

## CSE Basics (formerly CBE): Name-year system

Refer to *Scientific Style and Format: the CSE Manual for Authors, Editors, and Publishers* (Ref T 11 .S386 2006) for detailed information.

*Notes:* Always refer to instructor- or assignment-specific instructions, which may differ from this summary or the complete guidelines manual. See the end of this guide for a sample title page and paper in CSE format. There are 3 systems within CSE, (name-year, citation-sequence, and citation-name). Instructors may have a specific preference.

### **Formatting your paper:**

- Use a roman typeface, either serif (such as Times New Roman) or san serif (such as Helvetica), throughout the text. Italics should be used for journal titles, numbers or letters corresponding to figures, and words or phrases when introduced for definition.
- CSE does not specify preferred font size. Refer to your instructor for preference.
- CSE does not specify preferred margin settings. Use Word default settings unless your instructor specifies otherwise.
- Double-space the entire paper.
- Use tables when appropriate to present data. Eliminate any tables that are better presented as text. Each table should be placed on a separate page, and must include a table number, title, and column and row headings.

#### *Title page*

- For scientific articles, title pages should include: title, author, author affiliation, abstract (one-paragraph summary), and initial page number.
- Some instructors require the name of the school and/or class to be included on title pages.
- The title should clearly define the focus of the paper.

#### *Page numbers*

- Paginate ½ inch from the top of the page, flush right.
- Create a header with a short title, five spaces, and the page number. The title page is page 1.

### **Citing sources in-text:**

- You **MUST** give credit when you quote or paraphrase (use words or ideas) from another source, published or unpublished.
- When paraphrasing, give the author's last name and the source year in parentheses. Example: (Myers 2002).
- All references must clearly point to a specific source identified in your References page.

#### ***One author, paraphrased:***

Preliminary research shows that if a thousand monkeys type at a thousand typewriters, one of them really will write the great American novel (Smith 2000).

OR

In his research, Smith (2000) showed that a thousand monkeys....

#### ***Two authors, direct quote, less than forty words:***

“A thousand monkeys will never replace one good writer” (Smith and Jones 2002).

OR

According to Smith and Jones (2002), “a thousand monkeys will never replace one good writer”.

#### ***No author:*** Use a shortened title followed by an ellipsis (...)

Example: (Monkeys write ... 2001)


### **Need help citing sources? Ask a Librarian!**

In person @ the reference desk  
Email: [reference@dbq.edu](mailto:reference@dbq.edu)

Call: 589-3770  
IM (AIM or Yahoo): udreference

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## References List

- The References page is a list of the works you used to write your paper.
- Double-space the entire page.
- Alphabetize entries by the author's last name. If no author, alphabetize by title.
- The first line of each entry should be flush with the left margin. Subsequent lines are indented one-half inch (a single tab). In Microsoft Word 2007, highlight the reference list. In the *Paragraph* box of the *Home* tab, click the arrow icon  in the bottom right corner. Under *Indentation/Special*, Choose *Hanging*.

Books in the References page: Author's name. Year. Title of book. Place of publication: Publisher. Number of pages.

### ***Book, one author:***

Kruuk H. 1972. The spotted hyena: a study of predation and social behavior. Chicago: Univ of Chicago Pr. 426 p.

### ***Book, two authors:***

Golub ES, Garen DR. 1991. Immunology: A synthesis. Boston: Sinauer Assoc. 744 p.

Articles in the References page: Author's name. Date. Title of the article. Journal Name. Volume(issue): pages.

***Scholarly journal articles:*** Milleen JK. 1986. Verifying security. ACM Computing Surveys. 348(2):350-354.

***Magazine articles:*** Friederici P. 2005. True nature: decoding the egg. Audubon 107(2):22-29.

***Newspaper articles:*** Barringer F. 2004 Apr 21. Federal oceans commission finds decline along coasts. New York Times. Sect 1:3.

### ***Journal, magazine, or newspaper articles found through a database (Academic Search Premier, Lexis Nexis, etc.):***

Author. Date. Title of the article. Journal Name. Volume(issue): pages. In: Name of database [database on the Internet].

Copyright date [date accessed]. Available from: persistent link URL

Burns DM, Doroff AM. 2005. Decline in sea otter populations along the Alaska Peninsula, 1986-2001. Fisheries Bulletin 103:270-279. In: Academic Search Premier [database on the Internet]. c2005 [cited 2008 Jun 14]. Available from: <http://search.epnet.com/login.aspx?direct=true&db=aph&an=1208339>

Web pages in the References page: Homepage Title [Internet]. City (State): Organization/author. [Last updated date; cited date]. Available from: URL.

States Sue Top Five U.S. Global-Warming Polluters [Internet]. Des Moines (IA): Office of the Attorney General; [updated 2004 Jul 21; cited 2008 Jun 2]. Available from: [http://www.state.ia.us/government/ag/latest\\_news/releases/july\\_2004/global\\_warming.html](http://www.state.ia.us/government/ag/latest_news/releases/july_2004/global_warming.html)