

This packet contains handouts about General Formatting Guidelines, Common Resources, and In-Text Citations for CSE.



Writing Center

CSE General Formatting Guidelines

Margins

Margins are the borders around the page. They should be 1 inch on all sides (top, bottom, left, right).

Alignment

Alignment refers to how the text is arranged across the page. The document text should be flush left, and the right margin should appear jagged (unjustified).

Font Size and Type

The font size and type are determined by the professor, but the preferred settings are Times New Roman 12-point font.

Line Spacing

The whole document requires double spacing on all pages, including the heading, body, and reference page. Do not have extra space between paragraphs; refer to paragraph settings.

Paragraph Indentation

Use the TAB key to indent ½ inch for the first line of every new paragraph.

Header

Contains paper or report title and page number in the top right corner starting with page 2 after the cover page.

Cover Page

Center the title of the paper 1/3rd down the page, center name directly under title, center course name, professor's name, and date in 3 separate lines. *Do not add page number to cover page.

Titles

The body is typically divided into 5 sections; Abstract, Introduction, Methods, Results, and Discussion. Center each title on the page.

Common Resources for CSE

Books

Basic Format

Author's last name First initial. Year. Title of book. Edition. City of publication (State):

Publisher.

Books with Two Authors

Entries of books with two authors format the second author's name as last name First initial.

Example:

Anderson C, Fischer A. 2015. North Shore: a natural history of Minnesota's Superior coast.

Minneapolis (MN): University of Minnesota Press.

In-text citation: Anderson and Fischer (2015)

Encyclopedia Article

Basic Format

Author last name First initial. Date. Title of entry. In: The title of the encyclopedia. City of publication (State): Publisher. Volume, pages. [access date]. Web address.

Example:

Print

Woodward SL, Quinn JA. 2011. Emerald ash borer. In: Encyclopedia of invasive species: from Africanized honeybees to zebra mussels. Santa Barbara (CA): Greenwood. Vol. 1, p. 127-131.

In-text citation: (Woodward and Quinn 2011)

Ebook with no pages

Guyer S. 2011. Climate change. In: Encyclopedia of the U.S. government and the environment: history, policy, and politics. Santa Barbara (CA): ABC-CLIO. [11 paragraphs]. [accessed 2019 Sep 13]. [https://akin.css.edu/login?url=](https://akin.css.edu/login?url=https://search.credoreference.com/content/entry/abcgovenv/climate_change/0?institutionId=2158)

https://search.credoreference.com/content/entry/abcgovenv/climate_change/0?institutionId=2158

EBook encyclopedia with pages

Hyder JP. 2011. Farm-to-table movement. In: Food in context. Detroit (MI): Gale.

Volume 1, p. 275-278. [accessed 2019 Sep 13].

<https://link.gale.com/apps/doc/CX1918600089/GVRL?u=mnacstsch&sid=GVRL&xid=3>

34e4

Journal Article

Basic Format

Author last name First initial. Year. Article title. Journal title. Volume(issue number):pages. doi:

Example:

Weissl J, Hulsmeyer V, Brauer C, Tipold A, Koskien LL, Kyostila K, Lohi H, Sauter-Louis C, Wolf M, Fischer A. 2012. Disease progression and treatment response of idiopathic epilepsy in Australian Shepherd dogs. J Vet Intern Med. 23(1):116-125. doi: 10.1111/j.1939-1676.2011.00853.

In-text citation: (Weissl et al. 2012)

Continually paginated journal article without an issue number

Hedan B, Corre S, Hitte C, Dreano S, Viboux T, Derrien T, Denis B, Galibert F, Galbiret M, Andre C. 2006. Coat colour in dogs: identification of the Merle locus in the Australian Shepherd Breed. BMC Vet Res. 2:1-10. doi: 10.1016/j.mcp.2012.03.009

In-text citation: (Hedan et al. 2006)

*All authors are listed until the eleventh, after the tenth it is “et al.” There is no “and” between authors, just commas.

*Journal titles are abbreviated

*There is no spacing between the volume, issue, and page numbers. If no doi is apparent, omit it from the citation.

Webpages

Basic format for a clear author

Author last name First initial. Year. Title of post (if a blog). Title of homepage. [access date].

Web address.

Basic format for no clear author

Title of homepage. Year. Edition. Place of publication: Publisher of page; [date updated; access date]. Website address.

Example:

With author

Coatti A. 2019. The debate on regulation of heritable genome editing. Royal Society fo Biology Blog. [accessed 2020 Jan 5]. <https://blog.rsb.org.uk/the-debate-on-regulation-of-heritable-genome-editing/>.

Without author

All about birds: turkey vulture. c2015. Ithaca (NY): Cornell Lab of Ornithology; [accessed 2015 Jun 29]. https://www.allaboutbirds.org/guide/Turkey_Vulture/id.

In-text citation: Turkey vulters glide wobly on thermals (All about ... c2015).

*Date of publication may be difficult to detemrint so you may need to use “c” to indicate copyright date

*many websites have a corporate author, meaning that an organization is the author, not an individual.

*A period is required at the end of a URL

Newspaper Articles

Basic Format

Author last name First initial. Year Day. Title of entry. Publisher. Section:page (column).

Example:

Print

Cook S. 2015 Jul 12. Goeman talks about his long career in fisheries with the DNR. Tuluth News Tribune (Home Ed.). Sect. B:9 (col. 1).

Online

Kaczke L. 2015. This isn't your typical outing to the pool – groups visit frogs and their habitats during Hartley Park workshop. Duluth News Tribune (Final edition). [accessed 2015 Jul 22]; Apr 19;Sect. D1.

<https://infoweb.newsbank.com/resources/doc/nb/news/154D3EBEAF8515B8?p=AWNB>

In-text citation: Management goals help shape fishing regulations in Minnesota (Cook 2015).

Vernal pools are an important breeding area for local amphibians, especially frogs (Kaczke 2015).

Citation-Sequence (Number) System

In the citation-sequence system, sources are numbered as you cite them. If you cite the work again, it retains its original number. Numbers can be listed as superscripts or in parentheses. The sources are listed in numerical order in the reference section.

Journal Articles

1. Weissl J, Hulsmeyer V, Brauer C, Tipold A, Koskinen LL, Kyostila K, Lohi H, Sauter-Louis C, Wolf M, Fischer A. Disease progression and treatment response of idiopathic epilepsy in Australian Shepherd dogs. *J Vet Inter Med.* 2012;26(1):116-125. doi: 10.1111/j.1939-1676.2011.00853.x

Continually paginated journal article without an issue number

2. Hedan B, Corre S, Hitte C, Dreano S, Viboux T, Derrien T, Denis B, Galibert F, Galbiert M, Andre C. Coat colour in dogs: identification of the Merle locus in the Australian Shepherd breed. *BMC Vet Res.* 2006;2:1-10. doi: 10.1016/j.mcp.2012.03.009

In-text citation: Frequent uncontrolled seizures leads to decreased survival rates in shepherds (1).

The tip of the canine chromosome 10 is linked to merle phenotype in Australian Shepherd breeds².

Books

Book with single author

3. Pollan M. *Cooked: a natural history of transformation*. New York (NY): Penguin Press; 2013.

Book with multiple author

4. Anderson C, Fischer A. *North Shore: a natural history of Minnesota's Superior coast*.

Minneapolis (MN): University of Minnesota Press; 2015.

Book with an organization, company, or government agency, etc., as author

5. Audubon Minnesota. *The North Shore birding trail: a guide to birding Minnesota's North Shore*

Lake Superior from Duluth to Grand Portage. St. Paul (MN): Audubon Minnesota; 2007.

Book with multiple editors

6. Petrides GA. *A field guide to trees and shrubs: northeastern and north-central United States and southeastern and south-central Canada*. 2nd ed. Boston (MA): Houghton Mifflin; 1972.

Book with editors

7. Jahren H, editor. *The best American science and nature writing*. Boston (MA): Houghton

Mifflin Harcourt; 2017.

Book chapter

8. Van Vleck LD. Color inheritance, percentage testing, genetic lethals. In: Evans JW, Borton A,

Hintz HF, Van Vleck LD, editors. *The horse*. 2nd ed. New York (NY): WH Freeman; 1990. p.

472-536.

Ebook

9. Beedy EC, Hansen K, Pandolfino ER. *Birds of the Sierra Nevada: their natural history, status, and distribution*. Berkeley (CA): University of California Press; 2013 [Accessed July 22, 2015].

[https://search.ebscohost.com/login.aspx?direct=true&db=eza&AN=562948&site=ehost-](https://search.ebscohost.com/login.aspx?direct=true&db=eza&AN=562948&site=ehost-live&scope=site)

[live&scope=site](https://search.ebscohost.com/login.aspx?direct=true&db=eza&AN=562948&site=ehost-live&scope=site).

In-text citations: Cooking is a social and ecological activity that links us to various places and cultures (3).

Anderson and Fischer⁴ indicate hay pickers and grass gatherers were important historical lakeshore users.

The Minnesota Audubon Society supports birding throughout the Arrowhead region (5).

Red pine (*Pinus resinosa*) is a prominent pine found throughout Minnesota⁶.

Jahren (7) has edited a fine volume of great science and nature pieces from 2016's American periodicals.

Van Vleck⁸ discusses genetic testing and coloration in horses.

Grasslands of the Sierra Nevada Range offer important habitat for many breeding birds (9).

Encyclopedia article

Print

10. Woodward SL, Quinn JA. 2011. Emerald ash borer. In: Encyclopedia of invasive species: from Africanized honeybees to zebra mussels. Santa Barbara (CA): Greenwood. Vol. 1, p. 127-131.

Ebook with no pages

11. Guyer S. 2011. Climate change. In: Encyclopedia of the U.S. government and the environment: history, policy, and politics. Santa Barbara (CA): ABC-CLIO. [11 paragraphs]. [accessed 2019 Sep 13]. https://akin.css.edu/login?url=https://search.credoreference.com/content/entry/abcgovenv/climate_change/0?institutionId=2158

EBook encyclopedia with pages

12. Hyder JP. 2011. Farm-to-table movement. In: Food in context. Detroit (MI): Gale. Volume 1, p. 275-278. [accessed 2019 Sep 13]. <https://link.gale.com/apps/doc/CX1918600089/GVRL?u=mnacstsch&sid=GVRL&xid=334e4>

In-text citations: The emerald ash borer spread throughout North America after its introduction¹⁰.

Webpage

With author

13. Coatti A. 2019. The debate on regulation of heritable genome editing. Royal Society for Biology Blog. [accessed 2020 Jan 5]. <https://blog.rsb.org.uk/the-debate-on-regulation-of-heritable-genome-editing/>.

Without author

14. All about birds: turkey vulture. c2015. Ithaca (NY): Cornell Lab of Ornithology; [accessed 2015 Jun 29]. https://www.allaboutbirds.org/guide/Turkey_Vulture/id.

In-text citation: Turkey vultures glide wobbly on thermals (14).

Newspaper articles

Print

15. Cook S. 2015 Jul 12. Goeman talks about his long career in fisheries with the DNR. Duluth News Tribune (Home Ed.). Sect. B:9 (col. 1).

Online

16. Kaczke L. 2015. This isn't your typical outing to the pool – groups visit frogs and their habitats during Hartley Park workshop. Duluth News Tribune (Final edition). [accessed 2015 Jul 22]; Apr 19;Sect. D1.

In-text citation: Management goals help shape fishing regulation in Minnesota¹⁵.