



When you use the words or original ideas of another person in your writing, you need to document, or give credit to, the sources of those words or ideas. If exact words from the original are used, quotation marks are necessary. If you paraphrase or restate the idea in your own words, quotation marks are not required, but documentation of the source is still required.

There are several different formats for documentation. This explains the CSE (Council of Science Editors) format**. In this format, you briefly identify your sources in the text of your paper, then give the full information in the list of references at the end of the paper.

The CSE style manual describes two systems of documentation:

- the Citation-Sequence system (used for the chemistry lab/library assignment)
- the Name-Year system (used by most biology classes)

Your instructor can tell you which method to use.

Identify Sources in the Text – Name-Year method

According to CSE style, you identify in the text of your paper the sources of information (references) you have used. This serves the same purpose as "footnotes," but is integrated smoothly into the text of your paper, rather than listed separately. The CSE style offers several methods of citing your references. This handout illustrates the Name-Year method.

As each source is mentioned in the text, list the name(s) of the author(s) and the year of publication in parentheses. Page numbers are not added.

One author or editor: (Wong 2006)

Two authors: (Fasulo and Walker 2007)

Three or more authors: (Bormann et al. 2007)

Organization as author: (American Dietetic Association 2006)

No author? Use title: (Cool energy; the renewable solution to global warming 1991)

No date? Use “[date unknown]”.: (Texas endemics: distribution of family Amaryllidaceae [date unknown])

Placement of the parentheses depends on whether you use the author's name in your text:

Some prokaryotic cells are visible to the naked eye, but most are microscopic (Pierce 2023).

or

Pierce (2023) notes that Archaea, one type of prokaryotic cell, can often survive in extreme environments.

AI platforms, such as ChatGPT, are treated as a personal communication. Personal communications are not included in the end references but should be acknowledged in the text of the paper. This means any content in your paper that was produced by AI will not be numbered and listed at the end of the paper, but it will have an in-text citation like the following example:

In-Text: (date type of communication)

In-Text: (2025 ChatGPT response to prompt from author)

Listing Your References

The list of references (or bibliography) at the end of your paper should be a list of all the sources that contributed ideas and information to your paper. It can be titled "References" or "Accessed References."

- In the Name-Year system, references appear in alphabetical order.

The general rules for an end reference list are:

PRINT BOOKS

Last name and Initials of author. Year. Title with only first word and Proper Nouns capitalized.
Edition. Publisher.

Wong DW. 2006. The ABCs of gene cloning. Springer.

ONLINE ENCYCLOPEDIA

Last name and Initials of author. Year. Title with only first word and Proper Nouns capitalized.
Database. URL

Brasseur GP, Prinn RG. 2023. Stratospheric ozone. McGraw Hill's Access Science.
<https://doi.org/10.1036/1097-8542.757477>

-OR-

Last name and Initials of author. Year. Title with only first word and Proper Nouns capitalized. In: Last name and Initials of the editor, editor. Encyclopedia Name. Edition. Volume #. Database. page numbers. URL

Uretsky SD, Davidson T. 2020. Antacids. In: Longe JL, editor. The Gale encyclopedia of medicine. 6th ed. Vol 1. Gale; p. 288–290. <https://link.gale.com/apps/doc/CX7986600110/GVRL?u=txshracd2487&sid=bookmark-GVRL&xid=301845c8>

MAGAZINE ARTICLES FROM LIBRARY DATABASE

Last name and Initials of author. Year. Article Title with only first word and Proper Nouns capitalized. Magazine title.
Volume#(Issue#):Page numbers. URL

Gottsch M. 2024. Root of rust. Scientific American. 330(6):8-9.
<https://research.ebsco.com/linkprocessor/plink?id=1ff67c3d-93a0-30a4-853d-c4303e88d365>

WEBSITE

Last name and Initials of author (if available). Year Mon Day. Website name with only first word and Proper Nouns capitalized. Publisher Name; URL

Ground water and drinking water. 2025 Jul 14. United States Environmental Protection Agency.
<https://www.epa.gov/ground-water-and-drinking-water>

OTHER RULES

Journal titles - when longer than one word the title of a journal should be abbreviated. Recognized abbreviations can be confirmed with CAS Source Index or International Organization for Standardization.

Issue vs article number - some articles do not have an issue number but do include an article number. The article number should be used in the place of the issue number in the end reference.

Organization names - if an organization is used as an author and used frequently in the text, initials of the organization should be used in the in-text reference and in the end reference, but the full name should be also used in the end-reference

The ADA (2006) recommends using plastic containers primarily for cold food storage.

[ADA] American Dietetic Association. 2006. Nutrition diagnosis: a critical step in the nutrition care process.
American Dietetic Association.

AI - references to AI are treated as a personal communication. Personal communications are not included in the end references list, but an in-text reference, like the following example, should be included in your paper:

In-Text: (date type of communication)

In-Text: (2025 ChatGPT response to prompt from author)

**If you have a type of source not covered by the example reference list below, see <http://library.austinc.edu/help/CSE/CSE-ny.php> or ask a librarian to show you the CSE style manual, *Scientific Style and Format: The CSE Manual for Authors, Editors, and Publishers*, 9th ed. Chicago (IL): University of Chicago Press; 2024. REF T11 .S386 2024. CSE's link for citing includes sources accessed via the Internet is <https://www.csemanual.org/Tools/CSE-Citation-Quick-Guide.html>. Ask a librarian for assistance if you need help.

Example Reference List

Note: Print and Electronic sources are listed separately below to aid in locating the correct format. In your Reference List, print and electronic sources will be integrated into one alphabetical list.

Print Sources (Name-Year Method)

Book with one author	Wong DW. 2006. <i>The ABCs of gene cloning</i> . New York: Springer.
Book with two to five authors	Fontani M, Costa M, Orna MV. 2015. <i>The lost elements</i> . Oxford University Press.
Book with organization as author	[ADA] American Dietetic Association. 2006. <i>Nutrition diagnosis: a critical step in the nutrition care process</i> . American Dietetic Association.
Book with editor	Bisio A, Boots S, editors. 1997. <i>The Wiley encyclopedia of energy and the environment</i> . Wiley.
Part of Book -Contribution	Mackenzie D. 1986. Anybody want to save the ozone layer? In: Gribbin J, editor. <i>The breathing planet</i> . Basil Blackwell. p. 185-192.
-Part	Timberlake K, Timberlake W. 2014. <i>Basic chemistry</i> . 4th ed. PEARSON. Chapter 4.4, Atomic number and mass number; p 118-121.
Journal article with one author	Suran M. 2022. EPA takes action against harmful "forever chemicals" in the US water supply. <i>JAMA</i> . 338(18):1795-1797.
Journal article with one to five authors	Zhang H, Fink G, Cohen J. 2024. Malaria rapid tests, febrile illness management, and child mortality across Sub-Saharan African countries. <i>JAMA</i> . 332(15):1270-1281.
Journal article with more than five authors	Tsze DS et al. 2025. Optimal dose of intranasal Midazolam for procedural sedation in children. <i>JAMA Pediatr</i> . 179(9):979-986
Magazine article with discontinuous pages	Novak S. 2024 Sep. Blood tests from a finger prick - for real? <i>Texas Monthly</i> . 52(9):49-50, 52.
Newspaper article	Gelles D, Flavelle C. 2024 Dec 23. Financiers bet cleanup of air can turn profit. <i>The New York Times</i> (New York Ed). Sect A:1.

Online Sources (Name-Year Method)

Note: Write down the URL and date accessed for citations when downloading. They may not appear on printouts.

Encyclopedia article found in an online database	Brasseur GP, Prinn RG. <i>Stratospheric ozone</i> . McGraw Hill's AccessScience; 2023. https://doi.org/10.1036/1097-8542.757477
Encyclopedia article found in an online database	Young CT. 2007. <i>Nuts</i> . Kirk-Othmer Encyclopedia of Chemical Technology. https://doi.org/10.1002/0471238961.1421201925152114.a01.pub2
Encyclopedia article found in an online database	Uretsky SD, Davidson T. 2020. <i>Antacids</i> . In: Longe JL, editor. <i>The Gale encyclopedia of medicine</i> . 6th ed. Vol 1. Gale; p. 288–290. https://link.gale.com/apps/doc/CX7986600110/GVRL?u=txshracd2487&sid=bookmark-GVRL&xid=301845c8
Science magazine article found in an online database	Gottsch M. 2024. Root of rust. <i>Scientific American</i> . 330(6):8-9. https://research.ebsco.com/linkprocessor/plink?i=1ff67c3d-93a0-30a4-853d-c4303e88d365
Journal article from a database with one author	Lewis J. 2022. True colors: unmasking hidden lead in cosmetics from low- and middle-income countries. <i>Environ Health Perspect</i> . 130(4):042001-1-042001-6. https://doi.org/10.1289/EHP9220
Journal article from a database with two to five authors	York JM, Borghese CM, George AA, Cannatella DC, Zakon HH. 2023. A potential cost of evolving epibatidine resistance in poison frogs. <i>BMC Biol</i> . 21(144):1-16. https://doi.org/10.1186/s12915-023-01637-8
Journal article from a database with more than five authors	Silva LAP et al. 2023. Rapid and sustainable HPLC method for the determination of uremic toxins in human plasma samples. <i>Anal Bioanal Chem</i> . 415(4):683-694. https://doi.org/10.1007/s00216-022-04458-w
Newspaper article found online	Joselow M. 2025 Jul 10. No, chemtrails are not real or causing floods, E.P.A. says. <i>The New York Times</i> . https://www.nytimes.com/2025/07/10/climate/epa-debunks-chemtrails-conspiracy-theory.html?smid=url-share
Website	Ground water and drinking water. 2025 Jul 14. United States Environmental Protection Agency. https://www.epa.gov/ground-water-and-drinking-water
Database	Online Mendelian Inheritance in Man. [updated 2025 July 28]. Johns Hopkins University School of Medicine. https://www.ncbi.nlm.nih.gov/omim

Example - Cited References

Brasseur GP, Prinn RG. Stratospheric ozone. McGraw Hill's Access Science; 2023. <https://doi.org/10.1036/1097-8542.757477>

Ground water and drinking water. United States Environmental Protection Agency; 2025 Jul 14. <https://www.epa.gov/ground-water-and-drinking-water>

Joselow M. No, chemtrails are not real or causing floods, E.P.A. says. The New York Times. 2025 Jul 10. <https://www.nytimes.com/2025/07/10/climate/epa-debunks-chemtrails-conspiracy-theory.html?smid=url-share>

Lewis J. True colors: unmasking hidden lead in cosmetics from low- and middle-income countries. Environ Health Perspect. 2022;130(4):042001-1-042001-6. <https://doi.org/10.1289/EHP9220>

Mackenzie D. Anybody want to save the ozone layer? In: Gribbin J, editor. The breathing planet. Basil Blackwell; 1986. p. 185-192.

National Research Council. Ozone-forming potential of reformulated gasoline. National Academy Press; 1999.

Rosen M. Lab-made protein foils snake toxins. Science News. 2024;205(6):10. <https://research.ebsco.com/linkprocessor/plink?id=081c8b76-d256-3a7f-8dbd-b83ad829e7b9>

Silva LAP et al. Rapid and sustainable HPLC method for the determination of uremic toxins in human plasma samples. Anal Bioanal Chem. 2023;415(4):683-694. <https://doi.org/10.1007/s00216-022-04458-w>

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

York JM, Borghese CM, George AA, Cannatella DC, Zakon HH. A potential cost of evolving epibatidine resistance in poison frogs. BMC Biol. 2023;21(144):1-16. <https://doi.org/10.1186/s12915-023-01637-8>