



Citing & Referencing Guide:

Biology 140 Style

(mainly based on Scientific Style & Format, Council of Science Editors)

Note: In case of inconsistency between this Biology 140 Style Guide and that of The University of Wisconsin - Madison (http://writing.wisc.edu/Handbook/DocCSE_NameYear.html#reflist_name) cited in the Conventions pages of your lab workbook, this Biology 140 Style Guide prevails.

General Guidelines

In-text citation:

- Follow the name–year system: e.g. (Hansen 2015)
- Two or more references cited together in a sentence (separate using semi-colons, except references of same author(s))

Arrange <u>chronologically</u> (oldest first), then <u>alphabetically</u> (based on first author's last name) for works published in same year	(Crête & Messier 1987; Fuller & Sampson 1988; Hansen et al. 1988; Hansen et al. 2015)
Same author(s) and year(s): distinguish by adding letter suffixes after the year, separate with commas	(Messier 1987a, 1987b)
Same author(s), different years, separate with commas	(Messier 1987, 2004)
Same last names and year but different authors: include initials to distinguish between them	(Messier CB 1987; Messier GL 1987)
Same first author with different additional authors (same year): distinguish each source by adding as many authors as necessary to differentiate among them	(Messier, Borchert, et al. 2014; Messier, Marling, et al. 2014; Messier, Wang, et al. 2014)

- DO NOT rearrange order of names of authors within a citation.
- DO NOT include article titles, page numbers or paragraph numbers in text.
- DO NOT quote passages from references, instead understand and state in your own words.
- Include all cited references in the References Cited.

Reference list:

- List only references cited in the text; on a new page.
- Format: hanging indent, single-spaced within but double-spaced between references).
- Arrange alphabetically, then chronologically (for works by the same authors; oldest first).
- Capitalize only the first letter of the first word in article titles; however, proper nouns (authors of scientific names, names of places, ranks in the taxonomic hierarchy [e.g. **Order Amphipoda**, but *amphipods*]) should start with a capital letter and are not italicized.
- Provide date updated and/or date accessed (important for online sources that are often updated), and DOIs and/or URLs (if available; important to allow reader to locate source).
- Italicize ALL scientific names.

Some Biology 140 modifications to the CSE Scientific Style and Format

(for ease of use and economy of space)

1. Use '&' instead of 'and' in two-authored references
2. Use 'n.d.' instead of 'no date' for undated references
3. Citing and listing course notes – not in official CSE Guidelines
4. For journal names/titles, both abbreviated and unabbreviated formats are fine – abbreviated in CSE Guidelines

Citing and Listing Guide (with examples)

Reference type	In-text citation	References Cited
Journal articles	...(Author year). OR ...Author (year). OR Author (year)...	Format: Author(s). Date. Article title. Journal title. Volume(issue):page nos.
1 author	...(Smith 2004).	Smith M. 2004. Noise-induced stress response and hearing loss in goldfish (<i>Carassius auratus</i>). <i>Journal of Experimental Biology</i> . 207:427–435.
2 authors (separated by ‘&’ in the in-text citation; separated by a comma in the reference list)	...(Ford & Beitinger 2005).	Ford T, Beitinger T. 2005. Temperature tolerance in the goldfish, <i>Carassius auratus</i> . <i>Journal of Thermal Biology</i> . 30:147–152. http://doi.org/10.1016/j.jtherbio.2004.09.004 .
3 to 10 authors	...(Takada et al. 2010).	Takada M, Tachihara K, Kon T, Yamamoto G, Iguchi K, Miya M, Nishida M. 2010. Biogeography and evolution of the <i>Carassius auratus</i> -complex in East Asia. <i>BMC Evolutionary Biology</i> . 10:7. DOI: 10.1186/1471-2148-10-7.
>10 authors (in end list, spell out names of first 10 authors and add et al. after the 10 th author.)	...(Pampoulie et al. 2015).	Pampoulie C, Slotte A, Óskarsson GJ, Helyar SJ, Jónsson A, Ólafsdóttir G, Skírnisdóttir S, Libungan LA, Jacobsen JA, Joensen H, et al. 2015. Stock structure of Atlantic herring <i>Clupea harengus</i> in the Norwegian Sea and adjacent waters. <i>Marine Ecology Progress Series</i> . 522:219–230. DOI: https://doi.org/10.3354/meps11114 .
<u>Online only journal articles</u> – (in References Cited, include volume, issue and page nos. if available; include date accessed and URL and/or DOI)	(Toli et al. 2017)	Toli EA, Noreikiene K, DeFaveri J, Merilä J. 2017. Environmental enrichment, sexual dimorphism, and brain size in sticklebacks. <i>Ecology and Evolution</i> . 7:1691–1698. [accessed 2017 Feb 12]. DOI: 10.1002/ece3.2717.
Books	Same citing and listing rules as journal articles	Format: Author(s). Date. Title. Edition. Place of publication: Publisher. Notes (e.g. date accessed, URL, language if not English, etc.).
Textbook	(Freeman et al. 2014)	Freeman S, Harrington M, Sharp J. 2014. <i>Biological science</i> . 2 nd Canadian ed. Toronto: Pearson.

Book, editors	(Ponder & Lindberg 2008)	Ponder W, Lindberg DRR, editors. 2008. Phylogeny and evolution of the Mollusca. Oakland (CA): University of California Press.
Chapter or article in edited book	(Nakamura 1987)	Nakamura K. 1987. Hunger and starvation. In: Nentwig W, editor. Ecophysiology of spiders. Berlin, Heidelberg: Springer. p. 26–55.
Chapter or article in a book, same author(s)	(Freeman et al. 2014)	Freeman S, Harrington M, Sharp J. 2014. Animal sensory systems and movement. Toronto: Pearson. Chapter 46, Biological science. 2 nd Canadian ed.; p. 996–1018.
eBook	(Wigglesworth 1972)	Wigglesworth VB. 1972. The principles of insect physiology. 7 th ed. Netherlands: Springer; [accessed 2017 Apr 10]. http://www.springer.com/gp/book/9780412246609 .
Organization as author	(FAO 2017)	[FAO] Food and Agriculture Organization. 2017. Fruits and vegetables for health initiative. Food and Agriculture Organization of the United Nations. [accessed 2017 Apr 12]. http://www.fao.org/3/a-i6807e.pdf .
Encyclopedia/Dictionary	(Encyclopedia Britannica Editors 2008)	Encyclopedia Britannica Editors. 2008. Periwinkle, Marine snail. Encyclopedia Britannica, Inc. [accessed 2017 Apr 12]. https://www.britannica.com/animal/periwinkle-marine-snail .
Dissertations/theses		Format: Author. Date. Title [dissertation or thesis]. City (State): University.
PhD dissertation	(Gregr 2016)	Gregr EJ. 2016. Sea otters, kelp forests, and ecosystem services: modelling habitats, uncertainties, and trade-offs [dissertation]. Vancouver (BC): University of British Columbia.
MSc thesis	(Stark 2004)	Stark J. 2004. Implementing marine protected areas policy: Lessons from Canada and Australia [master's thesis]. Burnaby (BC): Simon Fraser University.
Websites and other online references		Format: Same rules as printed references + [date updated and/or date accessed, and URL].
Website	(Klinkenberg 2017)	Klinkenberg B, editor. 2017. E-Flora BC: Electronic atlas of the plants of British Columbia. Lab for Advanced Spatial Analysis, Department of Geography, University of British Columbia, Vancouver. [accessed 2017 April 12]. http://www.eflora.bc.ca/ .

Web document in a website (with author)	(Griffith H 2017)	Griffith H. 2017. An introduction to the amphibians of British Columbia. In: Klinkenberg B, editor. 2017. E-Fauna BC: Electronic atlas of the fauna of British Columbia. Lab for Advanced Spatial Analysis, Department of Geography, University of British Columbia, Vancouver. [accessed 2017 Apr 12]. http://www.efauna.bc.ca/
Web document in a website (no author – use organization or website title as author)	(Biology 140 2017)	Biology 140. 2017. <i>Hemigrapsus oregonensis</i> . In: Tower Beach - Intertidal Ecosystem. Vancouver (BC): University of British Columbia. [accessed 2017 Sept 30]. http://biol140m.weebly.com/hemigrapsus-oregonensis.html .
<i>Note: this section includes how to cite and list online material from the Biology 140 Ecosystem Posters (Tower Beach - Intertidal Ecosystem Poster for Term 1 and Temperate Forest Ecosystem Poster for Term 2)</i>	(Biology 140 2017)	Biology 140. 2017. <i>Ilex aquifolium</i> English holly. In: Temperate Forest Ecosystem. Vancouver (BC): University of British Columbia. [accessed 2017 Apr 6]. http://biol140.weebly.com/ilex-aquifolium.html .
	(MFLNRO 2015)	[MFLNRO] Ministry of Forests, Lands and Natural Resource Operations. 2015. Tree species compendium -- Douglas fir. [accessed 2017 Jan 31]. https://www.for.gov.bc.ca/hfp/silviculture/compendium/DouglasFir.htm .
Course Notes		Format: Author(s), lecturer. Date. Title of lecture [content designation]. Location of lecture: University.
Lecture notes	(Pollock 2015)	Pollock C, lecturer. 2015. Ecology 2: Biomes and the influence of abiotic factors on organisms and environments [Biology 121 lecture pdf]. Vancouver (BC): University of British Columbia.
Lab manual	(Biology 140 2017)	Biology 140. 2017. Lab 10. Forest field study. In: Biology 140 laboratory workbook. Winter 2017 Term 2. Vancouver (BC): University of British Columbia. p. 167–170.
Conference papers or proceedings		Format: Author(s). Year. Title of paper. In: Editor name(s), editors. Title of Volume. Number and name of conference; date of conference; location of conference. Place of publication: Publisher. Pages.
	(Munro & Polunin 1997)	Munro JL, Polunin NCV. 1997. A decade of progress in coral reef fisheries research: 1986-1995. In: Lessios HA, MacIntyre IG, editors. Proceedings of the 8th International Coral Reef Symposium Vol. 2.

		June 24–29, 1996; Smithsonian Tropical Research Institute, Panama. http://www.reefbase.org . p. 2003–2008.
Citing and listing information someone else has cited	Best to consult original source, and then cite it. If original source cannot be located, cite both in text and in the References Cited.	
	...(Smith 2004, cited in Ford & Beitinger 2005).	Ford T, Beitinger T. 2005. Temperature tolerance in the goldfish, <i>Carassius auratus</i> . <i>Journal of Thermal Biology</i> 30:147-152. Smith M. 2004. Noise-induced stress response and hearing loss in goldfish (<i>Carassius auratus</i>). <i>Journal of Experimental Biology</i> 207:427-435.

Suggested reference generator: Citethisforme, link here: <http://www.citethisforme.com>

Instructions:

1. In the 'YOUR BIBLIOGRAPHY' tab (upper left corner), follow Step 1. Add Reference by clicking the reference type you wish to add (Citethisforme will search for the reference online; if it is not available online, you may have to manually enter the information).
2. For Step 2. Choose style; first check the empty box to the left of each reference you have listed, then in the step 2 tab above your bibliography, click on the drop-down arrow beside Citation style, scroll further down, and choose the 'Council of Science Editors, Name-Year (author-date)' citation style.
3. Then in the Step 3 tab, click on the Copy and Paste button to see a printable list of your bibliography which you can then highlight and copy to a Word file (some ads may appear before the list is shown; do not use the tab Download to Word as this requires creating an account that requires payment). If Copy and Paste doesn't work, highlight your entire list without clicking on the Copy and Paste tab, right click to copy, and then paste into a Word file.
4. Format and edit following this Biology 140 Citing and Referencing Guide
 - a. italicize scientific names in the Reference List
 - b. for the in-text citations:
 - i. for 2-authored references – use '&' instead of 'and'
 - ii. for 3-authored references – use et al. after first author's surname instead of naming all 3 authors