

## CSE: ESSAY FORMAT

### CSE ESSAYS SHOULD:

- Be typed
- Double-spaced (with no single spacing and no extra spacing anywhere)
- Use a 12pt. standard serif font (ex. Times New Roman or Courier)
- Have 1" (2.54cm) margins

### CSE TITLE PAGE:

- In separate lines center the title, the author's name (no titles or degrees), the course number, and the date
- The title page is counted as page one, but omit a header and page number on the title page

### CSE HEADER:

- After the cover page add a header in the upper right-hand corner, one-half inch from the top and flush with the right margin
- Include an abbreviated title and the page number, numbering all pages consecutively

### THE MAIN BODY OF A CSE ESSAY:

- The body of papers describing original research are typically divided into basic sections and use headings, such as: Abstract, Introduction, Methods, Results, Discussion, and References
- Paragraphs should be indented five spaces or one-half inch by pressing the Tab key once
- All sections should follow each other without any extra breaks or line spaces

### CSE IN-TEXT CITATIONS (NAME-YEAR, CITATION-SEQUENCE, OR CITATION-NAME):

- Name-year in-text citations will be the author's last name (or an abbreviated source title) with a publication year, enclosed in parentheses. No punctuation is necessary within the parentheses. In the reference list, sources should be listed alphabetically by authors' last names
- Citation-sequence in-text citations will be superscripted sequential numbers (1, 2, 3, etc.) in order of appearance. All subsequent references to a source will be marked with the same number. In the reference list, sources should be listed by order of appearance in the text and numbered sequentially
- Citation-name in-text citations will be superscripted sequential numbers (1, 2, 3, etc.) matching the numbering of the reference list. In the reference list, sources should be listed alphabetically by author and numbered sequentially

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**Additional online resources can be found at [www.madonna.edu/owl](http://www.madonna.edu/owl)**

- For a source with two authors, include both last names in the text or in the parenthetical citation connected by “and”. For three or more authors, use the name of the first author and “et al.”

### CSE SIGNAL PHRASES AND TENSES:

- Introduce quotations with a signal word or phrase—usually including an author’s last name. The citation does not need to also include that information. Keep the citation brief and do not repeat any information
- The methods used in an experiment and the results obtained should be reported in the past tense
- Present tense may be used in introductions to acknowledge currently accepted beliefs, and future tense may be used in conclusions to suggest plans for further inquiry

### CSE REFERENCES LIST:

- Begin on a new page and center the title “References” at the top
- References should be single-spaced, with double spaces between each reference.
- The order of the reference list will depend on the in-text citation system used in the text of the essay
- Name-year references should be listed alphabetically by authors’ last names
- Citation-sequence references should be listed by order of appearance in the text and numbered sequentially
- Citation-name references should be listed alphabetically by author and numbered sequentially

#### **Year-name references template:**

Last FM. Year. Article title: subtitle. Journal Title. Volume (Issue Number):p.#.

#### **Citation-sequence and citation-name references template:**

Last FM. Book/article title: subtitle. Edition. Journal. Volume (Number). City (State): Publisher; Year; p.#.

### CSE AUTHOR NAMES:

- List last names first, followed by first and middle initials. Do not use a comma between the last name and the initials or periods or spaces after the initials.
- List up to ten authors for a source, separating each from another with a comma. For sources with eleven or more authors list the first ten followed by a comma and the phrase “et al.”

### CSE TITLES:

- Capitalize the first word of the title of books and articles and any proper nouns in the title or subtitle
- Abbreviate journal titles longer than one word. Omit the words “the” and “or” and any apostrophe marks. Capitalize every word or abbreviation in a journal title

### CSE HANGING INDENT:

- CSE References do not require a hanging indent. All lines should be flush left with the margin.