CITING SOURCES
Sources can be cited in the text of a paper and in the reference list at the end of the paper in several different ways. These different systems’ formats were standardized by the Council of Science Editors (CSE). One way to cite references is the Citation-Sequence System in which you number your sources in your reference list in the order in which you cite them in the text using a numeric superscript. In the Citation-Name System you also use a numeric superscript in the text but the numbers are not in numeric order. Instead the numbers come from the alphabetic order of the authors’ names listed in the references at the end of the paper. Finally, in the Name-Year System the citation is given in the form of author(s) and year in parentheses in the text rather than a number, e.g., (Davis 2003), and in the reference list the authors are in alphabetic order without any numbers. Many publications in the biological sciences use the Name-Year System, which is the style the Biology Department at UP utilizes.

Citations within the text of your paper:
In the text of the paper, place in parentheses the last name of the author and the year of publication at the end of the cited sentence e.g., (Davis 2003), or for 2 authors (Davis and Smith 2003), and more than 2 authors (Davis et al. 2003).
Example:
….this result was confirmed in a previous study (Ishikawa and Evans 1995).
Or
….may be explained by possible contamination from a virus or bacterium (Curtright et al. 2003).

Note that the period at the end of the sentence is placed outside the parentheses of the citation.

An in-text citation should appear next to the text to which it refers. Here are a few examples other than placement at the end of the sentence:
An early report (Favero 2010) identified two areas of concern…
Studies in the Bay of Fundy (O’Reilly 1999, 2010) have shown that…
Van Hoomissen and White (2018) found that the epidemic had killed 10% of the population, although later studies (Flann 2017; Cesar et al. 2018) indicated …

If an author or authors have two references with the same year of publication, use small case letters to differentiate between them in the text e.g., (Davis 2003a) and (Davis 2003b). When you list these references in the cited reference section of your paper, you need to include the small case letter as well. These lower case letters should initially be introduced in the text in a sequential manner (a first, b second, c third, etc.) and not in a haphazard order such as (b first, d second, a third, etc.). However, in the cited references section, you do not list these references in order of the lower case letters, instead they are listed alphabetically based on the 2nd author, if there is one, and if not, alphabetically by the title of the reference. For example:

List of Citations:
The preferred name of the section at the end of your paper should be referred to as References or Cited References. This is where you will list all the references you have cited in the text of the paper alphabetically by author’s last name. In this section, you must list all authors for a journal article up to (and including) 10 authors. When there are more than 10 authors, list the first 10 and then write “et al.” after the tenth name.

It is expected that if you cite an article in your paper that you included information from that source in your paper and that you actually read the article and not just the abstract from a database. An example of what a Cited References section should look like is included at the end of this document.

A. Journal Article (print version with pdf)
If you obtain a pdf version of an article that is online, and that journal is also published in a print version, then the original pagination will be retained and you should use the normal journal article format below. Authors’ names separated by commas. Year of publication. Article title. Journal Title Volume number(issue number if given): inclusive page numbers.

Examples with one author:

Examples with two authors:
Weilhoefer CL, Pan Y. 2008. Using changepoint analysis and weighted averaging approaches to explore the relationships between common benthic diatoms and in-stream environmental variables in Mid-Atlantic Highland streams, USA. Hydrobiologia 614: 259-274.

Examples with three or more authors:


Redmond IJ, Murphy MT, Cooper NW, O’Reilly KM. 2016. Testosterone secretion in a socially monogamous but sexually promiscuous migratory passerine. General and Comparative Endocrinology 228: 24-32.


**B. Article from an Online Journal**

Use the following criteria so you know when to use the citation format described for each instance below.

- If it is an HTML version of a printed journal article, then the database information should be included as illustrated below.


- If it is an online only journal, then use the format below:

Authors’ names separated by commas. Year of publication. Article title. Journal Title. Volume number(issue number if given): inclusive page numbers. doi number.


C. Book
Authors’ or editors’ names. Year of publication. Title of book. Publisher’s location: Name of publisher. Number of pages.


D. Article, Essay, or Chapter in a Book


E. Online Reference Book
Authors’ names separated by commas. Year of publication. Title. In: editor name(s), editor(s). Book title. Edition. Publisher’s location: Publisher’s name. p. inclusive pages. Name of database. Date accessed.


F. Internet site
Organization responsible for site. Year last revised. Title of site. [Internet]. [cited (date you visited)]. Available from: URL


G. A Newspaper Article
Signed

Unsigned

H. Technical or Government Report
Author(s) or editor(s). Publication Date. Title. Edition. Place of Publication: Publisher. Extent. Report No.: Notes.


I. Additional Help with Citations
There are other sources of information available to you that can help with preparing proper citations such as on the UP Library website, http://libguides.up.edu/biology/citation. Be sure you access the part that talks about citations for the sciences using the Name-Year System. If you encounter any contradictions in the information, use the format described in this document for your biology course work.

Remember that oral presentations must also contain citations for references. For example, if you are giving a Power Point (ppt) presentation you must include references. This means you cite the references you use on each ppt slide with the appropriate format as described above, and that you include a final slide with the complete citation for each reference you included in your ppt.

J. Some common mistakes made when preparing the References Cited section of your paper or presentation.

-Do not use italics unless including a scientific taxonomic name.
-Do not use bold printing.
-Do not underline.
-Do not use “quotation marks”.
-Do not write out author’s first name use last name and first initial (and, middle initial if given).
-Do not use & in place of and when citing in the text (Smith and Jones 1994) or in the cited references.
-Use a hanging indent if more than 1 line is necessary for the reference citation and single space.
-Note there is a difference between citing a book and citing a chapter in a book.
-List up to 10 author names and then use …et al.
-Primary references are usually more than one page long and they have methods and results sections.
-There is one space following the colon between journal volume (and number if there is one) and the number of inclusive pages in the article.
-If you know the correct abbreviation for a journal title use it. If not, write out the complete title.
-For non-print items use a medium designator inside square brackets after the item title such as: [CD-ROM] [DVD] [videocassette]
-For some print items a content designator is used inside square brackets after the item title such as: [dissertation] [master’s thesis] [abstract] [computer program]

Below is an example of a list of references with the proper citation format using the Name-Year System. It illustrates how the different sources that were used as examples in this document authored by the UP biology faculty would be listed in a reference section at the end of a paper.

**Cited References**


Redmond II, Murphy MT, Cooper NW, O’Reilly KM. 2016. Testosterone secretion in a socially monogamous but sexually promiscuous migratory passerine. General and Comparative Endocrinology 228: 24-32.


Weilhoefer CL, Pan Y. 2008. Using changepoint analysis and weighted averaging approaches to explore the relationships between common benthic diatoms and in-stream environmental variables in Mid-Atlantic Highland streams, USA. Hydrobiologia 614: 259-274.
