Introduction

The Council of Science Editors scientific style of documentation is used in the biological sciences and many other fields of scientific study as well. Like the Chicago Manual of Style, it offers three approaches for documenting sources: 1) a citation/sequence system, 2) a name/year system, and 3) a citation/name system. This guide explains the Citation/Sequence system.

Inserted at the point of reference, superscripted numbers interact with sequentially numbered entries on a References list located at the end of the book or document.

This guide is based on Scientific Style and Format: The CSE Manual for Authors, Editors, and Publishers (7th ed.), a publication of the Council of Science Editors. The standards of documentation they present follow those found in National Library of Medicine Recommended Formats for Bibliographic Citation (NLM 1991).

Citing Sources within Your Paper (Using In-Text Numbering)

The CSE - Citation/Sequence in-text citation system is simple: It relies on numbers. Unlike the Name/Year system, no parenthetical information is required. All that's needed is a superscripted number: a raised numeral located at the end of a clause or sentence identifying the content as outside source material.

The superscripted number flags the reader's attention to a correspondingly numbered entry on a References list located at the end of a book or document.

In-Text Numbering Rules

CSE In-Text Numbering Rules are as follows:

In-text superscripted numbers appear after the punctuation and quotation marks at the end of a cited clause or sentence. There is no space between the punctuation and the numeral.

Source material located in the first part of a sentence separated by an em dash (two hyphens) is cited with the number placed before the dash begins.
Beginning with 1, each number follows in sequential order from page to page. When citing a previously mentioned source, use the first number assigned to the source. When referring to more than one source, separate the numbers using commas. When referring to a source cited in another source, use the phrase "cited in":

The data\(^1\text{2}\)(cited in 8) collected in the third month of study...

Superscripted numbers can be created in Microsoft® Word.

**How to Superscript Numbers with Microsoft® Word 2007 or later**

1. Select the number you want to superscript.
2. Click on the superscript icon located in the font box (\(x^2\)).
3. Click on the superscript icon again to return to normal font.

**How to Superscript Numbers with Microsoft® Word 2003 or earlier**

1. Select **Font** on the tool bar **Format** drop-down menu and open the **Font** tab.
2. Select the same font and style used in the rest of your document.
3. Select a font-size one or two points smaller than the body text.
4. Select automatic (for black) or another color choice from the Font color menu.
5. Check the **Superscript** option in the **Effects** section.
6. Click OK, return to your document and insert your superscript number.
7. Once inserted, you must return to the **Font** dialogue box and uncheck the **Superscript** selection before entering any more text.

**Citing Sources at the End of Your Paper**

The end documentation in the CSE Citation/Sequence system is called *References* list. It is located at the end of a document or book and contains all the bibliographic information needed to find out more about each cited source within the text.

This page is a selective bibliography and does not include a full accounting of sources related to or consulted before you began writing your document, but only those actually cited. You may want to include sources that directly informed your thinking but aren't explicitly cited in the text on a separate page entitled *Additional References*. Further reading suggestions or a fuller bibliography should be placed on yet another page entitled *Additional Reading* or *Bibliography*.

Proper CSE documentation depends on the *References* page. Without it the in-text numbers would make little sense as they would no longer be pointing at any corresponding entries in the end documentation.

**References Formatting Rules**

*CSE references list formatting rules* call for the end documentation to begin on the last page of your document, not on a separate one. If your document is 6½ pages long, the *References* list should begin on page 7, directly below the concluding text of your document.

**The references list** formatting rules are as follows:

*References* is the most common title, however *Cited References* or *Literature Cited* are acceptable titles as well.
The title should be placed flush-left on the page and may appear **Bold**, *Underlined*, or capped in UPPERCASE letters.

Double space between title and first entry; single-space all other entries.

Set font-size one or two point (type) sizes smaller than the document text.

Page numbers are included when specific passages rather than entire sources are being cited and in the case of quotations.

Arrange entries numerically, following their initial in-text order of appearance. Each number should be followed by a period and one space.

**Individual entries** may be formatted in the following three ways:

- No indentation. All lines in each entry flush-left.
- Numbers flush-left. All lines in each entry indented one or two spaces.
- Indent the first line of each entry five spaces from the left margin (the normal tab-button default space). Subsequent lines are flush-left.

**Bibliography Formatting Rules**

**CSE bibliography formatting rules** differ significantly from the *References* rules:

- The title—*Bibliography*—replaces the word References at the top of a separate page.
- Numbers are omitted altogether and entries are arranged alphabetically, last name first, instead of numerically.
- Optional elements such as author affiliations, original language, notes, etc., may be included here. More information on their placement is available online in *National Library of Medicine Recommended Formats for Bibliographic Citation* (pdf file).

**Examples of CSE Citation/Sequence References Formatting**

- Books and Book Parts
- Scholarly and Professional Journals
- Newspaper and Magazine Articles
- Conference Proceedings, Papers and Abstracts
- Scientific and Technical Reports
- Dissertations, Theses and Patents
- Legal Materials
- Audio and Video Materials
- Electronic and Internet Sources
- Unpublished Work

**Books and Book Parts**

**Note:** For consistency, book entries should be formatted with the initials of authors and editors first names when the References list includes journal article entries [for which the rule calls for using initials rather than the first names of authors and editors] as well.

**1. Book with One Author**

**Format:**
Entry number. Last name and initial(s) of first author, [followed by last name and initial(s) of other authors, if any]. Title of book [capitalize only the first word and proper nouns]. Place of publication: publisher; year of publication. Number of pages.

Example:


2. Book with Two or More Authors

Format:
Entry number. Last name and initial(s) of authors in the order in which they appear on the title page [note: periods are not used after initials; separate authors with commas]. Title of book. Place of publication: publisher; year of publication. Number of pages.

Example:


3. Edited Books

Format:
Entry number. Last name and initial(s) of editor, [followed by last names and initial(s) of other editors, if any], editors. Title of book. Information about edition (if applicable). Place of publication: publisher; year of publication. Number of pages.

Example:


4. Books with Author, Editor, Translator and Note

Format:
Entry number. Last name and initial(s) of author. Title of book. Last name and initial(s) of translator, translator; last name and initial(s) of editor, editor. Place of publication: publisher; year of publication. Number of pages. Note.

Example:


5. Microform Books

Format:
Entry number. Last name and initial(s) of author, [followed by last names and initial(s) of other authors, if any]. Title of book [type of microtext]. Place of publication: microform publisher; year of publication. Number of reels. Type of film.

Example:


6. Titled Book in Multivolume Work
Format:
Entry number. Last name and initial(s) of author, [followed by last name and initial(s) of other authors, if any]. Title of volume. Volume number, title of multivolume work [note: include the total number of volumes if referring to all volumes in the work]. Place of publication: publisher; year of publication. Number of pages.

Example:

7. Titled Book Chapter

Format:
Entry number. Last name and initial(s) of author, [followed by last names and initial(s) of other authors, if any]. Title of book. Place of publication: publisher; year of publication. Part or chapter title; inclusive pages.

Example:

8. Titled Book Chapter not Written by Book Author

Format:
Entry number. Last name and initial(s) of author of chapter or part, [followed by last names and initial(s) of other authors, if any]. Title of chapter or part. In: last name and initial(s) of author or editor of book [followed by last names and initial(s) of other authors or editors, if any]. Title of book. Edition information. Place of publication: publisher; year of publication. Inclusive page numbers.

Example:

9. Corporate or Group Author

Format:

Example:

10. Unknown Author

Format:

Example:
11. Book in an Edition Other Than the First

Format:
Entry number. Last name and initial(s) of author, [followed by last names and initial(s) of other authors, if any]. Title of book. Edition information. Place of publication: publisher; year of publication. Number of pages.

Example:

12. Anthology or Collection with an Editor

Format:
Entry number. Last name and initial(s) of editor, editor. Title of book. Edition information. Place of publication: publisher; year of publication. Number of pages.

Example:

13. Foreword, Introduction, Preface, or Afterword of a Book

Format:
Entry number. Last name and initial(s) of author(s) [note: if the part is written by someone other than the author(s) of the book identify the author or editor of the book before the book title]. Title of book part. In: last name and initial(s) of editor, editor. Title of book. Edition information. Place of publication: publisher; year of publication. Inclusive pages.

Example:

14. Published Proceedings of a Conference

Format:
Entry number. Last name and initial(s) of editor, editor [note: list the editors of the proceedings as authors or, if there are no editors, list the name and number of the conference. Name and number of conference. Title of publication; date of conference; place of conference; place of publication: publisher; year of publication. Number of pages.

Example:
14. McMahon C, Dutta D, Huang G, editors. PLM-SP5. Product Lifestyle Management: Supporting the extended enterprise ; 2009 Jul 6-8; Bath (GB); Geneva (CH): Inderscience Publisher; 2009. 780 p.

15. Published Dissertation or Thesis

Format:
Entry number. Last name and initial(s) of first author, [followed by last name and initial(s) of other authors, if any]. Title of book  [dissertation or thesis in brackets following the title]. Place
of publication: publisher [note: treat the institution granting the degree as the publisher]; year of publication. Number of pages. Follow with "Available from:" or "Located at:" and list information used to locate the source (including acquisition or database numbers).

Example:


Scholarly and Professional Journals

Note: When there are between two and ten authors, list all authors in the entry. When there are more than ten, list only the first ten.

1. General Format for Journal Articles

Format:
Entry number. Last name and initial(s) of author, [followed by last names and initial(s) of other authors, if any]. Article title. Title of journal [note: omit articles, conjunctions, and prepositions from the title]. [abbreviated according to the National Information Standards Organization] Year month and day of publication; volume number(issue number):inclusive page numbers [note: there are no spaces between the year, volume number, and page numbers].

Example:


2. Journal Article Specified by Type (i.e., Editorial)

Format:
Entry number. Last name and initial(s) of author, [followed by last names and initial(s) of other authors, if any]. Article title [type of article]. Title of journal. Year;volume(issue number):inclusive page numbers.

Example:


3. Journal Article Paginated by Issue

Format:
Entry Number. Last Name and Initial(s) of Author, [followed by last names and initial(s) of other authors, if any]. Article Title. Title of Journal. Year of Publication; volume (issue number): inclusive page numbers.

Example:


4. Article Published on Non-Contiguous Journal Pages

Format:
Enter number. Last name and initials of author, [followed by last names and initials of other
authors, if any]. Title of article. Title of journal. Year of publication; volume number: first set of inclusive pages, second set, etc.

**Example:**


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**5. Article Published in a Journal Supplement**

**Format:**
Enter number. Last name and initial(s) of author, [followed by last names and initial(s) of other authors, if any]. Title of article. Title of journal. Year of publication; volume(issue number and supplement):inclusive page numbers.

**Example:**


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**6. Article Published in a Volume Supplement**

**Format:**
Enter number. Last name and initial(s) of author, [followed by last names and initial(s) of other authors, if any]. Title of article. Title of journal. Year of publication; volume and supplement number:inclusive page numbers.

**Example:**


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**Newspaper and Magazine Articles**

**1. Signed Newspaper Articles**

**Format:**
Enter number. Last name and initial(s) of author, [followed by last names and initial(s) of other authors, if any]. Title of article. Title of newspaper year month day of publication; Section information: Page number (and column designation, if available).

**Example:**


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**2. Unsigned Newspaper Articles**

**Format:**
Enter number. [Anonymous]. Title of article. Title of newspaper. Year month day of publication; Section designation: Page number (and column designation, if available).

**Example:**

3. Magazine Articles

**Format:**
Enter number. Last name and initial(s) of author, [followed by last names and initial(s) of other authors, if any]. Title of article. Title of magazine year and month of publication: Inclusive page numbers.

**Example:**


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**Conference Proceedings, Papers and Abstracts**

Formats for conference proceedings vary according to whether their titles are the same as the conference or not; formats for papers and abstracts presented at a conference vary according to whether they are published in the proceedings with an individual title or with the same title as the conference.

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1. Proceeding Titles that Share Conference Titles

**Format:**
Enter Number. Last Name and Initial(s) of Editor, [followed by last names and initials of other editors, if any], editor(s). Description of proceedings and Title of Conference; Year Month Days of Conference; Location of Conference. Place of Publication: Publisher; Year of Publication. Number of Pages.

**Example:**


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2. Proceeding Titles that Do Not Share Conference Titles

**Format:**
Enter Number. Last Name and Initial(s) of Editor, [followed by last names and initials of other editors, if any], editor(s). Title of proceedings. Title of Conference; Year Month Days of Conference; Place of Conference. Place of Publication: Publisher; Year of Publication. Number of Pages.

**Example:**


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3. Papers that Share Conference Proceeding Titles

**Format:**
Enter Number. Last Name and Initial(s) of Author, [followed by last names and initials of other authors, if any]. Title of paper. In: Description of proceedings and Title of Conference; Year Month and Days of Conference; Location of Conference. Place of Publication: Publisher; Year of Publication. Page Numbers.

**Example:**

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4. Papers that Do Not Share Conference Proceeding Titles

Format:
Entry Number. Last Name and Initial(s) of Author, [followed by last names and initials of other authors, if any]. Title of paper. In: Last Name and Initial(s) of Editor, [followed by last names and initials of other editors, if any], editor(s). Title of proceedings. Title of Conference; Year Month and Days of Conference; Conference Location. Place of Publication: Publisher; Year of Publication. Page Numbers. (Series Information, if applicable.)

Example:

5. Abstracts

Format:
Entry Number. Last Name and Initials of Author [followed by last names and initials of other authors, if any]. Title of abstract [abstract]. In: Title of proceedings/conference; Year Month and Days of Conference; Location of Conference. Place of Publications: Publisher; Year of Publication. Page Numbers. Abstract Number [if available].

Example:

Scientific and Technical Reports

Formats for scientific and technical reports vary according to the organization responsible for the report.


Format:
Entry Number. Name of Agency or Department (US) [Abbreviation of Agency or Department]. Title and description of report. Place of Publication: Publisher; Year and Month of Publication. Number of Pages or Volumes. Availability Statement.

Example:


Format:
Entry Number. Last Name and Initial(s) of Author, [followed by last names and initial(s) of other authors, if any] (Name of Responsible Organization). Title and description of report. Place of Publication: Publisher or Sponsoring Organization; Year Month and Day of Publication. Report Number. Contract Number. Number of Pages. Availability Information.

Example:


Format:
Entry Number. Name of Responsible Organization [abbreviation of performing organization]. Title and description of report. Place of Publication: Publisher; Year and Month of Publication. Report Number. Number of Pages.

Example:


Dissertations, Theses and Patents

1. Dissertation or Thesis

Format:
Entry Number. Last Name and Initial(s) of Author. Title of dissertation or thesis [dissertation or thesis]. Place of Degree-Granting Institution: Degree-Granting Institution; Date of Degree. Number of pages. Availability Information. Identifying Information.

Example:


2. Patent

Format:
Entry Number. Last Name and Initial(s) of Inventor, [followed by last names and initials of other inventors, if any], inventor(s). Assignee. Title of Patented device or process. Patent descriptor. Year Month Day the Patent Was Issued.

Example:


Legal Materials
Note: The NLM (National Library of Medicine Recommended Formats for Bibliographic Citation) does not offer its own guidelines for documenting legal references. The CSE instead defers to A Uniform System of Citation (HLRA 1992) and offers the formats below, based on their recommendations.

1. Court Cases

Format:
Entry Number. Title of Case, Volume Source Page Numbers (Court and Date).

Example:

2. Statutes

Format:
Entry Number. Title of Statute, Volume Number Source Section Number § (Year of Publication)

Example:

3. U.S. Senate Bills, Unenacted

Note: This example was taken from CSE's Scientific Style and Format (p 663).

Format:
Entry Number. Senate Bill Number, Number of Congress, Number of Session Section Number § (Year).

Example:

4. State Joint Resolutions, Enacted

Note: This example was taken from CSE's Scientific Style and Format (p 663).

Format:
Entry Number. Resolution Number, Legislature Number, Session Number, Year Collection of Laws

Example:

5. U.S. Senate Hearings

Format:
Entry Number. Title of Hearing, Number of Congress, Session Number. (Year)

Example:

Media Sources
1. Sound Recording

**Format:**
Entry number. Title [type of medium in brackets]. Names of author(s), editor(s), conductor(s) etc. Name of producer (if corporate and different from publisher). Place of publication: publisher; year of publication. Quantity and physical description of the medium. (Series statement if available). Accompanying material. Availability information (if available).

**Example:**

2. Film or Video Recording

**Note:** This example was taken from CSE's Scientific Style and Format (p 664).

**Format:**
Entry number. Title [type of medium in brackets]. Names of author(s), editor(s), conductor(s) etc. Name of producer (if corporate and different from publisher). Place of publication: publisher; year of publication. Quantity and physical description of the medium. (Series statement if available). Accompanying material. Availability information (if available).

**Example:**
2. New horizons in esthetic dentistry [videocassette]. Wood, RM, editor. Visualeyes Productions, producer. [Chicago]: Chicago Dental Society; 1989. 2 videocassettes: 170 min, sound, color with black and white, 1/2 in. (Clinical topics in dentistry; Nr 46)

Electronic and Internet Sources

**Note:** CSE lists formats for only a few different types of electronic and Internet sources. For a greater variety (including bulletin boards, online databases, and electronic mail), see the National Library of Medicine Recommended Formats for Bibliographic Citation (NLM 1991).

1. Electronic Journal Articles

**Format:**
Enter number. Last name and initial(s) of author, [followed by last names and initial(s) of other authors]. Title of article. Abbreviated journal title [medium]. Year of publication; volume(issue): inclusive page numbers [if available]. Availability information. Date of access.

**Example:**

2. Electronic Books (Monographs)

**Format:**
Enter number. [Abbreviated name of corporate author, if appropriate]. Name of corporate author. TITLE OF MONOGRAPH [monograph online]. Place of publication: publisher; year of publication [update information, if applicable]. Availability information. Date of access.
Example:

3. Computer Program with an Author
This example was taken from CSE's Scientific Style and Format (p 669).

Format:
Entry number. Last name and initial(s) of author, [followed by last names and initial(s) of other authors, if any]. NAME OF PROGRAM [medium]. Version. Place of publication: publisher; year of publication. Physical description. System requirements.

Example:

4. Computer Program without an Author
Note: This example was taken from CSE's Scientific Style and Format (p 668).

Format:

Example:
4. GRATEFUL MED [computer program]. Version 5.0. Bethesda (MD): National Library of Medicine; 1990. 5 computer disks: 5 1/4 in.; or 2 computer disks: 3 1/2 in. Accompanied by: 1 user's guide; troubleshooting guide. System requirements: IBM PC family or fully compatible computer; DOS 2.0 or higher; Hayes Smartmodem or fully compatible modem; 384K RAM required, 512K RAM recommended; 1 or more floppy drives; hard disk with a minimum of 2 MB of free space recommended.

5. Databases
Note: This example was taken from the National Library of Medicine Recommended Formats for Bibliographic Citation Supplement: Internet Formats. (p 49).

Format:
Entry number. Last name and initial(s) of author, [followed by last names and initial(s) of other authors, if any]. Title of database. Version. Place of publication: publisher. Date of publication [date of update/revision; date of citation].

Example:
6. Web Sites

Format:
Entry number. Last name and initial(s) of author; title of webpage [internet]. Place of publication: publisher; date of publication [date of update/revision; date of citation]. Available from: (insert URL)

Example:

7. Email Communications

Format:
Enter number. Author of message. Title of message. Message to: message recipient. Date of publication [date of citation].

Example:

8. Discussion Lists

Format:
Enter number. Author of message. Title of message. In: title of list. [Place of publication: publisher]; date of publication; date of [citation date]. Numeration of message. Available from: insert URL

Example:

Unpublished Work

1. Letters

Format:
Enter number. Last name and initial(s) of letter author(s). [Description and date of letter]. Located at: repository and location of repository.

Example:

2. Manuscripts

Format:
Enter number. Title of document. [Description and date of document]. Located at: repository and location of repository.

Example:
3. Forthcoming Documents

**Format:**
Entry number. Last name and initial(s) of author, [followed by last names and initials of other authors, if any]. Title of forthcoming document. Abbreviated title of journal and year of forthcoming publication (if known). Forthcoming.

**Example:**

Additional CSE Resources

**Printed Resources:**


**Electronic Resources:**
The official *Council of Science Editors* web site, updated regularly, is the comprehensive guide to all things CSE: the organization, its journals, products and services.

The University of Wisconsin-Madison Writing Center, *CSE Documentation*

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