

CSE Documentation in Three Steps

1. Choose one of the three documentation systems accepted by the Council of Science Editors (CSE) to use **for both your paper and your reference list**. Here are the options:

- The **name-year** system is similar to the author-date system used in papers for many social sciences. Cite each mention of a source by giving the author's last name and the publication year in parentheses. List the references in alphabetical order.
- For the **citation-sequence** system, assign each source a number corresponding with where it appears in your paper relative to the other sources. The first source you mention in the paper becomes 1, and so on. List the references in that same order.
- To use the **citation-name** system, create a list of all your sources, alphabetized by author's last name, and then number them. The source with the author whose last name is closest to the beginning of the alphabet in 1, and so on. List the references in alphabetical order.

2 . As you write, cite each statistic and idea that is not originally your own using the CSE system you chose. **Refer** to one of the following resources for instructions and examples:

- Council of Science Editors. *Scientific Style and Format: The CSE Manual for Authors, Editors, and Publishers*. 7th ed. Reston: Council of Science Eds., 2006.
 - A handbook or website that draws from the CSE Manual such as the official website for Diana Hacker's handbooks:
http://www.dianahacker.com/resdoc/p04_c11_o.html.
- If you use the **name-year** system, you may incorporate some of the information into the sentence instead of including it all in the parenthetical citation: "Jones (1996) claims that..."
- In the **citation-sequence and citation-name** systems, if you cite a source that has already been cited, use the same number both times.

3. List all the works you cited in your paper according to the CSE system you chose. Pay close attention to the punctuation, capitalization, abbreviation and spacing rules. Do not include any sources you did not cite in your paper.