIFIC PART OF A SOURCE

As described in the previous (6th) edition of CSE:

... (Zelickson and Robbins 1986, p 24).

A SECONDARY SOURCE

According to the CBE, you should never place in a reference list material that you have not seen. When you want to cite a source based on information provided in another source, always obtain the original document or item to verify that the information is accurate. If you are unable to locate the original, as in the example below, you need to cite the source that you actually did look at, but include enough information in your text to explain how you obtained the information.

... Brown (2003) describes the results of a 1911 study by A. F. King in which X was found to absorb Y.

Your reference list will include Brown 2003 but not King 1911.

UNPUBLISHED INFORMATION

Unpublished information that is not available to other scholars is indicated parenthetically in the text only, with a note indicating it is not in the References list. Instead, add a "Notes" section at the end of your paper to provide further details about the communication, meeting, or materials, such as purpose, time, date, location, etc.

... (a 1998 Mar 26 e-mail from JR Ewing to me; unreferenced, see "Notes").

... (my 2004 Feb 17 notes from BIOL1030 lecture by T Dukator; unreferenced, see "Notes").

COURSE AND LECTURE MATERIALS

Course readers: Use the article authors as authors and the date of the reader as the year of publication.

... (Winston and Blais 2003).

Course manual: Treat these as books, using the instructor as author (unless another author is indicated).

Lecture notes: Treat these as books if they are published, but as unpublished information if they are your own notes or are unpublished. Course or lecture notes may be considered "published" only if they have been copied and distributed in print or on the Web *with the instructor's permission*.

B. End References

The reference list comes at the end of your paper and provides the full bibliographic information for your materials. Works you have cited within your paper should be listed in alphabetical order under "References" or "Literature Cited." If you used other material but didn't specifically cite it, include it in a section called "Additional References."

In CBE format, square brackets are used to show that information has been added by the person doing the citing, e.g., [date unknown], [videocassette], [cited 2011 Jan 23].

References to nonprint materials may use both a "**content designator**" to indicate the nature of a work, (e.g., editorial, letter, dissertation, database, computer program, homepage, etc.) and a "**medium designator**" to indicate the specific nonprint medium (e.g., videocassette, microfiche, Internet, CD-ROM, DVD, etc.). You can combine them as [database on the Internet] and [homepage on the Internet].

The following examples show you how to format various kinds of reference list entries. The difference between the Name-Year system described here and the Citation-Name system described in another Fast-facts is in the *placement and punctuation for the year of publication*.

ONE TO TEN AUTHORS

Author AA, Author BB, Author CC. Year. Title of work. Edition. Place of publication (State or Prov): Publisher name. Number of pages p.

Agrios GN. 1978. Plant pathology. 2nd ed. New York (NY): Academic Press. 703 p.

Davidson RH, Lyon WF. 1979. Insect pests of farm, garden, and orchard. 7th ed. New York (NY): John Wiley & Sons. 596 p.

MORE THAN TEN AUTHORS

List the first 10 authors, with the 10th author's initials followed by a comma and "et al."

ORGANIZATION/GROUP AS AUTHOR

If there is a personal author and a group author, use the personal author. If an organization, use the abbreviation in the in-text reference, e.g., as (HSF 2008), as well as at the beginning of the end reference. Alphabetize the entry in the end references as though the name were spelled out in full.

[HSF] Heart & Stroke Foundation. 2008. Blood pressure action plan [Internet]. Ottawa (ON); [cited 2008 Aug 12]; [1 page]. Available from: <http://www.heartandstroke.com/site/c.ikIQLcMWJtE/b.3484475/>.

[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 (US).

ANONYMOUS AUTHOR/NO AUTHOR

Omit author from reference, and begin with title. Do not use "Anonymous." (The in-text reference is Protocol... 2004)

Protocol for sterile procedures. 2004. Toronto (ON): Association for Microbiological Standards. 35 p.

DATE UNKNOWN

Smith RA. [date unknown]. Health problems in the elderly. New York (NY): John Wiley & Sons. 315 p.

AN EDITED BOOK OR COLLECTION

Author AA, Author BB, editors. Year. Title of work. Edition. Place of publication: Publisher name. Number of pages p.

Gilman AG, Rall TW, Nies AS, Taylor P, editors. 1990. The pharmacological basis of therapeutics. 8th ed. New York (NY): Pergamon. 1389 p.

PART OF AN EDITED BOOK OR COLLECTION

Author(s) of the part. Year. Title of the part. In: Author(s) or Editor(s). Title of book. Edition. Place of publication: Publisher name. pages of part.

Kuret JA, Murad F. 1990. Adenohypophyseal hormones and related substances. In: Gilman AG, Rall TW, Nies AS, Taylor P, editors. The pharmacological basis of therapeutics. 8th ed. New York (NY): Pergamon. p. 1334-1360.

If the author of the part also happens to be the book author or editor, use this format:

Author(s) or Editor(s). Year. Title of book. Place of publication: Publisher name. Kind of part and its numeration, title; pages of part.

Hebel R, Stromberg MW. 1976. Anatomy of the laboratory rat. Baltimore (MD): Williams & Wilkins. Part C, Digestive system; p. 43-54.

UNPUBLISHED INFORMATION

Include in the References list only those items that would be retrievable by other scholars (i.e., in a public archive such as a library). If not retrievable, see previous section "Unpublished Information" under "A. In-Text References." If retrievable but no title is available, construct one using the first few words of the document, and place it in square brackets. After the location information, include the library call number or other information.

For manuscripts:

Author(s). Date. Title of material. Physical description. Notes.

Darwin C. 1863. Letters to Sir William Jackson Hooker. 2 boxes. Located at: Archives, Royal Botanic Gardens, Kew, London (England); MS L.4562.

For a conference:

Author(s). Date of the conference. Title of paper. Paper presented at: Title of conference. Number and name of the conference; Place of the conference.

A SECONDARY SOURCE

A secondary source is one that discusses material originally presented elsewhere (i.e., in a primary source). As mentioned under "A. In-Text References," obtain the original paper and cite it instead of the secondary source. If you can't obtain the original paper, cite in the References list only the secondary source that you actually read.

COURSE AND LECTURE MATERIALS

Course readers: Treat an article in a course reader as described under "Part of an Edited Book or Collection," edited by the instructor of the course.

Course manuals: Treat these as books, with the instructor as author (unless another author is indicated).

Stengos T. 2003. ECON*4640 Applied Econometrics course manual. Guelph (ON): University of Guelph.

Lecture notes: Treat these as books if they are published, but as unpublished information if they are your own notes, or are unpublished. Lecture notes are considered published if they have been copied and distributed in print or on the Web *with the instructor's permission*.

Print:

Stengos T. 2003. ECON*4640 Applied Econometrics course notes. Guelph (ON): University of Guelph.

Online:

Stengos T. 2003. ECON*4640 Applied Econometrics course notes. [Internet]. Guelph (ON): University of Guelph; [cited 2003 Nov 23]. Available from: <http://www.uoguelph.ca/econometrics.htm>

If there is no pagination in your online material, estimate how many pages it has:

Ganz PA. 1997 Apr. Menopause and breast cancer. *Innovations in Breast Cancer Care* [Internet]. [cited 1997 Nov 4];2(3):[about 10 p.]. Available from: http://www.meniscus.com/bcc/Art2_23.html/.

NOTE: When the reference ends with a URL, do not follow with a period unless the URL ends with a forward slash.

WEB SITE HOMEPAGE

A homepage is the first or introductory page of a Web site.

Author(s). Date of publication or copyright. Title of homepage [medium designator]. Edition. Place of Publication: Publisher; [date updated; date cited]. Available from: URL

If the homepage has no author, or if the organization is acting as both the author and publisher, begin with the homepage title and use the organization name as the publisher:

Title of homepage [medium designator]. Date of publication or copyright. Edition. Place of publication: Publisher; [date updated; date cited]. Available from: URL

Plant pathology at the University of Wisconsin - Madison [Internet]. c2011. Madison (WI): University of Wisconsin - Madison, College of Agricultural and Life Sciences; [cited 2011 Jul 6]. Available from: <http://www.plantpath.wisc.edu/index.php>

NEWSPAPER ARTICLE

Author AA, Author BB. Date of publication. Article title. Newspaper title (edition). Section:beginning page or article (column number).

Rensberger B, Specter B. 1989 Aug 7. CFCs may be destroyed by natural process. *Washington Post*. Sect. A:2 (col. 5).

JOURNAL ARTICLE

Author AA, Author BB. Year. Article title. Journal Title. Volume number(issue number):inclusive pages.

Burns LH, Thorpe G. 1979. Fears and phobias. *Journal of Internal Medical Research*. 17(2):235-246.

ONLINE JOURNAL ARTICLE

Author AA, Author BB. Date of publication. Article Title. Journal Title (edition) [medium designator]. [date updated; date cited];Volume(issue):inclusive pages. Available from: URL doi#

Tong V, Abbott FS, Mbofana S, Walker MJ. 2001. In vitro investigation of hepatic extraction. *Journal of Pharmacy & Pharmaceutical Sciences* [Internet]. [cited 2001 May 3];4(1):15-23. Available from: [http://www.ualberta.ca/~csp/JPPS4\(1\)/F.Abbott/RSD1070.pdf](http://www.ualberta.ca/~csp/JPPS4(1)/F.Abbott/RSD1070.pdf) doi:10.1136/jpps.460.7600.1070

PARTS AND CONTRIBUTIONS TO WEB SITES

You may need to cite a portion of a Web site that is NOT a homepage, journal article, or book. If there is an author of the part, use this pattern:

Author(s). Date of publication or copyright. Title of part. Title of homepage [medium designator]. Place of publication: Publisher; [date updated; date cited]; [extent of part]. Available from: URL

Lai A. 2010. Somnambulism (sleepwalking): asleep with your eyes wide open. End your sleep deprivation [Internet]. Stanford (CA): Stanford Sleep and Dreams; [2011 Jul 3]; [about 7 screens]. Available from: <http://www.end-your-sleep-deprivation.com/somnambulism.html>

If there is no author for the part other than the author of the site, begin with the homepage citation:

Title of homepage [medium designator]. Date of Publication or copyright. Place of publication: Publisher. Title of part; date of publication of part [date updated; date cited]; [extent of part]. Available from: URL

Health Canada [Internet]. 2010. Ottawa (ON): Health Canada. Nutrition and healthy eating; 2010 Feb 08 [cited 2011 Mar 8]; [1 screen]. Available from: <http://www.hc-sc.gc.ca/fn-an/nutrition/index-eng.php>

PERSONAL COMMUNICATIONS

The CSE manual suggests that written personal communication such as letters and email be cited within your paper and acknowledged in a “Notes” section, rather than being included in the References list (see example in section A, under “Unpublished Information”).

SOME GUIDELINES FOR REFERENCING ELECTRONIC SOURCES

Remember to acknowledge electronic sources and to evaluate them critically since much of the material on the Internet is inappropriate for use in an academic paper. Ask yourself the following questions:

- Is this reference current?
- Has the work been critically evaluated and, if so, by whom?
- Who is the publisher or sponsoring organization?
- Does the work cite other sources?

For information about how to evaluate a Web site, go to www.lib.uoguelph.ca/assistance and look for the topic under [Online Tutorials](#).

Additional Resources

This Fastfacts is based on *Scientific Style and Format: The CSE Manual for Authors, Editors, and Publishers*, 7th edition. If you can't find what you're looking for in this Fastfacts, visit their Web site at www.councilscienceeditors.org or consult the complete manual:

Council of Science Editors, Style Manual Committee. 2006. *Scientific style and format: the CSE manual for authors, editors, and publishers*. 7th ed. Reston (VA): The Council.

Need Advice or More Information?

- To find out about free appointments, drop-ins, workshops and more, visit www.writingservices.uoguelph.ca
- Questions or comments? Please email writing@uoguelph.ca.

Additional Relevant Fastfacts

- Plagiarism and Academic Integrity
- CSE: Citation-Name



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