Science writing requires a thorough review of pertinent literature and it’s important to acknowledge the source of all material that is not your own. This includes findings or ideas that stem from the work of others and direct quotations. You must provide enough documentation in a consistent citation format so that any reader can find that source. Citation formats vary from one academic field to another. In the sciences the Council of Science Editors (CSE) is the citation format most commonly used (CSE 2006). Within CSE, there are two different format methods: One, called the Citation-Sequence format uses numbers in the text rather than a name and year; the other, the Name-Year format uses the name and year in the text. The Name-Year method is common in science journal articles and it will be the format you will use in all writings within the Division of Science and Environmental Policy.

You need to indicate the source of your information in the body of your text (in-text citations) and in a Literature Cited section at the end of your papers. You use a different technique for in-text citations than you use in the Literature Cited section at the end of your paper. Both techniques are described in the sections that follow.

**IN-TEXT CITATIONS WITH NAME-YEAR FORMAT**

**General Format**

In-text citations need to include the name of the author(s) and the year of the publication. A citation in the text should immediately follow the word or phrase to which it is directly referencing. Ambiguity about what concept is being referenced can be avoided by not placing the citations at the end of long clauses or sentences. Literature citations in the text take either of two forms, depending on the context. You can mention the author(s) directly in the text as part of the sentence or you can refer to the author(s) responsible for the work within parentheses. Please follow these guidelines for in-text citations (included are examples of what would be incorporated into the Literature Cited section):

**Mentioning the Author’s Name in the Text**

⇒ Place the year within parentheses immediately after the author’s name:

**In-text citation:**

Lindholm and Auster (2003) used acoustic telemetry to correlate gravel habitat characteristics and Atlantic cod site utilization.

**Literature Cited section:**


**Not Mentioning the Author’s Name in the Text**

⇒ Insert the name and year within the parentheses.

⇒ For each citation use parentheses to enclose the name and the date. Use a space, not a comma, to separate name and date:

**In-text citation:**

Sea otters can dramatically impact the composition of prey communities (Kvitek and Oliver 1992).
**Literature Cited section:**

- **Same-Author Citation for Documents Published in Different Years**
  ⇒ References by the same author published in different years are distinguished by the years in chronological sequence and commas separate the years.

  Smith (1967, 1969) demonstrated that global warming is…
  When his subsequent studies were published (Smith 1979, 1980, 1982), it became clear that…

- **Same-Author Citation for Two or More Documents in the Same Year**
  ⇒ For two or more references by the same author published in the same year, an alphabetic designator is added to the year in the in-text citation and in the Literature Cited section. Such designators begin with the lowercase letter “a” and the sequence of the letters (“a”, “b”, and so on) is determined by the sequence of publication dates, earliest to latest.

  **In-text citation:**
  The most recent work (Dawson 2006a, 2006b) on this problem has…
  or
  The work by Dawson (2006a, 2006b) demonstrated that…

  **Literature Cited section:**

- **Authors with Identical Last Names**
  ⇒ When the authors of two documents published in the same year have identical last names their initials are given in the citation.

  and the most recent work (Dawson GL 1986; Dawson WM 1986) has…

- **Two-Author Citations**
  ⇒ If a cited document has two authors, both names are given, separated by “and”.

  **In-text citation:**
  and the most recent work (Dawson and Briggs 1986) on this problem…
  or
  Dawson and Briggs (1986) demonstrated that…

  **Literature Cited section:**

  ⇒ If both authors have the same surname, their initials are added.
Sea otter populations have dropped by over 50% in Alaska (Smith TL and Smith UV 1990).
• **Three-or-More-Author Citations**
  ⇒ Documents with three or more authors are cited by the first author’s name followed by “et al.” and the publication year.

  **In-text citation:**
  but later studies (Watson et al. 2006) established that…
  or
  Watson et al. (2006) established that…

  **Literature Cited section:**

• **Organization as the Author**
  ⇒ Name of the organization (abbreviate the organization’s name if it is long, or if you need to cite it frequently) followed by the year of publication. Note: In your Literature Cited section bracket the abbreviation and spell out the entire name. For example the citation below would appear as “[CDFG] California Department of Fish and Game” in the Literature Cited section.

  **In-text citation:**
  Guidelines for evaluating marine protected areas have only recently been developed (CDFG 2002).

  **Literature Cited section:**

• **No Identifiable Author**
  ⇒ For works whose authorship cannot be determined, do not use “anonymous.” Begin the in-text reference with the first few words (use only as many words of the title as are needed to distinguish it from other titles being used as references), followed by an ellipse (three dots). The first important word in the title is used to alphabetize the source in the Literature Cited section.

  **In-text citation:**
  Similar employment trends were noted for the following decade (Report of the Task Force…1990).

  **Literature Cited section:**

• **No Identifiable Date**
  ⇒ If it is not possible to determine any date associated with a publication place the words “date unknown” within square brackets.

  **In-text citation:**
  An early study (Harvey [date unkown]) on harbor seal nutrition showed…

  **Literature Cited section:**
• **Multiple Citations at One Point**

⇒ When two or more documents with different authors are cited within a parenthetic citation, they are cited in chronologic sequence from **earliest to latest** and separated by semicolons. Those published in the same year should be sequenced alphabetically by author name(s).

And the main contributors (Dawson and Briggs 1974; Dawson and Jones 1974; Smith 1974; Watson et al. 2001; Kvitek et al. 2006) established beyond a doubt that…

• **Using Quotations**

⇒ Use quotes sparingly. Scientific writers rarely use quoted material, relying instead on careful, concise paraphrases or summaries. It is appropriate to include a quotation to establish or emphasize an important point or to state a precise definition. If you quote an author include the page number the quote is from. Separate the page number from the year with a comma and space, but do not use a period after the “p” or “pp.” When the page number or citation comes after the quotation, then the ending punctuation (e.g. period) comes outside the quotation marks and after the parentheses.

Jones state, “The occurrence of coral bleaching has increased significantly over the past ten years” (2000, p 215).

• **Citation at the End of the Sentence**

⇒ Because a citation is considered part of the text, the period always follows a citation that appears at the end of a sentence:

*Wrong* A growing population not only increases the demand on freshwater consumption, it also increases the demand on agricultural production. (Chakravorty and Zilberman 2000)

*Wrong* …agricultural production (Chakravorty and Zilberman 2000.)

*Correct* …agricultural production (Chakravorty and Zilberman 2000).

• **Avoid Unnecessary Repetition of Same Citation in a Paragraph.**

⇒ You do not need to repeat the same citation in every sentence of a paragraph when you are discussing the work at some length. Let the need for clarity be your guide. In the following example, note that the writer has cited the source at the start of her paragraph and again near the end to remind the reader that she is still referring to the same study:

Nakhimovsky and Ochs (1994) studied interspecific interactions between two species of dragonflies (*Libellula pulchella* and *Plathemis lydia*) at a small pond in upstate New York. They found overlap between the two species in the use of shoreline areas for pair formation, territoriality, mating, and oviposition. Interspecific interactions between males seeking perch sites were relatively infrequent; however, male *P. Lydia* often disrupted oviposition attempts by *L. pulchella* females. Nakhimovsky and Ochs (1994) suggest several promising lines of research on sex recognition in these two species, which are characterized by strikingly similar females.
LITERATURE CITED SECTION

General Guidelines

1. You need to create a “Literature Cited” section that comes at the very end of your paper. The Literature Cited section contains only the sources that have been cited in the text. Do not underestimate the importance of a meticulously prepared Literature Cited section. Readers do look at this section. The amount of attention you have given to your Literature Cited section reflects the care given to the rest of your paper. The Literature Cited section also serves as an important source of references for readers who want further information on the topic.

2. Alphabetize the reference list in the Literature Cited section and include only those references that you cite in the text. Alphabetic ordering is determined by the first author’s surname (last name) and then, if necessary, by letter-by-letter alphabetic sequencing determined by the initials of the first author and beginning letters of any following surnames. Unlike the in-text citation all authors need to be included in the Literature Cited section. Include only the last name and the initials of the first and middle name (do not use a period or space to separate these initials). Use a comma to separate authors but do not put a comma separating surname and first initials. List authors with multiple publications in chronological order from earliest to latest. For example:
   
   Jones HP. 1971.
   Jones HP. 1976.
   Jones QT. 1987.
   McDonald GT, Rosen HR, Smith MM. 1999.

3. For the title of an article and a book, capitalize only the first letter of the first word of the title and the subtitle and all proper nouns.
   
   **Wrong**
   
   **Correct**

4. For the name of a journal, spell out the full name of the journal and capitalize the first letter of each word (except prepositions, articles, and conjunctions), but do not underline or italicize the journal name.
   
   **Wrong**
   Journal of the world aquaculture society
   
   **Correct**
   Journal of the World Aquaculture Society

JOURNAL ARTICLE CITATIONS

General Format

The last name of the author is followed by his or her initials only, and these initials are not separated by periods or spaces. Use commas to separate authors’ names and put a period at the end of the last authors’ initials. The year of the publication follows the author’s name. After the year comes a period, the title of the paper followed by a period, the complete journal title, no period, the volume of the journal and issue number in parentheses, a colon, and the inclusive pages of the paper. For example:

**Wrong**
Journal of the world aquaculture society

**Correct**
Journal of the World Aquaculture Society
Author(s). Year. Article title. Journal title volume number (issue number):inclusive pages.

Examples:

**Standard Journal Article:**


**Organization as Author:**

Form of this citation within the text: (CDFG 2002)

**Article on Discontinuous Pages:**

**BOOK CITATIONS**

**General Format**
The rules for authors and titles of books are similar to those for journal articles. Include the edition if there is more than one edition of a book. Add the designation “editor(s)” if applicable. The place of publication precedes the publisher, separated by a colon:

Author(s) [or editor(s)]. Year. Title. Edition. Place of publication: publisher name.

Examples:

**Book with Authors:**

**Book with Editors:**

**Organization as Author:**

**Article or Contribution in a Book:**
For articles or contributions in a book begin the reference with the information on the contribution, followed by the word “In:” and the information about the book. Put a semicolon after the publisher name and include page numbers (use “p.” before the numbers).
Example:

CONFERENCE PAPERS
General Format
Give the name of the author, year of publication, paper title, name of the conference, dates and place of the conference, place of publication, publisher of the proceedings, and the page numbers for the paper:

Example:

US GOVERNMENT AND AGENCY REPORT CITATIONS
General Format

Example:

Form of in-text citation (NIH 1999)

LEGAL DOCUMENT CITATIONS
General Format
References in the legal literature to legal documents differ greatly in style from those generally used in science. The structure of a legal reference gives the name of a case or title of a statute and then the publication in which the case is reported or the statute is published. Because these formats are prescribed by the legal community, the format of the Literature Cited section is the same for the citation-sequence and the name-year systems. Even though these references may be barely comprehensible to most readers in science, they identify legal documents accurately for retrieval from law and general libraries.

Examples:
Public Law:

Cases:

Statutes:

Hearings:
Begin in-text citations with the first word or first few words of the title, followed by an ellipsis and the year of publication. Use only as many words from the title as are necessary to distinguish it from other references.

Examples:
(Preventative…1993)
(Jackson…1974)
(National…1982)
(Increased…1993)

THESES CITATIONS
General Format
Author. Date of degree. Title [type of degree]. Place of institution: institution granting the degree. Total number of pages. Availability statement.

Example:

NEWSPAPER AND MAGAZINE ARTICLE CITATIONS
References to newspapers and magazines (nonscholarly periodicals) include the same general information as journal-article references but refer to specific details of newspaper or magazine style and format.

General Format
• Newspaper:
  Author(s). Date of publication. Article title. Newspaper title; section designator; page number (column number).
• Magazine:
  Author(s). Date of publication. Article title. Magazine title; page numbers.

Examples:
Signed Newspaper Article
Rensberger B, Specter B. 1989 August 7. CFC’s may be destroyed by natural processes. Washington Post; Sect A:2 (col 5).

Unsigned Newspaper Article

Magazine Article

INTERNET CITATIONS
The basic rules for citing do not differ markedly for homepages and other Internet items from what is required for print. There is still an author or organization with responsibility for the item, a title, a place of “publication,” a publisher, a date of publication, and the extent of the item (i.e. number of pages or the equivalent). In preparing a citation to an Internet document you should attempt to locate all of these elements. Simply adding a Uniform Resource Locator (URL) or other electronic address to a title is not sufficient. Internet sites disappear with great frequency, and users of a citation must be given some other identifying information if they are to locate it. It is true, however, that some elements are more difficult to locate when citing Internet
items. For example, a number of poorly constructed sites do not contain dates, and authorship or publishing responsibility may be unclear or absent. It also may be difficult to discern the title. The person doing the citing must therefore work with the information provided.

Some elements require expansion for an Internet citation to provide useful information to the user. For example, the date of publication is a required element in any citation, but many Internet items are updated or otherwise modified several times after the date of publication. Any date of update/revision should therefore be included in a citation along with the date cited, i.e., the date when the person doing the citing saw the item on the Internet. This is necessary in the volatile Internet environment, where changes can be easily made and an item seen one day may not be the same in crucial ways when viewed the next day.

**General Format**

Author's name (last name, first and any middle initials). Date of Internet Publication (if no date is given put [date unknown]). Document title [medium designator]. [date cited]; Volume (issue): Available from: (URL location).

- **Journal Article**
  ⇒ If the article is from an internet-only journal use the following format:


  ⇒ If the article appears online exactly as it appears in the print source, use standard formatting with the inclusion of “electronic version” in parentheses after the title:


- **Newspaper Article**


- **Chapter or Section in an Internet Document**

  Berwick DM [date unknown]. As good as it gets: Making health care better in the new millennium. In Policy studies, national coalition on health care (section Adding it up) [Internet]. [cited 2001 August 1]. Available from: http://www.nchc.org/berwick.html

- **Stand-alone Document, No Author Identified, No Date**


- **Abstract**


- **U.S. Government Report**

EXAMPLE OF A LITERATURE CITED SECTION

Literature Cited


