

CITATION GUIDE – IEEE STYLE

September 2008

A. CITING WITHIN YOUR TEXT – AS YOU WRITE

A citation is a short code (within the body of the document) that identifies an idea or fact that the writer has borrowed from elsewhere. The list of references, or bibliography, provides a complete and detailed list (at the end of the document) of all the sources the writer used¹. Do not underline any part of a reference; use *italics* as indicated in the examples below. **Consider citations as equations or formulas in words – be precise.**

IEEE in-text style characteristics ❶ Enclose citation numbers within the text of your paper in square brackets []. For example: According to one technical writing expert, even though IEEE is the most difficult style to learn, it is still the most valuable style for aspiring engineers to pick up [1]. ❷ If there are more than 3 authors, you may use *et al.* (no comma before the *et*) after the name of the first author (but list ALL names in your bibliography). ❸ Use “p” for 1 page and “pp” for multiple pages.

Book, article, or any other printed material	[Citation number, p. or pp.] *
Examples	[1, pp. 28-29] * As demonstrated in [2]
Material with more than two authors	[Citation number, p. or pp.] * Use <i>et al.</i> when 3 or more names are given for in-text references.
Examples	[1, pp. 7-8]* Wood et al. [1, p.17].
Web site	[Citation number]*
Example	[1]*
For all other electronic sources, follow the same format as for books and articles as much as possible.	[Citation number, p. or pp. (if available)]*
Electronic journal article example:	[1, p. 34]*
CD-ROM example	[1]*
Tables (columns & rows; this is any way of presenting numerical data) or Figures (pictures, charts, graphs, etc.).	See page 5.

* The [1] in the IEEE citation examples above refers to the actual citation number within the document. **Preferably**, with multiple citations supporting one statement, each citation is in its own brackets, e.g. [1], [3], [5] or [1] – [5]. However, [1, 5, 6] or [1-5] is also acceptable.

B. REFERENCE LIST – AT THE END OF THE PAPER

At the end of your paper list your references **in the order you cited them** (NOT alphabetical order). The references should provide enough information for your reader to find the source. Below are formats and examples for common types of sources. **If no date is available, use n.d. (“no date”). Double-space your reference list. NOTE: to save space, the examples are not double-spaced here in this guide although they should be in your reference lists.**

Be consistent with any abbreviations, e.g. journal titles, date format. IEEE uses specific journal abbreviations; for these, as well as general style information, see http://www.ieee.org/portal/cms_docs_iportals/iportals/publications/authors/transjnl/stylemanual.pdf

IMPORTANT – READ THIS! Characteristics of IEEE style: ↗ the square bracketed reference numbers are set flush left and form a column of their own, hanging out beyond the body of the reference; ↙ every (important) word in the title of a **book, journal or conference** must be capitalized; ↘ capitalize only the first word of the title of an **article, paper, thesis or book chapter**; ⇐ capitalize the “V” in **volume** for a book title but **not** for a periodical; ⇨ **abbreviations:** either spell out the entire name of each periodical or use accepted abbreviations; either spell out such words as *December*, etc. or use abbreviations, but be consistent within your references; ↑ to indicate a page range, use **pp.** but only **p.** for one page; ↓ **Name all authors and use only initials for first names;** use the entire word “**and**” before the last name of multiple authors; ← references are arranged by the order of citation, not by alphabetical order; → double space both within and between entries. Each appendix has its own reference list. **NOTE:** See page 5 for citing URLs.

NOTE: the examples for the dates of electronic source examples given below are “**year, month day**” but often only the year is available, so use what is available.

Anonymous Book	Paper	[Citation number] If there are no authors, corporate author, editor, compiler or translator, omit the author spot. Begin with <i>Title of the Book</i> edition (if available). Place: Publisher, date. [1] <i>Moody's Municipal & Government Manual</i> . New York, NY : Moody's Investors Service, 1999.
	Online	[Citation number] If there are no authors, corporate author, editor, compiler or translator, omit the author spot. Begin with <i>Title of the Book</i> (edition) (year, month day) (Type of medium). Available: site/path/file [access date]. [1] <i>Maximum Security</i> (4 th ed.) (2003) (Online). Available: netLibrary [Aug. 25, 2008].
Book with one author <i>[if an edited book, insert Ed. or Eds. after the comma after the editor's or editors' name; see the edited (paper) book example here]</i>	Paper	[Citation number] Author's Name, <i>Title of Book</i> edition (if given). Location: Publisher, year. [1] W.-K. Chen, <i>Linear Networks and Systems</i> . Belmont, CA: Wadsworth, 1993. [1] L. Schiebinger, Ed., <i>Gendered Innovations in Science and Engineering</i> . Stanford, CA: Stanford University Press, 2008.
	Online	[Citation number] Author's Name. (year, month day). <i>Title of Book</i> (edition) [Type of medium]. Available: site/path/file [access date]. [1] S. C. Skalak. (2002). <i>Implementing Concurrent Engineering in Small Companies</i> [Online]. Available: http://www.engnetbase.com/books/1475/dke344_fm.pdf [May 2, 2008].
Book with two or more authors	Paper	[Citation number] For each author, use initials followed by surname. List the authors in the order given in the source. Note that commas go between each name, and before the "and" which comes before the last name in the list <i>only when there are more than two names. Name all authors.</i> [1] J. H. Watt and S. A. van der Berg, <i>Research Methods for Communication Science</i> . Boston, MA: Allyn and Bacon, 1995.
	Online	[Citation number] Author(s). (year, month day). <i>Book Title</i> , edition [Type of medium], vol. (issue). Available: site/path/file [access date]. [1] B. E. Larock, R. W. Jeppson, and G. Z. Watters. (2000). <i>Hydraulics of Pipeline Systems</i> [Online]. Available: http://www.engnetbase.com/books/508/1806_pdf_toc.pdf [Sept. 6, 2008].
Book Chapters Or Encyclopedia Articles	Paper	[Citation number] Author(s), “Chapter title,” in <i>Book Title</i> , edition. Editor(s) name(s), Ed(s). Location: Publisher, year, volume or chapter no. (if available), pp. [1] A. O’Keeffe, “Teaching technical writing,” in <i>Research in Technical Communication: A Bibliographic Sourcebook</i> , M. G. Moran and D. Journet, Eds. Westport CT: Greenwood Press, 1985, pp. 85 -113.
	Online	[Citation number] Author(s). (year). “Chapter title,” in <i>Book Title</i> , edition [Type of medium]. Editor(s) name(s), Ed(s). Location: Publisher, month day, volume or chapter no. (if available), pp. Available: site/path/file [access date]. [1] D. Hart and A. Bauen. (2002). “Fuel cell fuel cycles,” in <i>Fuel Cell Technology Handbook</i> [Online], G. Hoogers, Ed. Boca Raton, FL: CRC Press. Available: ENGnetBASE [Sept. 22, 2008].
	Wikipedia	[1] “Composite material, “ in <i>Wikipedia, the Free Encyclopedia</i> [Online], May 13, 2008. Available: http://en.wikipedia.org/w/index.php?title=Composite_material&oldid=67545616 [May 24, 2008].

Journal Articles	Paper	[Citation Number] Author(s), "Article title," <i>Journal Title</i> , vol. no., issue no., pp., month, year.
		[1] D. A. Eberly, "LEED EB case Study: Achieving platinum and the Energy Star label for corporate headquarters," <i>Energy Engineering</i> , vol. 105 no. 3, pp.23-37, 2008. [Note: "Energy Star" is the name of a government program & is in capitals].
	Online	[Citation number] Author(s). (year, month). "Article title," <i>Journal Title</i> [Type of medium], vol. (issue), pp. (if given). Available: site/path/file [access date].
		[1] A. G. Hannam, I. Stavness, J. E. Lloyd, and S. Fels. (2008). "A dynamic model of jaw and hyoid biomechanics during chewing," <i>Journal of Biomechanics</i> [Online], vol. 41 (5), pp. 1069-1076. Available: ScienceDirect [May 9, 2008].
Conference Proceedings	Paper	[Citation number] Author(s), "Title of paper," in <i>Conference Proceedings</i> , City of Conference, Abbrev. State (if given), year, vol., pp.
		[1] Y. N. Rabotnov, "Creep rupture," in <i>Applied Mechanics: Proceedings of the Twelfth International Congress of Applied Mechanics</i> , Stanford, CA, 1968, pp. 342-349.
	Online	[Citation number] Author(s). (year, month). "Title of paper," in <i>Conference Proceedings</i> [Type of medium], City of Conference, year, vol., pp. Available: site/path/file [access date].
		[1] J. Garcia-Alfaro, M. Barbeau, and E. Kranakis. (2008, Apr.). "Security threats on EPC based RFID systems," in <i>Fifth International Conference on Information Technology: New Generations</i> [Online], Las Vegas, NV, 2008, pp. 1242 – 1244. Available: IEL [May 9, 2008].
Theses (M.S.) or Dissertations (Ph.D.)	Paper	[Citation number] Author, "Thesis/dissertation title," M.S. thesis OR Ph.D. dissertation, Abbrev. Department, Abbrev. University, City, Province, year.
		[1] S. Barua, "Fast Fourier transform for option pricing: Improved mathematical modeling and design of an efficient parallel algorithm," M. S. thesis, Dept. Comp. Sci., Manitoba, Winnipeg, MB, 2004.
	Online	[Citation number] Author, "Thesis/dissertation title" [Type of medium], M.S. thesis OR Ph.D. dissertation, Abbrev. Department, Abbrev. University, City, Province, year. Available: site/path/file [access date].
		[1] C. Tuakta, "Use of fiber reinforced polymer composite in bridge structures" [Online], M. Eng thesis, Civil Envt. Eng., MIT, Cambridge, MA, 2005. Available: http://dspace.mit.edu/bitstream/1721.1/31126/1/61165353.pdf [May 2, 2008].
Patents or Standards	Paper	1. [Citation number] Author(s), "Title of patent," Abbrev. Country Patent x xxx xxx, Abbrev. month day, year. 2. [Citation number] Title of Standard, Standard Number, date.
		[1] B. Ryland Wiggs, Jack L. Womack, William C. Bickford, and John E. Hawk, "Geothermal heat exchange unit," U.S. Patent 5 816 314, Oct. 6, 1998. [2] IEEE Criteria for Class IE Electrical Systems, IEEE Standard 308, 1969.
	Online	1. [Citation number] Name of the invention, by Inventor's Name. (year, month day). <i>Patent Number</i> [Type of medium]. Available: site/path/file [access date]. 2. [Citation number] Title of Standard [Type of medium].Standard Number, date. Available: site/path/file [access date].
		[1] Musical toothbrush with adjustable neck and mirror, by L. M. R. Brooks. (1992, May 19). <i>Patent D 326 189</i> [Online]. Available: http://www.google.com/patents?id=wEgqAAAAEBAJ&dq=Patent+D326189 [May 15, 2008]. [2] IEEE Guide for Safety in AC Substation Grounding [Online]. IEEE Standard 80-2000. Available: IEL [May 22, 2008].
Data Sheets	Paper	[Citation number] Company Name, " <i>Title of Data Sheet</i> " edition. Location: Publisher, year.
		[1] Motorola, " <i>ALPU-CMM3 Motorola Canopy Surge Protection</i> ." Schaumburg, IL: Motorola, n.d.
	Online	[Citation number] Company Name. (year, month day). " <i>Product Part Name</i> " [Type of medium], date of publication. Available: site/path/file [access date]. [1] National Semiconductor. (2000, Aug.). " <i>LM741 Operational Amplifier</i> " [Online]. Available: http://www.national.com/ds/LM/LM741.pdf [May 12, 2008].

Technical Reports	Paper	[Citation number] Author's Name(s) or Issuing Agency's Name, "Title of report," Abbrev. Company Name/Government Dept. City of Company, Abbrev. State, Technical Report number, year. [NOTE: most technical reports have personal authors, but some have company, government, or agency authors]. [1] U.S. Navy, "Department of the Navy environmental restoration program manual," U.S. Navy, Washington, DC, Report Number 1200, 2006.
	Online	[Citation number] Author(s) name(s). (year, month). Title of report. Company. City, State or Country. [type of medium]. Available: site/path/file [access date]. [1] A. Hashemi and K. M. Mosalam. (2007, July). <i>Seismic evaluation of reinforced concrete buildings including effects of masonry infill walls</i> . Pacific Earthquake Engineering Research Center, College of Engineering, University of California, Berkeley, CA. Available: http://peer.berkeley.edu/publications/peer_reports/reports_2007/webR_PEER7100_HASHEMI_mosalam.pdf [May 12, 2008].
Personal Messages & E-mail	Personal Messages	Often used for interviews, these are not usually referenced as they are not available to the reader. Authors who insist on attributing material obtained through personal communication should identify the source of the information in the main text (e.g. Dr. Parker stated during a class...). If cited in the references , use the following: [Citation number] Author (private communication), month day, year. [1] A. Parker (private communication), Sept. 12, 2008.
	E-mail	[Citation number] Author. (year, month day). "Subject line of posting." Personal e-mail. [1] A. Parker. (2006, Jan. 21). "RE: Group proposal." Personal e-mail.
Class Notes		[1] "Title of class notes," class notes for Course Number, Department, University, Term, year. [1] "Maxwell's equations and time-varying electromagnetic fields," class notes for ECE 3590, Department of Electrical and Computer Engineering, University of Manitoba, 2006.
	Web Page (Note: a government or a company can be an author)	[Citation number] Author(s) (if available. If no author, start with title & move date after the title). (year, month day). "Title of Web Site" [Type of medium]. Available: site/path/file [access date]. [1] Environment Canada. (2006, Oct. 19). "Canadian Wind Energy Atlas" [Online]. Available: http://www.windatlas.ca/en/index.php [May 28, 2008].
Blog		[Citation number] Author(s). (year, month day). "Title of individual blog entry" [Weblog entry]. Name of Weblog. Sponsoring organization (if any). Available: site/path/file to permalink.) [access date]. [1] S. Abram. (2008, Apr. 22). "Australian innovation" [Weblog entry]. <i>Stephen's Lighthouse</i> . Available: http://stephenslighthouse.sirsidynix.com/archives/2008/04/australian_inno.html [May 22, 2008].
	Podcast	[Citation number] Author(s), Responsibility (if appropriate). "Title: Subtitle" [Format]. Special credits (if appropriate). Place of publication: Publisher, Year. Available: site/path/file [access date]. [1] S. Gary, Presenter, "Black Hole Death Ray," <i>StarStuff</i> , Dec. 23, 2007 [Podcast radio program]. Sydney: ABC News Radio. Available: http://abc.net.au/newsradio/podcast/STARSTUFF.xml [May 6, 2008].
Software		[Citation number] Author(s) or company name (if available), <i>Software Title</i> [Type of medium]. Place: Publisher, year. (If online, add URL after the year and add the access date). [1] Thomson ISI. <i>Endnote 7</i> [CD-ROM]. Berkeley, CA: ISI ResearchSoft, 2003.
	Computer Game	[Citation number] <i>Computer Game Title</i> [Type of medium]. Place: Publisher, year. (If online, add URL after the year and add the access date). [1] <i>The Hobbit: The Prelude to the Lord of the Rings</i> [CD-ROM]. United Kingdom: Vivendi Universal Games, 2003.
Video Recording		[Citation number] Writer/ composer (if known), Responsibility, "Title of Work" [Type of medium]. Place: Publisher, year. [1] C. Rogers, Writer and Director, <i>Grrls in IT</i> [Videorecording]. Bendigo, Vic.: Video Education Australasia, 1999.

Hyperlink references: Remove hyperlinks. *If a URL runs over one line, follow these guidelines:*²

1. break only after a forward slash or a “dot” (period)
2. do not split the double slash
3. do not introduce hyphens to break words (be very careful about this as Word may try to hyphenate automatically)
4. separating the extension (e.g. the *.html* at the end) is discouraged.

Citing Tables and Graphics

Within the text:

Tables

For tables, the title is in CAPITAL LETTERS *on top* and the source is indicated by a square bracket [] with the reference number (and paging, if relevant) placed inside the brackets as illustrated below. The numbering for table titles is in Roman numerals.

Graphics

For graphics, the title is in CAPITAL LETTERS *beneath* the graphic and the source is indicated by a square bracket [] with the reference number (and paging, if relevant) placed inside the brackets as illustrated below. Numbering for graphics is in Arabic numerals.

I. TABLE OF GAS PRICES PER LITRE [1, p. 6]

	Winnipeg	Vancouver
May/08	1.77	1.98
June/08	1.84	2.11
July/08	1.81	2.03
August/08	1.96	2.17

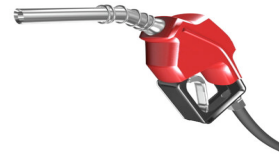


FIGURE 3. GAS PUMP [2, p. 5].

In the bibliography/reference list:

Table or Graphic	Paper	Cite graphics using the convention for the type of material you are using, e.g. book, journal, conference, encyclopedia, etc. The page number of the illustration will be in the in-text reference.
		[1] B. Gustavii. <i>How to Write and Illustrate a Scientific Paper</i> . New York: Cambridge University Press, 2008.
	Online	Cite graphics using the convention for the type of material you are using as though the image was a “chapter.” Be sure to add the actual name of the graphic as the “chapter” (do a right click to get that name).
		[1] J. Glower. (2005, May 17). “image012.jpg,” in <i>RFID Cattle Tags</i> [Online]. Available: http://www.ece.ndsu.nodak.edu/~glower/RFID/May2005.htm [May 14, 2008].

The IEEE format above is derived from IEEE Editorial Style Manual (*PDF version*)

http://www.ieee.org/portal/cms_docs_iportals/iportals/publications/authors/transjnl/stylemanual.pdf

If you have ANY questions about citing materials, please ask in the Engineering Library or e-mail eng-ref@cc.umanitoba.ca

S. N. Godavari, MLIS

sng/TC-ECE/08/

² IEEE Computer Society. (2007, Nov.). “IEEE Computer Society Style Guide – References” [Online]. Available: tinyurl.com/ypdfds [Mar. 19, 2008].