

Formatting References in EndNote

This document explains how to format references in EndNote for the BOEM EndNote style (based on CSE 8th Edition Name-Year). The following pages show how to enter the information for each document type (these are the minimum fields; you may use additional fields). The table below explains how some of the fields should be entered to correctly output for the BOEM style.

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General Field Formatting

Field	Notes	Examples
Author(s)	<p><i>For reports funded by BOEM, use the author name(s).</i></p> <p><i>For reports by other agencies, use the author name(s) if available or agency name(s).</i></p> <p><i>For BOEM-authored documents (e.g., EISs and EAs), use BOEM.</i></p> <p>Use a separate line for each entry.</p> <p>Do not type “et al.” The style automatically adds this as needed.</p> <p>If the organization is a Federal or state department or agency, use the acronym as shown in www.usa.gov/federal-agencies.</p> <p>For organization names with more than one word, with a comma at the end.</p>	<p>Lastname, First Name</p> <p>Lastname, First Name Middle Initial</p> <p>Lastname, F M</p> <p>Lastname Jr, F M</p> <p>Lastname Sr, F M</p> <p>Lastname 2nd, F M</p> <p>Lastname 3rd, F M</p> <p>BOEM</p> <p>Continental Shelf Sciences, NOAA Fisheries,</p>
Year	<p>Publication year, 4 digits</p> <p>For web pages, order of preference for the year field:</p> <ol style="list-style-type: none"> 1. Year at the bottom of the web page 2. Website or web page copyright year (use "c" before the year, such as c2021) 3. Year of access 	<p>2021</p> <p>1990</p>
Title	<p>Use sentence capitalization (capitalize the first word and other proper nouns that should stay capitalized).</p> <p>Use lowercase after a colon.</p> <p>Use italics and underlining in the same way as the document does.</p>	<p><i>Deepwater Horizon</i> oil spill: final programmatic damage assessment and restoration plan and final programmatic environmental impact statement</p>

Field	Notes	Examples
Journal	Use title capitalization. Spell out the full name of the journal (not abbreviated), and spell the journal name as it appears in your PDF.	PLOS ONE Aquatic Mammals Frontiers in Marine Science
Place Published	City (ST) or City (Country)	Sterling (VA) New Orleans (LA) London (UK) Paris (France)
Publisher or Institution	Spell out (do not use acronym) List multiple levels in an organization hierarchically (largest first) Do not add a space in U.S. Do not list each on a separate line Do not add a comma at the end of the line	U.S. Department of the Interior, Bureau of Ocean Energy Management National Oceanic and Atmospheric Administration, National Marine Fisheries Service Pacific Fishery Management Council
Edition	Use ordinal numbers	1st 2nd 3rd
Editor	Use a separate line for each entry. Do not type “et al.”	Lastname, First Name Lastname, First Name Middle Initial Lastname, F M Lastname Jr, F M Lastname 2nd, F M
Pages	Depending on the Reference Type, this entry would be the total number of pages in the document OR the page range. For a range of pages, an en dash (–) is preferred. For total page count, use the total number of pages in the document PDF (preferred) or the last Arabic-numbered page (if more appropriate).	10 5–11

Field	Notes	Examples
Report Number	Enter the entire report number as shown in the document.	OCS Study BOEM 2021-013 OCS Report BOEM 2016-014 NOAA Technical Memorandum NMFS-NE-245
URL	Enter the website or webpage from which the PDF is downloaded. When you include a URL, you must include the date you accessed the webpage in Access Date or Date Accessed.	https://www.boem.gov/sites/default/files/environmental-stewardship/Environmental-Assessment/NEPA/Report-OCS-Regulatory-Framework-revised-2016.pdf www.boem.gov/Catastrophic-Spill-Event-Analysis/
Date Accessed / Access Date	YYYY Mon DY (3-letter month, 2 digits for day) Use the date that the PDF is downloaded. Name of this field depends on the reference type.	2021 Jul 04
Last Update Date	YYYY Mon DY (3-letter month, 2 digits for day)	2021 Jan 12
DOI	DOI stands for digital object identifier. Enter the DOI number without the "doi:" prefix.	10.1289/ehp.1510348 10.1371/journal.pone.0039593
Upload PDF and PDF File Naming	AuthorYearShortDescription No spaces or underscores; use capital letters to delimit words. Author: For 2 authors, use "and"; for 3+ authors, use "EtAl" as one word. Short Description: Aim for 3–5 words.	Single Author: Smith2017ResourceEstimates.pdf Two Authors: SmithandPark2017RightWhaleHabitat.pdf 3+ Authors: SmithEtAl2017LeasingHistory.pdf Agencies: EPA2017ProtectedSpecies.pdf Other: DOI2017SecretarialOrder3350.pdf

Reference Types

1 Journal Article

Fields (red = required)

- Author
- Year
- Title (in sentence caps)
- Journal
- Volume
- Issue
- Pages (page number range of article)
- Upload a correctly named PDF
- DOI

Output:




Lastname FM, Lastname FM, Lastname FM. Year. Title in sentence caps. Journal. Vol(Issue):xx-xx.
doi: DOI.

Examples:

Casper BM, Popper AN, Matthews F, Carlson TJ, Halvorsen MB. 2012. Recovery of barotrauma injuries in Chinook salmon, *Oncorhynchus tshawytscha* from exposure to pile driving sound. PLOS ONE. 7(6):e39593. doi:10.1371/journal.pone.0039593.

Baulch S, Perry C. 2014. A sea of plastic: evaluating the impacts of marine debris on cetaceans. Marine Pollution Bulletin. 80(1-2):1-24.

Bringloe TT, Dunton KH, Saunders GW. 2017. Updates to the marine algal flora of the Boulder Patch in the Beaufort Sea off northern Alaska as revealed by DNA barcoding. Arctic. 70(4):343-348.

Reference Type	Journal Article 
Author	Carić, Hrvoje Mackelworth, Peter
Year	2014
Title	Cruise tourism environmental impacts – the perspective from the Adriatic Sea
Journal	Ocean & Coastal Management
Volume	102
Part/Supplement	
Issue	
Pages	350–363
DOI	10.1016/j.ocecoaman.2014.09.008
File Attachments	 CaricAndMackleworth2014Cr... 

2 Electronic Article

Fields (red = required)

- Author
- Year
- Title (in sentence caps)
- Periodical Title
- Issue
- Pages (page number range of article)
- URL
- Date Accessed
- Upload a correctly named PDF
- DOI

Output:

Lastname FM, Lastname FM, Lastname FM. Year. Title in sentence caps. Periodical Title. [accessed Date Accessed];Vol(Issue):xx-xx. URL. doi: DOI.

Examples:

Teo SL, Block BA. 2010. Comparative influence of ocean conditions on yellowfin and Atlantic bluefin tuna catch from longlines in the Gulf of Mexico. PLOS One. [accessed 2020 Nov 11];5(5):e10756.
<https://journals.plos.org/plosone/article/file?id=10.1371/journal.pone.0010756&type=printable>.
doi:10.1371/journal.pone.0010756.

Duncan CD, Havard RW. 1980. Pelagic birds of the northern Gulf of Mexico. American Birds. [accessed 2020 Nov 12];34(2):122-132. <https://sora.unm.edu/sites/default/files/journals/nab/v034n02/p00122-p00132.pdf>.

Reference Type	Electronic Article
Author	Teo, Stever IL Block, Barbara A.
Year	2010
Title	Comparative influence of ocean conditions on yellowfin and Atlantic bluefin tuna catch from longlines in the Gulf of Mexico
Periodical Title	PLOS ONE
Place Published	
Publisher	
Volume	5
Document Number	
Issue	5
Pages	e10756
E-Pub Date	
Website Title	
Edition	
Date Accessed	2020 Nov 11
Type of Work	
Short Title	
Alternate Title	
ISSN	
DOI	10.1371/journal.pone.0010756
URL	https://journals.plos.org/plosone/article/file?id=10.1371/journal.pone.0010756&type=printable
File Attachments	+ Attach file

3 Government Document

For government documents and Environmental Studies Program (ESP) study reports

Fields (red = required)

- Author
- Year
- Title
- Place Published
- Publisher
- Pages (total number of pages)
- Report Number
- Upload a correctly named PDF
- URL and Access Date
- Notes


Output: Lastname FM, Lastname FM, Lastname FM. Year. Title in sentence caps. City (ST): Publisher. x p. Report No.: Report Number. Notes. [accessed Access Date]. URL.

Examples:

Cameron Jr. B, Matthews T. 2016. OCS regulatory framework. New Orleans (LA): U.S. Department of the Interior, Bureau of Ocean Energy Management. 54 p. Report No.: OCS Report BOEM 2016-014. [accessed 2020 Mar 03]. <https://www.boem.gov/sites/default/files/environmental-stewardship/Environmental-Assessment/NEPA/Report-OCS-Regulatory-Framework-revised-2016.pdf>

Hayes SA, Josephson E, Maze-Foley K, Rosel PE, Byrd BL, Chavez-Rosales S, Engleby L, Garrison LP, Hatch J, Henry AG, et al. 2018. U.S. Atlantic and Gulf of Mexico marine mammal stock assessments - 2017. Woods Hole (MA): U.S. Department of Commerce, National Oceanic and Atmospheric Administration. 371 p. Report No.: NOAA Technical Memorandum NMFS-NE-245.

BOEM. 2017. Catastrophic spill event analysis: high-volume, extended-duration oil spill resulting from loss of well control on the Gulf of Mexico Outer Continental Shelf. New Orleans (LA): U.S. Department of the Interior, Bureau of Ocean Energy Management. 355 p. Report No.: OCS Report BOEM 2017-007. [accessed 2021 Jul 21]. <https://www.boem.gov/Catastrophic-Spill-Event-Analysis/>.

Reference Type	Government Document
Author	BOEM
Year	2020
Title	Gulf of Mexico OCS regulatory framework
Department	
Place Published	New Orleans (LA)
Publisher	U.S. Department of the Interior, Bureau of Ocean Energy Management, New Orleans Office, Office of the Environment
Volume	
Issue	
Pages	54
Section	
Series Title	
Edition	
Report Number	BOEM 2020-059
URL	www.boem.gov/sites/default/files/documents/about-boem/GOM-OCS-Regulatory-Framework.pdf
File Attachments	 BOEM2020GOMOCSRegulato... + Attach file
Author Address	
Figure	
Caption	
Access Date	2021 Aug 27

4 Report

For non-government reports (use Government Reports type for any government reports and ESP study reports)

Fields (red = required)

- Author
- Year
- Title (in sentence caps)
- Place Published
- Institution
- Pages (total number of pages)
- Upload a correctly named PDF
- Report Number
- URL and Access Date

Output:


Lastname FM, Lastname FM, Lastname FM. Year. Title in sentence caps. City (ST): Institution. xx p. Report No.: Report Number. [accessed Access Date]. URL.

Examples:

Lindeman KC, McCarthy DA, Holloway-Adkins KG, Snyder DB. 2009. Ecological functions of nearshore hardbottom habitat in east Florida: a literature synthesis. Tallahassee (FL): Florida Department of Environmental Protection, Bureau of Beaches and Coastal Systems. 266 p. [accessed 2021 Jul 21]. <https://research.fit.edu/media/site-specific/researchfitedu/coast-climate-adaptation-library/united-states/florida/east-coast-mainland/CSA.-2009.-Nearshore-Hardbottom-of-East-Florida.pdf>.

National Research Council. 2003. Ocean noise and marine mammals. Washington (DC): National Academies Press. 192 p.

New England Fishery Management Council. 2012. Essential Fish Habitat (EFH) omnibus amendment. Deep-sea corals of the Northeast Region: species, habitats and proposed coral zones, and vulnerability to fishing impacts. Newburyport (MA): New England Fishery Management Council. 105 p.

Reference Type	Report
Author	Neff, J.M.
Year	2005
Title	Composition, environmental fates, and biological effect of water based drilling muds and cuttings discharged to the marine environment: a synthesis and annotated bibliography
Series Editor	Ccc Enterprises, Inc
Series Title	
Place Published	Duxbury (MA)
Institution	Battelle
Volume	
Series Volume	
Document Number	
Pages	83
Publisher	Petroleum Environmental Research Forum and American Petroleum Institute
URL	http://rodadas.anp.gov.br/arquivos/Round8/perfuracao_R8/Bibliografia/Effects%20WBF.pdf
File Attachments	 Neff2005DrillingMudsCuttin... + Attach file
Author Address	
Figure	
Caption	
Access Date	2020 Feb 01

5 Web Page

Fields (red = required)

- Author*
- Year**
- Title (of webpage in sentence caps)
- Place Published
- Publisher
- Access Date (YYYY Mon DY)
- URL
- Upload a correctly named PDF of the webpage download on access date (create one by printing to PDF)
- Last Update Date (YYYY Mon DY)

Output:

Lastname FM, Lastname FM, Lastname FM. Year. Title in sentence caps. City (ST): Publisher; [updated Last Update Date; accessed Access Date]. URL.

* CSE 8th lists the webpage title first, but for consistency BOEM is using the author/organization.


** Use year of publication. If unavailable, use the copyright year with, e.g., c2017. If both unavailable, use the date accessed.

Examples:

Alaska Department of Fish and Game. 2017. Community subsistence information system. Juneau (AK): Alaska Department of Fish and Game; [updated 2017 Jan 01; accessed 2017 Sep 07].
<https://www.adfg.alaska.gov/sb/CSIS/index.cfm>.

Weintraub K. 2018. No sign of newborn North Atlantic right whales this breeding season. New York (NY): New York Times; [accessed 2018 March 13].
<https://www.nytimes.com/2018/02/28/science/north-atlantic-whales-endangered.html>.

FWS. 2017. Abundance and productivity estimates – 2016 update on Atlantic Coast piping plover population. Hadley (MA): Department of Interior, Fish and Wildlife Service; [accessed 2018 June 27]. http://www.fws.gov/northeast/pipingplover/pdf/Abundance_Productivity_2016_Update_final.pdf.

Reference Type	Web Page
Author	Allen, Monica
Year	2017
Title	Research shows ocean acidification is spreading rapidly in the Arctic
Series Editor	
Series Title	
Place Published	Washington (DC)
Publisher	National Oceanic and Atmospheric Administration
Access Year	
Access Date	2020 Mar 4
Description	
Edition	
Last Update Date	2017 Mar 29
URL	www.climate.gov/news-features/features/research-shows-ocean-acidification-spreading-rapidly-arctic
File Attachments	 Allen2017OceanAcidificationS... + Attach file

6 Online Database

Fields (red = required)

- Author*
- Year** (or date range of database)
- Title (of database in sentence caps)
- Place Published
- Publisher
- Date Accessed (YYYY Mon DY)
- URL
- Upload a correctly named PDF of the database download on access date (create one by printing to PDF)

* CSE 8th lists the webpage title first, but for consistency BOEM is using the author/organization.

** Use year of publication. If unavailable, use the copyright year with, e.g., c2017. If both unavailable, use the date accessed.

Output:

Author. Year. Title. City (ST): Publisher; [accessed Date Accessed]. URL.

Examples:

U.S. Census Bureau. 2016. Poverty status in the past 12 months, 2012–2016 American community survey 5-year estimates, Alaska. [accessed 2018 Jan 09].
<https://factfinder.census.gov/faces/nav/jsf/pages/index.xhtml>.

Seaturtle.org. c2017. Buck Island turtles [dataset]. Durham (NC): Duke University, Ocean Biogeographic Information System Spatial Ecological Analysis of Megavertebrate Populations; [accessed 2017 June 20].
www.seaturtle.org/tracking/index.shtml?project_id=663.

Reference Type	Online Database
Author	USCB
Year	2019
Title	QuickFacts: Santa Barbara County, California; San Luis Obispo County, California; Monterey County, California; Santa Cruz County, California; San Mateo County, California; San Francisco County, California
Periodical	
Place Published	Washington (DC)
Publisher	U.S. Department of Commerce, U.S. Census Bureau
Volume	
Number	
Pages	
Date Published	
Date Accessed	2019 Jul 1
URL	www.census.gov/quickfacts/fact/table/santabarbaracountycalifornia_sanluisobispopountycalifornia_montereycountycalifornia_santacruzcountycalifornia_sanmateocountycalifornia_sanfranciscocountycalifornia/PST045219
File Attachments	 USCB2019QuickFactsCACount... + Attach file

7 Book

Fields (red = required)

- Author
- Year
- Title (in sentence caps)
- Place Published
- Publisher
- Pages (total number of pages)
- Upload a correctly named PDF
- Edition
- Editor
- URL and Access Date

Output:

Lastname FM, Lastname FM, Lastname FM. Year. Title in sentence caps. Nth ed. City (ST): Publisher name. xx p. [accessed Access Date]. URL.

Examples:

Nisbet ICT, Veit RR, Auer SA, White TP. 2013. The marine birds of the eastern United States and the Bay of Fundy: distributions, numbers, trends, threats, and management. Cambridge (MA): Nuttall Ornithological Club. 198 p.

Smith MA, Goldman MS, Knight EJ, Warrenchuk JJ. 2017. Ecological atlas of the Bering, Chukchi, and Beaufort Seas. Anchorage (AK): Audubon Alaska. 171 p.

Garrison T. 1999. Oceanography: an invitation to marine science. 5th ed. Belmont (CA): Wadsworth. 976 p.

Reference Type	Book
Author	Garrison, T
Year	1999
Title	Oceanography: an invitation to marine science
Series Editor	
Series Title	
Place Published	Belmont (CA)
Publisher	Wadsworth
Volume	
Number of Volumes	
Series Volume	
Number of Pages	976
Pages	
Editor	
Edition	5th

8 Edited Book

Fields (red = required)

- Editor (same formatting as Author)
- Year
- Title (in sentence caps)
- Place Published
- Publisher
- Pages (total number of pages)
- Upload a correctly named PDF
- Edition
- URL and Access Date

Reference Type	Edited Book
Editor	O'Reilly, J.E. Evans-Zetin, C. Busch, D.A.
Year	1987
Title	Primary production
Series Editor	
Series Title	
Place Published	Cambridge (MA)
Publisher	The MIT Press

Output:

Lastname FM, Lastname FM, Lastname FM, editors. Year. Title in sentence caps. Nth ed. City (ST): Publisher name. xx p. [accessed Access Date]. URL.

Examples:

O'Reilly JE, Evans-Zetin C, Busch DA, editors. 1987. Primary production. Cambridge (MA): The MIT Press.

Karácsonyi D, Taylor A, Bird D. 2021. The demography of disasters: impacts for population and place. Cham (Switzerland): Springer. 277 p. [accessed 2020 Nov 12]. <https://link.springer.com/content/pdf/10.1007%2F978-3-030-49920-4.pdf>.

Wahl T, Nilsen JEØ, Haigh I, Brown S, editors. 2018. Coastal sea levels, impacts and adaptation. Basel (CH): MDPI; [accessed 2020 Nov 12]. www.mdpi.com/books/pdfdownload/book/582.

9 Book Section

Fields (red = required)

- Author
- Year
- Title (in sentence caps)
- Editor
- Book Title (in sentence caps)
- Place Published
- Publisher
- Pages (page number range of the section)
- Upload a correctly named PDF
- Chapter (if citing full chapter)
- Edition
- URL and Access Date


Output:

Lastname FM, Lastname FM, Lastname FM. Year. Title in sentence caps. In: Lastname FM, Lastname FM, editors. Book title in sentence caps. Nth ed. City (ST): Publisher. Chapter x; p. xx–xx. [accessed Access Date].
URL.

Examples:

Cotter AJR. 2008. The “soundscape” of the sea, underwater navigation, and why we should be listening more. In: Payne A, Cotter J, Potter T, editors. Advances in fisheries science: 50 years on from Beverton and Holt. Oxford (UK): Blackwell Publishing. p. 451–471.

Dalen J, Knutsen GM. 1987. Scaring effects in fish and harmful effects on eggs, larvae, and fry by offshore seismic explorations. In: Merklinger HM, editor. Progress in underwater acoustics. New York (NY): Plenum Press. p. 93–102.

Reference Type	Book Section 
Author	Lutcavage, M.E. Plotkin, P. Witherington, B. Lutz, P.L.
Year	1997
Title	Human impacts on sea turtle survival
Editor	Lutz, P.L. Musick, J.A.
Book Title	The biology of sea turtles
Place Published	Boca Raton (FL)
Publisher	CRC Press
Volume	
Number of Volumes	
Series Volume	
Pages	387–409
Chapter	Chapter 15

10 Conference Proceeding

Fields (red = required)

- Author
- Year of Conference
- Title (of book in sentence caps)
- Editor
- Conference Name (include number)
- Conference Location
- Publisher
- Pages (page number range)
- Date (of conference YYYY Mon DY)
- Upload a correctly named PDF
- URL and Access Date

Output:

Lastname FM, Lastname FM, Lastname FM. Year. Title of book in sentence caps. In: Editors. Conference name; Year Mon Day; Location. City (ST): Publisher. p xx–xx. [accessed Access Date]. URL.

Examples:

Stemp R. 1985. Observations of the effects of seismic exploration on seabirds. In: Greene GD, Englehardt FR, Paterson RJ, editors. Workshop on Effects of Explosives Use in the Marine Environment; 1985 Jan 29–31; Halifax (Canada). Canadian Oil and Gas Lands Administration Environmental Protection Branch. p. 217–233.

Lytle JS. 1975. Fate and effects of crude oil on an estuarine pond. In: Scott RW, editor. 1975 Conference on Prevention and Control of Oil Pollution; 1975 Mar 25–27; San Francisco, CA. Washington (DC): American Petroleum Institute. p. 595–600. [accessed 2020 Nov 8]. <https://meridian.allenpress.com/iosc/article-pdf/1975/1971/1595/1738775/1732169-1733358-1731975-1738771-1738595.pdf>.

Reference Type	Conference Proceedings
Author	Klenosky, David B. LeBlanc, Cherie L. Vogt, Christine A. Schroeder, Herbert W.
Year of Conference	2007
Title	Factors that attract and repel visitation to urban recreation sites: a framework for research
Editor	
Conference Name	Proceedings of the 2007 Northeastern Recreation Research Symposium
Conference Location	Bolton Landing, NY
Publisher	U.S. Department of Agriculture
Volume	
Number of Volumes	
Issue	
Pages	39–47
Series Editor	
Series Title	
Edition	
Date	2007 Apr 15–17
URL	https://www.nrs.fs.fed.us/pubs/gtr/gtr_nrs-p-23papers/06klenosky-p23.pdf
File Attachments	 KlenoskyEtAl2007UrbanRec... + Attach file
Author Address	
Figure	
Caption	
Access Date	28 Aug 2018

11 Conference Paper

Fields (red = required)

- Author
- Year
- Title (in sentence caps)
- Conference Name (include number)
- Conference Location
- Publisher
- Date (of conference, YYYY Mon DY)
- Pages (total number of pages)
- Upload a correctly named PDF
- URL and Access Date

Output:

Lastname FM, Lastname2 FM. Year. Title of paper in sentence caps. In: Conference Name; Date; Location. Publisher. xx p. [accessed Access Date]. URL.

Examples:

Komenda-Zehnder S, Cevallos M, Bruderer B. 2003. Effects of disturbance by aircraft overflight on waterbirds - an experimental approach. In: International Bird Strike Committee; 2003 May 5–9; Warsaw, Poland. 12 p.

Bierman Jr. VJ, Hinz SC, Justici D, Scavia D, Veil JA, Satterlee III K, Parker ME, Wilson S. 2007. Predicted impacts from offshore produced-water discharges on hypoxia in the Gulf of Mexico. In: Society of Petroleum Engineers E&P Environmental and Safety Conference; 2007 Mar 03–05; Galveston, TX. 15 p. [accessed Jun 01].

www.spe.org/ejournals/app/ejournaldownload.do?jid=EFC&pageType=ViewCart&docid=0901476280181e8d&chronid=090147628017d8f8&societyCode=spe.

Reference Type	Conference Paper
Author	Betke, K Schultz-von Glahn, M Matuschek, R
Year	2004
Title	Underwater noise emissions from offshore wind turbines
Editor	
Conference Name	Proceedings of the Joint Congress CFA/DAGA '04
Conference Location	Strasbourg, France
Publisher	Societe Francaise d'Accoustique, Deutschen Gesellschaft fur Akustik e.V.
Volume	
Session	
Issue	
Pages	2
Paper No.	
Date	2004 Mar 22–25

12 Newspaper Article

Fields (red = required)

- Reporter (formatted like Author)
- Year
- Title (in sentence caps)
- Newspaper (add edition in parentheses if available)
- Issue Date
- Upload a correctly named PDF

For Print Articles:

- Start Page (beginning page of article)
- Section
- Column

For Online Articles:

- URL and Access Date

Output:

Print

Lastname FM, Lastname2 FM. Issue Date. Title of article in sentence caps. Newspaper (edition). Sect. Section: Start Page (col. Column).

Online

Lastname FM, Lastname2 FM. Issue Date. Title of article in sentence caps. Newspaper (edition). [accessed Access Date]. URL.

Examples:

McVay S. 1972 Sep 03. The jaws of the whale. New York Times. Sect. E:13 (col. 2).

O'Brien M. 2016 Jul 07. Channeled whelks once ignored by fishermen now a prized catch. Sun Journal. [accessed 2021 Aug 27]. <http://www.newbernsj.com/news/20160707/channeled-whelks-once-ignored-by-fishermen-now-prized-catch>.

Reference Type	Newspaper Article
Reporter	O'Brien, M.
Year	2016
Title	Channeled whelks once ignored by fishermen now a prized catch
Newspaper	Sun Journal
Place Published	
Publisher	
Volume	
Frequency	
Start Page	A3
Pages	
Section	2
Edition	
Issue Date	2016 Jul 07
Column	3
URL	http://www.newbernsj.com/news/20160707/channeled-whelks-once-ignored-by-fishermen-now-prized-catch
File Attachments	 OBrien2016WhelkReplaceLo... + Attach file
Author Address	
Figure	
Caption	
Access Date	2021 Aug 27

13 Thesis

Fields (red = required)

- Author
- Year
- Title (in sentence caps)
- Thesis Type (lowercase)
- Place Published
- University
- Upload a correctly named PDF
- URL and Access Date

Output:

Lastname FM. Year. Title in sentence caps [Thesis Type]. City (ST): University. [accessed Access Date]. URL.

Example:

Sardain A. 2017. Forecasting the global shipping network and the future of marine biological invasions [thesis]. Montreal (Canada): McGill University.

Arriola NB. 2015. Food insecurity and hunger experiences and their impact on food pantry clients in the Tampa Bay [thesis]. Tampa (FL): University of South Florida; [accessed 2020 Oct 7]. <http://scholarcommons.usf.edu/etd/5446>.

Reference Type	Thesis
Author	Laroche, O.
Year	2018
Title	Investigating eDNA/eRNA metabarcoding methods for assessing impacts of offshore oil and gas activities on benthic ecosystems
Academic Department	
Place Published	Auckland (NZ)
University	The University of Auckland
Degree	
Document Number	
Number of Pages	163
Advisor	
Date	
Thesis Type	thesis

14 Personal Communication

CSE 8th recommends to not cite personal communications but to put them into the notes section of a document. However, for the Administrative Record for a NEPA document, we will document personal communications with a PDF (copy of an email or summary of a phone conversation) and citation.

Fields (red = required)

- Author
- Year
- Title (in sentence caps; use subject line or description and add “[official communication; {type of communication} from {organization} on YYYY Mon DY]”)
- Upload a correctly named PDF


Output:

Lastname FM. Year. Title in sentence caps [official communication; {type of communication} from {organization} on YYYY Mon DY].

Example:

Smith A. 2020. Atlantic Canyon atlas development [official communication; email from National Oceanic and Atmospheric Administration on 2020 Jul 22].

Partlow C. 2021. Presence of North Atlantic right whales in the Atlantic [notes from phone conversation with National Marine Fisheries Service on 2021 May 04].

Reference Type	Personal Communication 
Author	White, TP
Year	2020
Title	Black-capped petrels (<i>Pterodroma hasitata</i>) recorded at the Charleston Gyre and Canaveral Shoals [official communication; email from Tim White (BOEM) on 2020 Jun 01]