

This presentation was prepared by the



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# CSE Formatting



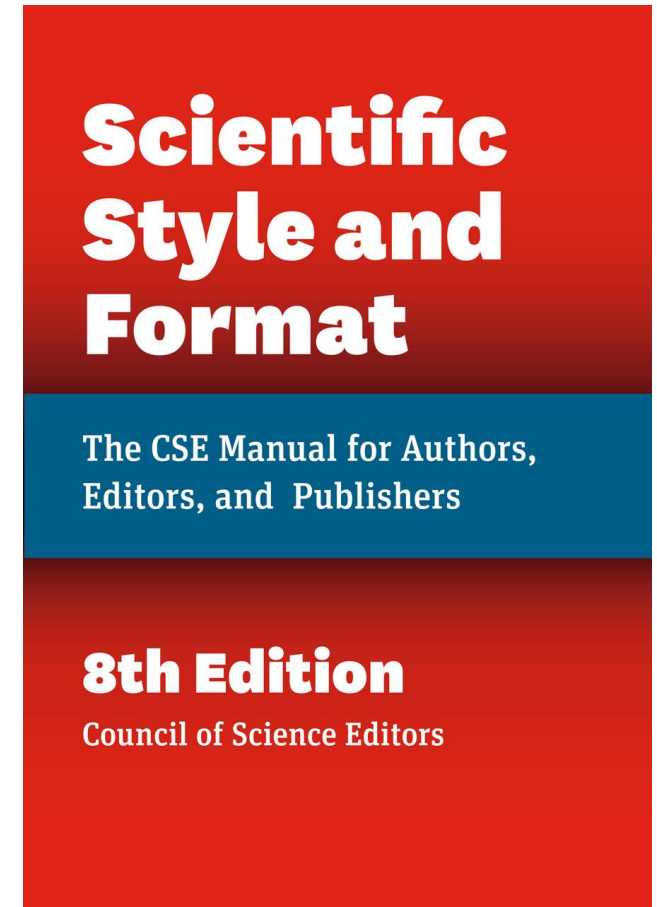
Council of  
Science Editors

The Council of Science Editors (CSE) style is used by biologists, zoologists, earth scientists, geneticists, and other scholars in the natural and physical sciences

# CSE regulates:

1. In-text citations
2. Works Cited list

CSE does not specify how a college paper should be formatted. Ask an instructor for requirements pertaining to a specific assignments



# **Most essays should:**

- **Be typed,**
- **Double-spaced** (with no single spacing and no extra spacing anywhere)
- Use a **12pt. standard serif font** (ex. Times New),
- Have **1” or 2.54cm margins**

# **CSE title page:**

In separate lines, center the:

- **title,**
- the **author's name** (no titles or degrees),
- the **course number,**
- and the **date**

The title page is counted as page one, but **omit a header and page number on the title page**

# **CSE header:**

**After the cover page add a header** in the upper right-hand corner, one-half inch from the top and flush with the right margin

To create the header and set automatic page numbering select **View** and then **Header and Footer**

Include an **abbreviated title and the page number (invisible for page one)**, numbering all pages consecutively

# **CSE sections and headings:**

CSE recommends the body of research papers typically be divided into **basic sections** and **use centered headings**, such as:

- Abstract
- Introduction
- Methods
- Results
- Discussion
- References

# **The main body of a CSE essay:**

Paragraphs should be **indented five spaces or one-half inch** by pressing the **Tab** key once

All sections should follow each other **without any extra breaks or line spaces**

Identify the sources used in the body of the paper with **in-text and parenthetical citations**



# **CSE In-text Citations**

CSE (The Council of Science Editors) style offers three different source citing systems to choose from

# CSE and outside sources:

There are three ways to reference a source:

1. **Summary:** a brief description of a longer passage
2. **Paraphrase:** a restatement of an idea in roughly the same length as originally described
3. **Quotation:** the exact same words used in the exact same way, presented between quotation marks

Whichever of these a writer uses, they will still need to use a CSE style in-text citation

# CSE citation styles:

CSE offers three ways to in-text cite sources. Ask instructors which specific citation system they prefer

1. **Name-year system:** the author's name and the year of publication within parentheses
2. **Citation-sequence system:** superscripted numbers inserted at the reference, sequentially numbered in order of appearance
3. **Citation-name system:** superscripted numbers inserted at the reference, numbered alphabetically by author

# **CSE name-year system:**

The in-text citations will be the **author's last name, or an abbreviated source title, with a publication year, enclosed in parentheses**

**No punctuation** is necessary within the parentheses

In the reference list at the end of the essay, **sources should be listed alphabetically by authors' last names**

# **CSE citation-sequence system:**

The in-text citations will be **superscripted sequential numbers** (1, 2, 3, etc.) **in order of appearance**. All subsequent references to a source will be marked with the same number

Apply superscript by selecting a number to format and using the **Font** options or simultaneously pressing **Ctrl, Shift and +**

In the reference list at the end of the essay, **sources should be listed by order of appearance in the text and numbered sequentially**

# **CSE citation-name system:**

The in-text citations will be **superscripted sequential numbers (1, 2, 3, etc.) matching the numbering of the reference list**

In the reference list at the end of the essay, **sources should be listed alphabetically by author and numbered sequentially**

In-text citation <sup>1</sup> will refer to the first source in the **reference list**.  
In-text citation <sup>2</sup> will refer to the second source in the **reference list**

# **CSE signal phrases:**

Introduce quotations with a **signal word or phrase**—usually including an author's last name

Choose **verbs in signal phrases that are appropriate for the source** and how it is being used

The citation does not need to also include that information. Keep the citation brief and **do not repeat any information**

# **CSE tense:**

The **methods used** in an experiment and the **results obtained** should be **reported in the past tense**

Past tense indicates that the research discussed is part of the cannon of all scientific knowledge

**Present tense** may be used in introductions to **acknowledge currently accepted beliefs**, and **future tense** may be used in conclusions to **suggest plans for further inquiry**



# **CSE References**

CSE provides the information needed to locate and retrieve any source cited in the body of a paper

# CSE reference list:

A list of references should appear at the end of a CSE paper. It provides the information necessary for a reader to **locate and retrieve any source cited in the body of the paper**

Begin the **double-spaced** list of sources cited on a new page and center the title **“References”** at the top

Each source cited in the paper **must appear** in the reference list. Likewise, each entry in the Works Cited list **must be cited** in the text

# **CSE reference organization:**

CSE offers three ways to organize a reference list. The order will **depend on the in-text citation system used** in the text of the essay

- 1. Name-year:** Sources are listed alphabetically by authors' last names
- 2. Citation-sequence:** Sources are listed by order of appearance in the text and numbered sequentially
- 3. Citation-name system:** Sources are listed alphabetically by author and numbered sequentially

# **CSE reference templates:**

## **Year-name references templet:**

Last FM. Year. Book/article title: subtitle. Edition. Journal.  
Volume(Number). City (State): Publisher; p.#.

## **Citation-sequence and citation-name references templet:**

Last FM. Book/article title: subtitle. Edition. Journal.  
Volume(Number). City (State): Publisher; Year; p.#.

# **CSE authors' names:**

List **last names first**, followed by **first and middle initials**. Do not use a comma between the last name and the initials or periods or spaces after the initials

List up to **ten authors** for a source, separating each from another with a comma

For sources with **eleven or more authors** list the first ten followed by a comma and the phrase “et al.”

# **CSE titles:**

**Capitalize the first word** of the title of **books and articles** and any **proper nouns** in the title of subtitle

**Abbreviate journal titles** longer than one word. Omit the words **“the”** and **“or”** and any **apostrophe** marks

**Capitalize every word or abbreviation** in a **journal title**

# **CSE hanging indent:**

Flush left the first line of the entry and **hanging indent** subsequent lines

Under **Indentation**, use the **Special** pull-down menu to select hanging indent by 0.5" or 1.27cm

The purpose of the hanging indent is to allow the reader to skim without distractions by visually isolating, at the left margin, the name or word under which the item is alphabetized

# **Getting help with CSE:**

**A Pocket Style Manual,**

by Diana Hacker

**Scientific Style and Format Online, [scientificstyleandformat.org](http://scientificstyleandformat.org)**

**Madonna University Writing Center,**

Room 2300 (Inside the Library),

(734) 432-5304,

[writingcenter@madonna.edu](mailto:writingcenter@madonna.edu)





# Works Used

Hacker D, Sommers N. A pocket style manual. 8th ed. Boston (MA): Bedford/St. Martin's; 2017; p. 277- 292.

Council of Sciences Editors. Scientific style and format:

the CSE manual for authors, editors, and publishers.  
8<sup>th</sup> ed. Wheat Ridge (CO): Author; 2014.