The CSE documentation style is used primarily in the medical sciences. There are three documentation systems: **citation-sequence system**, **citation-name system**, and the **name-year system**. In this guide, you will find general CSE guidelines and descriptions and examples of each of the three documentation systems. A brief summary of each system is laid out below:

- **Citation-sequence system**: Superscripted numbers are inserted at the point of reference, the numbers start with one and then follow sequentially after each reference point with the first reference like this\(^1\). It is possible to cite more than one reference within one sentence by using a superscript sequence of numbers\(^2-3\). The citations are then listed numerically in the end references page.

- **Citation-name system**: Superscripted numbers are inserted at the point of reference as in the citation-sequence system. However, the citations are numbered according to the alphabetical listing by author's last name of cited works in the end reference page.

- **Name-year format**: Referred to in the body of the paper using the in-text style. The in-text style for citations includes the author's name and the year of publication within parentheses and the citations are listed alphabetically by the author's surname in the end references page.


### CSE FORMATTING GUIDELINES

Please **check with your instructor about their requirements for the format of your paper** (i.e., font, line spacing, headers, etc.). In CSE, there is no standard format to follow as science writers are typically submitting papers to journals and must follow the journal's standards for formatting. However, here are some general guidelines for citations:

1. All lines are flush with the left margin, no hanging indentations are used.
2. Authors' last names are listed first, then the first and middle initial (if given). No commas are used in between the last name and first initial. In addition, no periods are used in between initials. Example: Brown AC.
3. Use all authors' names if a work has up to ten authors listed. For a work with more than ten authors, list the first ten names followed by a comma and “et al.” Example: Brown MW, Keats EJ, Willems M, Lowry L, Sachar L, Rylant C, Collins S, London J, Tolkien JR, Bang M, et al.
4. Titles of books and articles are not italicized, ”placed within quotation marks”, or underlined. Only the first word of the title is capitalized, after that only proper names in the title are the only words that should be capitalized.
5. Journal titles that consist of more than one word are abbreviated. All the words in the abbreviated title are capitalized. For a searchable database of journal abbreviations visit CASSI ([http://cassi.cas.org/search.jsp](http://cassi.cas.org/search.jsp)), American Chemical Society's Source Index search tool. Also, the National Library of Medicine has a list of commonly used journal abbreviations at [http://www.ncbi.nlm.nih.gov/bookshelf/br.fcgi?book=citmed&part=appa](http://www.ncbi.nlm.nih.gov/bookshelf/br.fcgi?book=citmed&part=appa)
6. Do not end the citation with a period if you include the URL.
There are three major systems for referring to a reference within the text of a work citation-sequence, name-year, and citation-name. Each of these will be described below:

Citation-Sequence GUIDELINES

In the citation-sequence system, numbers are used in the text to refer to the end references. The numbers are ordered in the sequence in which they first appear. So for example if Qubein is your first reference cited then it will appear Qubein1 and the full reference will appear after the number 1 in the bibliography.

- It is possible to cite more than one reference within one sentence by using a superscript sequence of numbers2,3.
- If a reference is repeated in the text use the same number for the reference.

Examples

(Citation-sequence): BOOK – ONE AUTHOR
Author’s name. Title. Edition. Place of publication: Publisher; date.

Example:

(Citation-sequence): BOOK – TWO TO TEN AUTHORS
Authors’ names. Title. Edition. Place of publication: Publisher; date.

Example:

(Citation-sequence): CHAPTER OF A BOOK
Author(s) of chapter. Title of chapter. In: editor(s) name, editor(s). Title of the book. Edition. Place of publication: Publisher, date. p. page numbers of the chapters.

Example:

(Citation-sequence): ELECTRONIC BOOK
Author(s) name. Title [Internet]. Edition. Place of publication: Publisher; date [cited date]. Number of pages p. Available from: website address

Example:

(Citation-sequence): ARTICLE FROM PRINT JOURNAL
Author(s) name. Article title. Abbreviated journal title. Date;volume(issue):page numbers.

Example:

**Citation-sequence**: ELECTRONIC ARTICLE FROM A DATABASE

Author(s) name. Article title. Abbreviated journal title [Internet]. Date [cited date];volume(issue):page numbers. Available from: web address. Include the DOI number, article or document number, if available

Example:

**Citation-sequence**: WEBPAGE ON A WEBSITE

Author(s) name. Title of the webpage [Internet]. Place of publication: Publisher; date [date updated; cited date]. Available from: web address

Example:

**Citation-sequence**: VIDEO ONLINE

Author(s) name. Title of audiovisual [video on Internet]. Edition. Place of publication: Publisher; date [cited date]. Available from: web address

Example:

**Citation-Name GUIDELINES**

In the citation-name system, numbers are used in the text to refer to the end references. Superscripted numbers are inserted at the point of reference as in the citation-sequence system. However, the citations are numbered according to the alphabetical listing by author’s last name of cited works in the end reference page (and not by order of appearance).

Citations are created like the examples for citation-sequence system above.

**Name-Year GUIDELINES**

Example:
**(Name-year)**: BOOK – ONE AUTHOR
Author’s name. Date. Title. Edition. Place of publication: Publisher.

Example:

(Name-year): BOOK – TWO TO TEN AUTHORS
Authors' names. Date. Title. Edition. Place of publication: Publisher.

Example:

(Name-year): CHAPTER OF A BOOK
Author(s) of chapter. Date. Title of chapter. In: editor(s) name, editor(s). Title of the book. Edition. Place of publication: Publisher. p. page numbers of the chapters.

Example:

(Name-year): ELECTRONIC BOOK
Author(s) names. Date. Title [Internet]. Edition. Place of publication: Publisher; [cited date]. pages. Available from: web address

Example:

(Name-year): ARTICLE FROM PRINT JOURNAL

Example:

(Name-year): ELECTRONIC ARTICLE FROM A DATABASE
Author(s) name. Date. Article title. Abbreviated journal title [Internet]. [cited date];volume(issue):page numbers. Available from: web address Include the DOI number, article or document number, if available

Example:

(Name-year): WEBPAGE ON A WEBSITE
Author(s) name. Date. Title of the webpage [Internet]. Place of publication: Publisher; [date updated; cited date]. Available from: web address
**Note: When there is no author available for a work, the date of publication comes after the title in the name-year system.**

Example:

(Name-year): VIDEO ON THE INTERNET
Author(s) name. Date. Title of audiovisual [video on Internet]. Edition. Place of publication: Publisher; [cited date]. Available from: web address

Example:

**Still Need Help?**

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- **Email us** at reference@highpoint.edu
- **Chat with us** at AskHPULibrary from the library's home page: library.highpoint.edu
- **Text us** at 336.289.9974

Organization of the list is determined by which documentation system you are using. If you are using citation-sequence, list the citation in the numerical order that it appears in the text. In the citation-name system, first alphabetize all the citations by authors’ last names, then number them in the order they appear in the list of references. For the name-year system, the citations are alphabetized by authors’ last names.