

HSR Style Guide

Adopted from the International Collegiate Science Journal Style Guide
Standards for Scientific Numbers, Names, and References

Updated: Fall 2018

This reference was based off of the ACS Style Guide.

I. Scientific measurements and nomenclature

- General formatting for scientific units can be found in the ACS Style Guide Chapter 11, which can be accessed [here](#) and on ICSJ Resources
 - Numbers > 10 should be written out with Arabic numerals (0 – 9)
 - Numbers < 10 should be written out phonetically (one, two, three, four)
 - Exception – when multiple numbers are used in one sentence, if any are > 10 then all numbers should be written with Arabic numerals
 - Periods should be used as decimal points, never commas
 - Ranges of numbers should be written with em dashes and no spaces
 - An em dash is not a dash and should be typed with two dashes “- -”; most word processing software will convert this to an em dash, as seen in the following example
 - *Ex.* 15—20%
 - Scientific units should follow numerical values following a space.
 - *Ex.* 48 nm
 - Accepted SI abbreviations should be used with appropriate capitalization and symbols
 - *Examples of specific abbreviations frequently formatted incorrectly:*

Time	sec, min, hr
Length	m, nm
Volume	mL, L
Pressure	kPa, mmHg

- Temperatures - the numerical temperature should be followed with a space, then the degree unit
 - *Ex.* 62 °C
 - Ensure that the proper degree unit is inserted!
- Scientific nomenclature
 - Names of genes are typically italicized with all letters in uppercase
 - Groups of genes designated a specific name are typically not italicized
 - Protein names are typically in Roman type (non-italicized, “normal”) with all letters in uppercase
 - Species names are italicized with the first name capitalized and the second lowercase

II. In text citations:

- Use superscript numbers after commas and periods to indicate sources
- Numbering of references should be based on order of appearance within the text
 - Numbering in the “works cited” should reflect the numbering of references in the text
 - Each reference receives its own number
- Multiple references following a sentence or clause should be grouped together if in sequential order with a dash and listed in numerical order
 - *Ex.* 1-6, 19, 25 (see examples below)
- All citations in the “works cited” should be used within the text
- The superscripts should be not be italicized or bolded
- *Examples of in text citations:*
 - As sales of bottled water increase, consumption of tap water decreases.¹
 - Viral gene therapy, although highly efficient, risks severe immune reaction and insertional mutagenesis.^{1-6, 19, 25}
 - Note: all cited references for this sentence are listed in numerical order
 - Since 1999, the average world consumption of bottled water has grown by 7% each year based on annual per capita,⁵ now surpassing the sales of milk and beer.⁶
 - Note: citations 2-4 were used before this sentence.

III. Works cited section:

- Works cited section should be named “Works cited” in all articles in the issue for the sake of consistency
- Works cited section is listed in numeric order with references ordered based on appearance in text
- Numbers in works cited should be encased in [brackets] with a hanging indentation
- *Example works cited section (enclosed in horizontal lines for clarity):*

Works cited

[1] Steinmetz, N. F. *Nanomed.-Nanotechnol.* 2010, 6, 634-641.

[2] Bruckman, M. A. *et al. ACS Nano* 2011, 5, 1606-1616.

[3] Maheshri, N. *et al. Nat. Biotechnol.* 2006, 24, 198-204.

A. Articles from a journal

- Periodical references must include the author names, abbreviated journal name, year of publication, volume number (if any), and initial page of cited article (complete span from first to last page of the article is preferred).
 - Manuscript titles are removed for the sake of publication page space

- The general citation format for journal articles is:
 - Last name, F. M., Qualifier. *et al. J. Abbrev. Name* YEAR, vol, pgi-pgf.
 - F = first name; M = middle; Qualifier = Jr., Sr., III, etc.
- *Example journal article citations:*
 - [16] Yang, W. *Mol. Cell Neurosci.* 2012, 49, 406-414.
 - [5] Musick, M. A. *et al. Biomacromolecules* 2011, 12, 2153-2158.
 - [46] Girod, A. *et al. J. Gen. Virol.* 2002, 83, 973-978.
 - [11] Bleker, S. *et al. J. Virol.* 2005, 79, 2528-2540.
- Author listing
 - General format: Last, F. M., Qualifier
 - Names are written inversely
 - Abbreviate the first name (and middle if it is given on the article)
 - Qualifiers (Jr., Sr., III) follow the name with a comma
 - Note: Qualifiers do not include degrees
 - Use the first author and “*et al.*” for all remaining authors UNLESS there are only two authors
 - When there are only two authors, list both and separate names using semicolons
 - *Ex.* [23] Yang, W.; Wagner, D.S. *J. Biochem.* 2013, 33, 88-93.
- Journal names and abbreviations
 - Abbreviate the journal’s name to the shortest possible and only use a period after the last word if it is abbreviated
 - If the last part of the journal title is not abbreviated, no punctuation is needed
 - Official abbreviations are listed on pg. 288 of ACS style guide; more extensive lists can easily be found through any search engine
 - *Example journal title abbreviations:*
 - *Analytical Chemistry* = *Anal. Chem.*
 - *Journal of Medicinal Chemistry* = *J. Med. Chem.*
 - *Environmental Science & Technology* = *Environ. Sci. Technol.*
 - *Journal of Controlled Release* = *J. Control. Release*
- Article titles are not needed for ICSJ journal references
 - However, in most cases article titles should be included in normal font (not italicized) with no quotation marks
 - In a “works cited” section, all important words in the title should be capitalized OR only the first word capitalized
 - Whichever method chosen should be used consistently in the works cited and in the entire publication
 - All proper nouns should be capitalized
 - *Ex.* Carrera, D. Single-Walled Carbon Nanotube Functionalization with Salts. *Nano* 2005, 48, 58-63.
- Italicize the volume number and offset with commas
 - Issue number is not needed
- Initial and final page of the journal article should be listed “pgi-pgf”
 - Pagination should have no space
 - If only the initial page number or reference number is listed, as is typically the

- case of many physics journals, provide whatever information is available
- *Example pagination citations:*
 - Carrera, D. Single-Walled Carbon Nanotube Functionalization with Salts. *Nano* 2005, 48, 58-63.
 - Incorrect: Carrera, D. Single-Walled Carbon Nanotube Functionalization with Salts. *Nano* 2005, 48, 58 – 63.
- End the citation with a period.

B. Online journal articles

- Only journal articles that are exclusively online should be formatted as online journal articles
 - For articles read online but available in print, the typical journal article citation should be used (see above)
- The citation format for online journal articles is:
 - Author. *J. Abbrev.* [Online] year, *issue*, pagination. website url (accessed Aug. 11, 2013).
- See above for formatting author, journal abbreviation, etc.

C. Nonscientific magazines and newspapers

- General format
 - Author 1; Author 2. Title of Article. *Title of Periodical/Newspaper/Magazine*, complete date, pagination.
 - *Ex.* Johnson, P.; Page, W. The Truth Behind Lie Detectors. *The New York Times*, Oct. 23, 2008, p. D3
- If online, after the date, give the url and then (accessed date)
 - *Ex.* Johnson, P.; Page, W. The Truth Behind Lie Detectors. *The New York Times*, Oct. 23, 2008. <http://newyorktimes.com/liestharwiobgwr> (accessed Jan 2, 2014).
- Accessed date format for any online sources can be found in Section III C, Electronic sources

D. Books

- Citation format is different for books with and without editors
 - General format of book references without editors:
 - Author 1; Author 2. *Book Title*, edition number; series information (if any); publisher: place of publication, year; volume number, pagination.
 - *Ex.* Morris, M. Baker, R. *Exploring Deep Space: the Most Recent Findings of NASA's Telescopes*; Space Odysseys; McMullin: New York, 2010; pp. 33-46.
 - General format of book references with editors:
 - Author 1; Author 2. In *Book Title*, Edition number; Editor 1, Editor 2, etc., Eds.; series information (if any); publisher: place of publication, year; volume number, pagination.
 - Note that typically these books are editor-selected compilation of articles written by different authors

- *Ex.* Decker, B.; Snape, S. In *Deep Meditation: Reading Your Own Mind*; Hazel, B., Riddle, T., Eds.; Meditation Series; Oxford University Press: Oxford, UK, 2010; pp 5-63.
- Authors are abbreviated and separated by semicolons, while editors are also abbreviated, but separated by commas
 - If more than two authors/editors contributed to the book, include only first author and “*et al.*” for the remaining
 - Multiple authors/editors are listed when only TWO authors/editors have contributed (same as with journal articles)
 - If the reference is written by a group (i.e. organization or conference), substitute that group’s name into the author field.
 - *Ex.* World Health Organization. *Pathology and Vectors for H1N1*; Geneva, Switzerland, 2009; pp 1-9.
 - You can put it into book format or periodical format depending on the source of the article
- Book titles and publishers should not be abbreviated
 - Book titles are italicized and followed by a comma (if there is an edition) or a semicolon (if no edition to note)
 - Book title words of importance are all capitalized
- Place of publication
 - Name the city and state for the U.S. and the city and country for everything else.
 - If a publisher has multiple international headquarters, choose the location closest to you
- Note that pagination is prefaced with “p” or “pp” to indicate single or multiple pages, respectively (see above for examples)

E. Electronic sources

- Electronic sources should cite credible and trustworthy websites
 - Government and education (.gov and .edu) sites are typically reliable sources to use
 - Sites like “about.com” should be avoided
 - A popular science website should be at the very least accompanied if not replaced by the original primary literature source
- General citation format for electronic sources differs
 - General citation format for online periodicals:
 - Author. Title of Page. *Location* [Online], Date, pagination. URL (accessed date).
 - *Ex.* Hallet, V. Scanning the Globe for Organic Chemistry. *U.S. News and World Report* [Online], April 19, 2004, p 99. Business Source Premier. <http://www.epnet.com/academic/businesssourceprem.asp> (accessed Mar. 24, 2009).
 - General citation format for websites:
 - Author (if any). Title of Site. URL (accessed date), other identifying information (if any).
 - *Ex.* Rice Catalyst. catalyst.rice.edu (accessed Apr. 28, 2014).

- If URLs are too lengthy and causing problems with formatting, they can be broken into multiple lines after punctuation marks occurring in the URL
 - Use “shift + enter” on the keyboard after “/”, “.”, and other marks to continue the URL to the next line
- Accessed date formatting
 - (accessed Month date, YEAR).
 - “accessed” should not be capitalized
 - Months should be abbreviated when possible with a period indicating abbreviation
 - *Ex.* Apr.
 - The correct abbreviations for each month: Jan.; Feb.; March; Apr.; May; June; July; Aug.; Sept.; Oct.; Nov.; Dec.

F. Other miscellaneous sources

- General citation format for government publications:
 - Author 1 *et al.* Chapter Title. Document Title; Government Publication Number; Publishing Agency: Place of Publication, Year; Pagination.
- General citation format for technical reports and bulletins:
 - Author 1; Author 2; etc. Title of Report or Bulletin; Technical Report or Bulletin Number; Publisher: Place of Publication, Date; Pagination.
- All important words of titles of articles and documents should be capitalized

IV. Copyright permissions

- When choosing images for articles:
 - Find images from the following sites:
 - Flickr
 - Wikimedia
 - Google Images
 - Go under Search Tools > Usage Rights > Labeled for Noncommercial Reuse
 - If you find a self-taken photo or self-drawn diagram from a personal website that has an individual’s contact information, email them to ask for permission and forward their permission email to the executive publishers’ emails.
 - Always use high resolution photos with as little text as possible.

V. Writing on popular science

- Stay away from academic writing.
 - Engage the reader from the beginning.
 - Don’t just dive into the point of an experiment or the history of a discovery. Prepare the reader for what they’re about to read and provide a context for your piece.
 - Avoid jargon when it is unnecessary.
 - If a technical term is necessary, make sure to define it immediately in

accessible, non-jargon language that a non-science-oriented person would understand.

- Stay away from the scientific method when forming the structure of your article.
 - Don't include a methods or results section. Find a way to explain it in simple, short and precise sentences like you would in an oral presentation or abstract.
- Don't overload on statistics. Choose the strongest data and present it in isolation.
- Don't use weak language.
 - Passive voice is often ineffective.
 - Don't use it just because you think it sounds elegant.
 - Less is oftentimes more when it comes to adverbs, adjectives and descriptive clauses. Stay away from clutter.
 - Use action verbs over passive constructs.
- Paragraphs should have big ideas.
 - If they don't, think about whether you can scrap it. Give your reader only what you want them to take away. Don't write decorative paragraphs just to hit a word count.
 - Topic sentences are often helpful, but they shouldn't make their body paragraph seem abrupt within the context of your entire article.
- Always think about flow. If your piece could sound good being read out loud, it probably flows well on paper too. You want ideas to transition smoothly so that your story has an arc.
- Pay attention to the quotes and images you use. Make sure you're not just trying to add an "expert" voice in your piece that isn't completely relevant or useful.
 - Quotes from outside sources only add legitimacy if they are strong, timely and appropriate.
 - Similarly diagrams should be used with care. After all, having a diagram doesn't mean you can slack on description/explanation within your writing.