

## FORMATTING

- Double space the entire paper, including the title page and references.
- Set all four margins at 1 inch (2.5cm).
- Use 12 pt. Times New Roman font or similar.
- After the title page, include a right-aligned header. The header should include the title of the paper and the page number. The page number should be in Arabic numerals and start at 2 (the title page is page 1 but this is unmarked).

## HEADINGS

CSE does not standardize heading format. However, we recommend the following:

**Heading level 1** (flush left or centred, sentence case, **bolded**)

Heading level 2 (flush left or centred, sentence case)

*Heading level 3* (flush left or centred, sentence case, italicized)

## TABLES AND FIGURES

Label and title both tables and figures.

Tables are labelled “Table 1” and numbered consecutively. A title, which briefly identifies the data in the table, follows the label; both are positioned at the top of the table.



For more information on formatting Tables in CSE, see the CSE Manual Chapter 30, sections 1.1 to 1.6.

Figures (i.e. maps, graphs, charts, images) are labelled “Figure 1” and consecutively numbered. The labels, titles and captions are placed below the figure. A title, which briefly describes the figure, follows the label. A caption offers more detailed information on the figure.



For more information on formatting Figures in CSE, see CSE Manual Chapter 30, sections 2.1 to 2.3.

In the text of your paper, refer to tables and figures by their label:

The tensile strength of the new alloy was double that of the old one (Table 3).

## TITLE PAGE

- Titles use title case and are centered roughly 1/3 down the page
- Your name is centred halfway through the page.
- The course name, instructor’s name, and date appear on separate lines and centred at the bottom of the page.

The Effects of Tension and Stress on the Body
Jane Smith
Health 1100
William Thompson
January 20, 2024

## REFERENCES PAGE

The Reference list begins on a separate page, with “References” centred at the top:

The Effects of Tension and Stress on the Body 9
References
Bilgrami AL, Khan A. 2022. Plant nematode biopesticides. Academic Press. <a href="https://doi.org/10.1016/C2019-0-05471-4">https://doi.org/10.1016/C2019-0-05471-4</a>
Yencho GC, McCord PH, Haynes KG. 2008. Internal heat necrosis of potato – a review. <i>Am J Potato Res.</i> 85(1): 69-76. <a href="http://www.springerlink.com.ezproxy.tru.ca/content/915131u455763131/fulltext.pdf">http://www.springerlink.com.ezproxy.tru.ca/content/915131u455763131/fulltext.pdf</a> doi: 10.1007/s12230-008-9008-4

# CSE IN A NUTSHELL



This guide covers only the most common situations. For more information on CSE style, please consult these online resources:

Official CSE  
Online Manual:



TRU Library  
CSE Libguide:



Note: This guide is based on the *Council of Science Editors (CSE) Manual, 9th Edition*.

**Always check with your instructors to see if their requirements differ from those described here.**



## IN-TEXT CITATIONS

**Note: CSE has three documentation styles: Name-Year, Citation-Sequence, and Citation-Name. This guide focuses only on the Name-Year documentation style.**

In-text citations appear in the text of a paper to indicate that a source is being cited. They include the last name of the author and the date of publication:

...(Smith 2011).

If the author's name is mentioned in the text, give only the date in the parentheses:

Smith (2011) states...

CSE does not specify page numbers for direct quotations.

For indirect citations, mention the primary and secondary source in the parentheses, but only the secondary in the references.

...(Rawls 1971, cited in Brown 2008)

### **One Author**

...(Hodek 2002).

Hodek (2002) states...

### **Two Authors**

...(Barrow and Laborde 2008).

Barrow and Laborde (2008) explain...

### **Three or More Authors**

List only the first author.

...(Yencho et al 2008).

### **No Author**

Use the first word of the title, followed by an ellipsis (...). For multiple titles with similar first words, use the first few words to distinguish them.

...(Writing... 2024).

### **Personal Communication**

Unless the personal communication is public, written permission to use it must be included in an "Acknowledgements" or "Notes" section at the end of the document.

...(2022 letter from TD Perez to author; unreferenced, see "Notes").

### **Artificial Intelligence/GenAI (such as ChatGPT)**

Cite in-text only, not in the references. Include a description of the content that was created or edited in the sentence cited.

...(ChatGPT [OpenAI], response to question from author, 6 April 2023).

### **Abbreviating Journal Titles:**

CSE abbreviates titles of journals that are more than one word. For example:

Gender Issues → Gend Issues

European Journal of Entomology → Eur J Entomol

Journal titles in CSE are generally abbreviated according to the **List of Title Word Abbreviations** maintained by the ISSN International Centre. You can search for official abbreviations here:



For sources with 3 to 5 authors, list all authors in the end reference; for sources with more than 5 authors, list the first author followed by "et al."

### **Journal Article (with DOI)**

Haasnoot M, Lawrence J, Magnan AK. 2021. Pathways to coastal retreat. *Science*. 372(6548):1287–1290. <https://doi.org/10.1126/science.abi6594>

### **Journal Article (with URL)**

Hodek I. 2002. Controversial aspects of diapause development. *Eur J Entomol*. 99(1): 163-173. [www.eje.cz/pdfs/eje/2002/02/04.pdf](http://www.eje.cz/pdfs/eje/2002/02/04.pdf)

If page numbers are not present, use article number instead.

### **Book (Print)**

Tilley RJD. 2021. *Understanding solids: the science of materials*. 3rd ed. Wiley.

### **eBook (Online)**

Agarwal A et al, editors. 2022. *Oxford handbook of clinical surgery*. 5th ed. Oxford University Press. <https://doi.org/10.1093/med/9780198799481.001.0001>

### **Contribution to an Edited Book (Online)**

Stoffle RW, Arnold R, Van Vlack K. 2024. Native American science in a living universe: a Paiute perspective. In: Johnson EA, Arlidge SM, editors. *Natural science and Indigenous knowledge: the Americas experience*. Cambridge University Press. p 107–136. <https://doi.org/10.1017/9781009416665.005>

### **Newspaper/Magazine Article (Online)**

Zimmer C. 2021 Apr 9. To speed vaccination, some call for delaying second shots. *The New York Times*. [updated 2021 Apr 27]. <https://www.nytimes.com/2021/04/09/health/covid-vaccine-second-dose-delay.html>

## REFERENCES

### **Report (Online)**

[WHO] World Health Organization. 2023. World health statistics 2023: monitoring health for the SDGs. World Health Organization. <https://www.who.int/publications/i/item/9789240074323>

### **Databases and Data Tables**

The Human Protein Atlas. 2003—Present. Version 21.0. SciLifeLab; [updated 2021 Nov 18]. <https://www.proteinatlas.org/>

Statistics Canada. 2024. Table 38-10-0157-01 Protected and conserved ocean and coastal ecosystem extent account [data table]. Government of Canada. <https://doi.org/10.25318/3810015701-eng>

### **Maps**

Montrose Point Bird Sanctuary, Chicago, Illinois. [date unknown]. Google Maps; [accessed 2022 Jan 3]. <https://goo.gl/maps/GJALYGBXFZ8TSGK5A>

### **Part of a Lab Manual or Coursepack**

[TRU] Thompson Rivers University. 2023. BIOLOGY 0600 human biology lab manual. Thompson Rivers University.

### **Online Classroom (Moodle)**

Dickinson T. 2023. BIOL 3110: field ornithology guide to the native birds of the Thompson-Okanagan. Moodle. <https://moodle.tru.ca/login/index.php>

### **Website**

Zooming into the Sun with solar orbiter. 2022 Mar 24. The European Space Agency. [https://www.esa.int/Science\\_Exploration/Space\\_Science/Solar\\_Orbiter/Zooming\\_into\\_the\\_Sun\\_with\\_Solar\\_Orbiter](https://www.esa.int/Science_Exploration/Space_Science/Solar_Orbiter/Zooming_into_the_Sun_with_Solar_Orbiter)

### **Video (Online)**

Coronavirus: How to teach kids about COVID-19 [YouTube video]. 2020 Mar 23. BrainPOP. YouTube. 4:32 min. <https://www.youtube.com/watch?v=GoXxmzKdick>

### **Podcasts**

Petrie B. 2021 Apr 19. One in a million: what you need to know about the Johnson & Johnson vaccine pause [podcast]. Petrie Dish. Texas Public Radio. 27:09 min. <https://www.tpr.org/podcast/petrie-dish/2021-04-19/one-in-a-million-what-you-need-to-know-about-the-johnson-johnson-vaccine-pause>