

Taylor & Francis Reference Style B

CSE Citation-Sequence

CSE citations are widely used for scientific journals and are based on international principles adopted by the National Library of Medicine. There are three major systems for referring to a reference within the text. This one is the citation-sequence system, where numbers are used within the text to refer to the list of references at the end. The references are numbered and ordered within the list in the sequence in which they first appear within the text. There are two major advantages of this system. Because in-text references consist of numbers only, they interrupt the reading of the work only minimally. This also saves space and paper, and therefore cost. Another advantage is that little decision-making is needed to format an in-text reference or an end reference. This factor is important when many authors use references that have been downloaded from databases. However, there are also disadvantages of the citation-sequence system. First, readers who might be familiar with the subject and author of the work cited cannot identify the author from the in-text reference. Some people feel that the visibility and therefore reputation of the authors suffer if their names do not appear within the text. Second, since in-text references are numbered in the order in which they appear, the numbers change as the manuscript changes. Finally, the reference list in this system has little use on its own. There is some difficulty in locating the works of a specific author, and works by the same author are not usually listed together.

This guide is based on *Scientific Style and Format: The CSE Manual for Authors, Editors, and Publishers*, 7th edition, 2006. Note that examples in the CSE manual follow the citation-name system, so need to be converted if you are using the citation-sequence system.

EndNote for Windows and Macintosh is a valuable all-in-one tool used by researchers, scholarly writers, and students to search online bibliographic databases, organize their references, and create bibliographies instantly. There is now an EndNote output style available if you have access to the software in your library (please visit <http://www.endnote.com/support/enstyles.asp> and look for TF-B CSE Citation Sequence).

1. [How to cite references in your text](#)
2. [How to organize the reference list](#)
3. [Audiovisual material](#)
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5. [Conference paper, proceedings, poster session](#)
6. [Database](#)
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8. [Internet](#)
9. [Journal article](#)
10. [Newspaper or magazine article](#)
11. [Personal communication](#)
12. [Technical report](#)
13. [Unpublished work](#)

1. How to cite references in your text.

In the citation-sequence system, use numbers within the text to refer to the end references. Number the references and order them within the list in the sequence in which they first appear within the text. For example, if a reference by Smith is the first one mentioned in the text, then the complete reference to the Smith work will be number 1 in the end references. Use the same number for subsequent in-text references to the same document.

In-text reference: Traumatic life events and posttraumatic stress disorder (PTSD) are endemic among American civilians ¹. Each year...

End reference: 1. Kessler RC, Sonnega A, Bromet E, Hughes M, Nelson CB. Posttraumatic stress disorder in the National Comorbidity Survey. *Arch Gen Psychiatry*. 1995 Dec;52(12):1048–1060.

Separate in-text reference numbers not in a continuous numeric sequence by commas with no spaces. For more than two numbers in a continuous sequence, connect the first and last numbers with an en-dash; if there are only two consecutive numbers, separate them by a comma. If possible, place the numbers in superscript at each point of citation to eliminate confusion between in-text references and parenthetical numbers.

Modern scientific nomenclature really began with Linnaeus in botany ¹, but other disciplines ^{2,3} were not many years behind in developing various systems ^{4–7} for nomenclature and symbolization.

... have been shown ^{1,2,5,7,1115} to abrogate the requirements of T cells ...

Placement

An in-text reference should immediately follow the word, title or phrase to which it is directly relevant, rather than appearing at the end of long clauses or sentences. Separate in-text references from adjacent text by single spaces before and after them, except when they are followed by a punctuation mark. This separation is to facilitate locating the reference.

Only one study ³ relating the adverse effects of ...

In Jablonski's landmark work ²³, ...

In-text references in tables and figures

In-text references in tables are usually most appropriately put in footnotes. If in-text references must appear within the field of a table, use a separate column or row for them and supply an appropriate heading to identify them.

Do not attach superscript in-text reference numbers to numbers in the field of a table because they could be interpreted as exponents. superscript alphabetic symbols can represent footnotes to the table, and the in-text references can be cited in the footnotes.

2. How to organize the reference list.

At the end of a document, list the references to sources that have been cited within the text, including those found in tables and figures, under the heading 'References'.

List and number end references in the order in which each referenced document is first cited in the text.

What to include

Include only references you have seen. When it is not possible to see an original document, cite the source of your information on it; do not cite the original assuming that the secondary source is correct.

References to documents where accessibility is less reliable (e.g. unpublished works, papers presented at meetings, personal communication, conversations, in-house documents, 'trade' documents such as catalogues and instruction manuals, websites) are not always needed in the reference list.

The proliferation of 'citable' items on the Internet has brought forth the new issue of citing the version of the document seen. The print and Internet versions of documents may appear identical in content but may in fact differ in significant ways. When producing a reference for a document, you must always cite the specific version seen; therefore, do not cite the print version when only the electronic version was seen.

Missing and added information

Use square brackets to show any information that you have added, e.g. the English translation of a title, the physical format of a document, the date of citation for an Internet document.

If a required element of a reference cannot be provided, use square brackets to indicate this

[place unknown]: Association of Refinery Workers; 1961.

Rome (Italy): [publisher unknown]; 1935.

3. Audiovisual material.

Book in audiovisual format

Author(s). Title of audiovisual [medium designator]. Edition. Place of publication: publisher; date. Physical description. Notes.

Johnson D, editor. Surgical techniques in orthopaedics [videodisc]. Rosemont (IL): American Academy of Orthopaedic Surgeons; c2002. 1 videodisc: sound, color, 12 in.

Journal article in audiovisual format

Author(s) of article. Title of article. Title of journal (edition) [medium designator]. Date; volume(issue): location. Physical description. Notes.

4. Book.

General format

Author(s). Title. Edition. Place of publication: publisher; date. Extent. Notes.

Schott J, Priest J. Leading antenatal classes: a practical guide. 2nd ed. Boston (MA): Books for Midwives; 2002.

Book in electronic format (e.g. CD-ROM)

Author(s). Title of book [medium designator]. Edition. Place of publication: publisher; date. Physical description. Notes.

Book on the Internet

Author(s). Title of book [medium designator]. Edition. Place of publication: publisher; date of publication [date updated; date cited]. Notes.

Author name

When there 2–10 authors, list all of them. If more than 10, list the first 10 followed by ‘et al.’. Separate the surname and initials by a space; separate successive author names from each other by a comma and a space. Follow the last item with a full stop (period) unless there are more than 10 authors, or if an editor or other types of secondary author is serving as the author. In these cases, follow the last author with a comma and ‘et al.’.

Takagi Y, Harada J, Chiarugi A, Moskowitz MA.

Jones AR, Smith KR, Williams AB, Carter F, White RY, Little RT, Kane TR, Larosa J, Swartz MN, et al.

Matthews DD, Bellenir K, editors.

No author

If neither an organizational or personal author or editor can be found, begin the reference with the title of the book. The use of ‘anonymous’ is not permitted.

Directory of AIDS resources in the metropolitan Washington area. Washington (DC): WTTG Television; 1998.

Editor, translator, etc. as author

If secondary authors are given in addition to the primary author, this element is optional. Place the secondary author after the title of the work, followed by a comma and the role. If there is more than one, separate by a semicolon.

Martin EW. Hazards of medication. Ruskin A, Napke E, editors.

Richer PM. Artistic anatomy. Hale RB, translator and editor.

Luzikow VN. Mitochondrial biogenesis and breakdown. Galkin AV, translator; Roodyn DB, editor.

If the work only has an editor, place the name in the author position.

Diener HC, Wilkinson M, editors. Drug-induced headache.

Organization as author

Advanced Life Support Group. Acute medical emergencies: the practical approach. London (England): BMJ Books; 2001.

Punctuation of title

Capitalize only the first word of the title, proper nouns and acronyms. If the title begins with a Greek letter, chemical formula or another special character that might lose its meaning if capitalized, retain the lowercase. End the title with a full stop (period) unless another form of punctuation is already present. For non-English titles, retain the conventions of the particular language regarding capitalization. Whenever possible, include an English translation within square brackets.

Lindner UK, Raftopoulos A. EKG in Notfällen [EKG in emergencies]. 2nd ed. Berlin (Germany): Springer-Verlag; c2001. German.

Form of title

Record the book title exactly as they appear in the publication. There are three exceptions to this rule:

1. For a title in Cyrillic, Greek, Arabic or Hebrew, romanize the title. If Chinese, Japanese, etc. romanize and translate the title. Place all translated titles in square brackets.

Gomez Lavin C, Zapata Garcia R. Psiquiatría, salud mental y trabajo social [Psychiatry, mental health and social work]. Pamplona (Spain): Ediciones Eunate; c2000. Spanish.

Iudin SV, Kiku PF. Gigienicheskie aspekty rasprostranennosti onkologicheskikh zabolevanii [Public health aspects of the incidence of oncologic diseases]. Vladivostok (Russia): Dal'nauka; 2002. Russian.

Sun Y, Liu C. [Practical remedies for diabetes]. Beijin (China): Ren min wei sheng chu ban she; 1999. Chinese.

2. If a title contains a Greek letter or some other symbol that cannot be reproduced with the fonts available, substitute the word for the symbol (e.g. Ω becomes omega).
3. If a title is presented in two languages, give both titles with an equals sign between them.

Edition

If a book has been published in more than one edition, an edition statement is a required part of the reference. Place edition information after the title.

8th ed.

New rev. ed.

3rd Am. ed.

Place of publication

Do not list multiple cities. Use the one most likely to be useful to readers. Prefer the anglicized version of the city (e.g. Rome instead of Roma). Follow US and Canadian cities with the two-letter abbreviation for the state or province, so London Ontario becomes London (ON). Follow cities in other countries with the name of the country. These go in parentheses after the city.

New York (NY) or New York (if city is well known and cannot be confused)

Boca Raton (FL)

London *or* London (England) *or* London (GB) *or* London (UK) (as found on the publication)

For consistency within a reference list treat each occurrence of a city the same. If no place of publication can be found, use [place unknown]. If one can be inferred, place the city within square brackets.

Publisher

Record the name as it appears in the publication, omitting an initial 'The'. Well-known publisher names may be abbreviated, so J.B. Lippincott Company would become 'Lippincott'. If more than one publisher is listed, use the first one given, or the one likely to be most familiar to readers. For publications with joint or co-publishers, use the name provided first as the publisher and include the name of the second as a note if desired ('Jointly published by ...'). End publisher information with a semicolon. Give publisher names in their original language but romanize them if Cyrillic, Greek, Arabic or Hebrew, and or translate them if Chinese, Japanese, etc. Place translated names within square brackets. If the name of a division is included in the publisher information, give the names in descending hierarchical order.

Tartuskii Universitet [Tartu University]

Institut d'Etudes du Massif Central, Centre d'Histoire des Entreprises et des Communautés

University of Pennsylvania, Department of Psychology

Elsevier Science, Biomedical Division

In citing organizations that are national bodies, if a nationality is not included with the name, place the ISO two-letter country code after the name, within parentheses (ISO list is available at www.iso.org).

If no publisher can be determined, use [publisher unknown].

Date

The year of publication is required for all references. If the publication date includes a month, this may be included. Place the month after the year, abbreviated to three letters. For multiple years of publication, separate the first and last years with an en dash. If date information cannot be found, use the year of copyright, preceded by 'c', as 'c2002'. If neither can be found, use [date unknown].

Volume number

Use when citing one volume of a multivolume work.

Parenteral nutrition. Vol. 2, Clinical nutrition.

Book series

A series title may be included but is not required.

Ambudkar SV, Gottesmann MM, editors. ABC transporters: biochemical, cellular, and molecular aspects. San Diego (CA): Academic Press; c1998. (Methods in enzymology; vol 292).

Extent (pagination)

This is an optional element for a book reference but may be useful. Cite as '340 p.' If the book is more than one volume, cite the total number of volumes instead of the number of pages (e.g. '4 vol.'). For books in audiovisual format, e.g. an audiocassette or videocassette, express content as '1 videocassette', '56 slides'.

Chapter, part, contribution

A part of a book is one written by the author or one of the authors. If written by someone else, it is a contribution. Begin a reference to a part of a book with the book itself. Begin a reference to a contribution with information on the contribution, followed by the word 'In:'.

Part

Shakelford RT. Surgery of the alimentary tract. Philadelphia (PA): W.B. Saunders; 1978. Chapter 2, Esophagoscopy; p. 29–40.

Sissons HA, Murray RO. Orthopaedic diagnosis. Berlin (Germany): Springer-Verlag; 1984. Figure 1.3, Stress fractures of the spine; p. 236.

Contribution

Hazeltine WA. AIDS. In: The encyclopedia Americana. International ed. Danbury (CT): Grolier Incorporated; 1990. p. 365–366.

Location (pagination)

Give first and last page of chapter separated by an en dash. If the chapter has a separate author, place the page information after the date, preceded by p. and a space. Follow with a full stop (period).

Todd JK. Streptococcus pneumoniae. In: Behrman RE, Kliegman RM, Jenson HB, editors. Nelson textbook of pediatrics. 16th ed. Philadelphia (PA): W.B Saunders; c2000. p. 799–801.

5. Conference paper, proceedings, poster session.

Paper

Conference papers are cited in the same way as contributions to books.

Author(s) of paper. Title of paper. In: Editor(s) Title of book. Number and name of conference; date of conference; place of conference. Place of publication: publisher; date. Location. Notes.

Unpublished paper or poster session

Author(s) of paper. Title of paper. Paper/Poster session presented at: Title of conference. Number and name of conference; date of conference; place of conference.

Antani S, Long SR. Anatomical shape representation in spine x-ray images. Paper presented at: VIIP 2003. Proceedings of the 3rd IASTED International Conference on Visualization; 2003 Sep 8–10; Benalmadena, Spain.

Proceedings

Editor(s). Title of book. Number and name of conference; date of conference; place of conference. Place of publication: publisher; date. Extent. Notes.

Antonioli GE, editor. Pacemaker leads 1997. Proceedings of the 3rd International Symposium on Pacemaker Leads; 1997 Sep 11–13; Ferrara, Italy. Bologna (Italy): Monducci Editore; c1997.

6. Database.

Database in electronic format

Author(s). Title of database [medium designator]. Edition. Place of publication: publisher. Beginning date–ending date. Physical description. Notes.

7. Dissertation or thesis.

Author(s). Title of dissertation or thesis [content designator]. Place of publication: publisher; date.

Lutz M. 1903: American nervousness and the economy of cultural change [dissertation]. [Stanford (CA)]: Stanford University; 1989.

Oviedo S. Adolescent pregnancy [master's thesis]. [Denton (TX)]: University of North Texas; 1995.

8. Internet.

The basic rules for citing Internet material do not differ markedly from what is required for print. There is still an author, title, place of publication, publisher, date of publication and extent. Do not simply add a URL to the title. In citing Internet documents, three dates are important: (1) the date the document was posted on the Internet or was copyrighted; (2) the latest date of any update or revision; and (3) the date the person doing the citing actually saw the publication.

Homepage

Title of homepage [medium designator]. Edition. Place of publication: publisher; date of publication [date updated; date cited]. Notes.

APSnet: plant pathology online [Internet]. St Paul (MN): American Phytopathological Association; c1994–2005 [cited 2005 Jun 20]. Available from: <http://www.apsnet.org/>

The notes component of a reference has no specified format or punctuation and is not required. Its purpose is to give the reader useful information not provided elsewhere. However, availability information is a required part of all citations to the Internet. For Internet addresses, the location displayed by the Web browser is usually the one to use. Verify the address before including it in a citation. No ending full stop (period) is used after a URL or other Internet address in a citation unless it concludes with a forward slash. Other types of information that may be included in notes are the language of the item, any special viewing requirements, and the DOI.

9. Journal article.

General format

Author(s). Article title. Journal title. Date;volume(issue):location.

Smart N, Fang ZY, Marwick TH. A practical guide to exercise training for heart failure patients. *J Card Fail.* 2003;9(1):49–58.

Journal article in electronic format (e.g. CD-ROM)

Author(s). Article title. Journal title (edition) [medium designator]. Date;volume(issue):location. Physical description. Notes.

Journal article on the Internet

Author(s) of article. Title of article. Title of journal (edition) [medium designator]. Date of publication [date updated; date cited];volume(issue):location. Notes.

Savage E, Ramsay M. Mumps outbreaks in 2004. *BMJ* [Internet]. 2005 [cited 2005 May 31];330(7500):1119–1120. Available from: <http://bmj.bmjournals.com/cgi/reprint/330/7500/1119> doi:10.1136/bmj.330.7500.1119

Article title

A content designator may be placed at the end of a title, e.g. for an editorial, letter to the editor, news, or meeting abstract.

Weil MH. Cardiopulmonary resuscitation: one size does not fit all [editorial]. *Circulation.* 2003;107(6): 794.

Capitalize only the first word of the title and proper nouns or acronyms. If the first word is a Greek letter, chemical formula or other special character that would lose meaning if capitalized, retain the lowercase. For titles not in English, follow the conventions of the particular language.

Journal title

Abbreviate the significant words in a journal title according to ISO 4.

Volume and issue number

Both volume and issue numbers are required. Follow volume information with a colon unless there is also issue information.

Volume supplement or part

Auris Nasus Larynx. 2003 Feb;30 Suppl:S57–S60.

Issue supplement or part

J Am Acad Dermatol. 2000 Aug;43(2 Pt 3):S31–S35.

Location (pagination)

Give the first and last page of the article, separated by an en-dash. Place after the volume and/or issue and precede it with a colon.

Cho YW, Cecka KM. Organ procurement organization and transplant center effects. Clin Transplant. 1996:427–441.

10. Newspaper or magazine article.

Names of newspapers are never abbreviated, although a leading ‘The’ may be dropped if desired. Always provide the full date of publication. If there is no author, begin the reference with the title.

General format

Author(s). Title of article. Title of newspaper (edition). Date;section:beginning page of article (column no.).

Weiss R. Study shows problems in cloning people. Washington Post (Home Ed.). 2003 Apr 11;Sect. A:12 (col. 1).

11. Personal communication.

CSE recommends placing references to personal communications such as letters and conversations within the text, not as formal end references. The nature and source of the cited information should be identified by an appropriate statement. Place the source information within parentheses.

... and most of the meningiomas proved to be inoperable (2003 letter from RS Grant to me; unreferenced, see ‘Notes’) while a few were not.

The author must provide written permission from the cited person (if living) or from the cited organization if it is carried in a document such as an internal memo that is not accessible to scholars. The permission should be acknowledged in an Acknowledgements or Notes section.

12. Technical report.

General format

Author(s). Title of report. Edition. Place of publication: publisher; date. Extent. Report No.: Notes.

13. Unpublished work.

Forthcoming material

Forthcoming material consists of journal articles or books that have been accepted for publication but not yet published. ‘Forthcoming’ has replaced ‘in press’ because changes in the publishing industry have made the later term obsolete.

Forthcoming journal article

Author(s). Article title. Journal title. Forthcoming date.

Farley T, Galves A, Dickinson LM. Stress, coping, and health. *J Immigr Health*. Forthcoming 2005 Jul.

You may include the volume and issue number if known.

Forthcoming book

Author(s). Title. Edition. Place of publication: publisher. Forthcoming date.

Unpublished manuscript

Author(s). Title. Date. Physical description. Notes.

Stearns AA. Armory Square Hospital nursing diary. 1864. 70 leaves. Located at: History of Medicine Division. National Library of Medicine, Bethesda, MD; MS B 372.

Manuscript collection

Author(s). Title. Date. Physical description. Notes.

Axelrod J. The Julius Axelrod papers. 1919–1998. 22 boxes. Located at: Modern Manuscripts Collection, History of Medicine Division. National Library of Medicine, Bethesda, MD; MS C 494.