### Formatting

- Double space the entire paper, including the cover page and references.
- Set all four margins at 1 inch (2.5cm).
- Use 12 pt. Times New Roman font or similar.
- After the title page, include a right-aligned header. The header should include the title of the paper and the page number. The page number should be in Arabic numerals and start at 2 (the cover page is page 1 but this is unmarked).
- First level headings are left-aligned (or centered), capitalized and bolded.
- Second level headings are left-aligned (or centered) and capitalized.

### Quotations

If a direct quote runs to less than four lines, put it in quotation marks:

Svendsen (2013) says that “[i]t is important that readers know when you are borrowing someone else’s exact words” (1).

If a direct quote is longer (four lines or more), format it as a block quote:

It is important that readers know when you are borrowing someone else’s exact words. Otherwise, you may be accused of plagiarism, which is a form of theft. Students found guilty of plagiarism will be subject to disciplinary action, possible including expulsion from the University. (Svendsen 2013:1)

### References

The Reference list begins on a separate page, with “References” centred at the top:

In-Text Citations

Note: CSE has three documentation styles: Name-Year, Citation-Sequence, and Citation-Name (see www.sciencestyleandformat.org/Tools/SSF-Citation-Quick-Guide.html). This guide focuses only on the Name-Year documentation style.

In-text citations appear in the text of a paper to indicate that a source is being cited. They include the last name of the author and the date of publication:

...(Smith 2011).

If the author’s name is mentioned in the text, give only the date in the parentheses:

Smith (2011) states…

For direct quotes, the page number is included:

...(Smith 2011:163)

Smith (2011) states, “…” (163).

One Author

...(Hodek 2002).

Hodek (2002) states…

Two Authors

...(Barrow and Laborde 2008).

Barrow and Laborde (2008) explain…

Three or More Authors

...(Yencho et al. 2008).

Yencho et al. (2008) argue…

Organization/Corporation as Author

...(Statistics Canada 2016).

Statistics Canada (2016) shows that…

No Author

Use the title, or if the title is long, use the first few words followed by an ellipsis (…):

...(Research Ethics 2016).

...(What you need to know… 2015)

Personal Communication

...(C. Moore, e-mail message, September 20, 2016)

Note: This is not listed in the references.

References

Chapter in an Edited Book

Report (Online)

Video (Online)
National Geographic. 2008. 2 degrees warmer: ocean life in danger [Internet]. YouTube.com; [cited 2017 Jan 16]. Available from: http://youtu.be/P-0_gDXqYeQ

Website

Website with Author

Encyclopedia Article