



## IEEE Quick Reference and Citation Guide

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## Overview

In IEEE referencing, references are numbered sequentially in the order they are cited and placed at the end of your document. When citing a reference, you insert the corresponding number of the reference, in square brackets [ ], in a suitable place in the sentence.

Referencing correctly according to a particular style (whether that be APA, MLA, IEEE or any other style) involves presenting the publication information required *exactly* in the way proscribed by the style. This means knowing which publication information is required, how and where it should appear in the reference and what punctuation is necessary and where this should be placed.

Thus, when formatting your references / in-text citations to a particular style and reviewing example references / in-text citations, pay close attention to the order of information, how each detail is displayed (i.e. whether publication titles should be placed within quotation marks [if so, are they single ‘ ’ or double “ ”?], italicised, have a capital letter for all the main words in the title or just the initial word, and so forth), and the punctuation used and where this is placed.

## In-text citations: General notes

The major features of in-text citations following the IEEE Referencing Style are:

- citations appear *inside* punctuation (i.e. ‘this is correct [3].’ ‘This is not correct. [5]’)
- a space should appear before any citation (i.e. ‘this is correct [3]’; ‘this is not correct[5]’)
- grammatically, in-text citation numbers should be used as if they are nouns rather than footnote numbers (see ‘Examples’ following)
- references only appear once in a reference list; if you wish to cite a reference again that you have already cited earlier in your document, use the number already assigned to it in your reference list; do not add the reference to your list a second time. For example:

In your ‘Introduction’:

‘... has often been noted, especially by Berry [12]’

In your ‘Discussion’:

‘While Thompson et al. [46] and Berry [12] ...’

## In-text citation examples

Grammatically, in-text citation numbers may be treated as if they are footnote numbers or as nouns—the latter method is preferred and should be used except in cases in which the name/s of the author/s is necessary to the meaning of the sentence.

Standard citations			
Preferred method			If author/s must be named
... in [15]		1 author	Walker [15] asserts ...
... as noted in [16] and in [21]–[32]		2 authors	Bradley and Walker [16] calculated ...
As is proposed in [6], [32] and [18], ...		3–5 authors	As Walsh, Bradley, Soo, Ramirez and Walker [17] proposed ...
For instance, see [11] ...		6+ authors	Soo <i>et al.</i> [18] observed ...
		Group, with abbreviation	Australian Bureau of Statistics (ABS) [19]
		Group, no abbreviation	University of South Australia [20]
Special citations			
Two or more works by the same author	Zhou [21], [42] produced ...	Citing specific parts of works	<ul style="list-style-type: none"> <li>• Walker [15, pp. 3–12]</li> <li>• ... as noted in [16, Sec. 4.2] and [21, Ch. 3, p. 67],</li> <li>• In [63, Fig. 1], it can be seen ...</li> <li>• (as in [18, p. 45] and [19, eq. (2)])</li> <li>• The complete data can be seen in [19, Table 2]</li> <li>• (see [24, Sect. 4.5] for complete data)</li> <li>• ... as shown in [16, Appendix 1], ...</li> </ul>
Authors with the same surname	A. Walker [5] and K. Walker [10] both assert ...		
Secondary sources	IEEE does not permit the use of secondary sources; you should refer to the primary source and cite that source following these guidelines.	Personal communications	These require no special treatment. References to personal communications should appear in your ‘References’ section and be cited following these guidelines.

## Reference list: General notes

The major features of references formatted according to the IEEE Referencing Style are:

### Format

A serial ('list') comma should be used before 'and' in author lists of three or more. For example:

A. Smith, B. C. Jones, and D. Wilson (not 'A. Smith, B. C. Jones and D. Wilson')

### Authors' Names

Spaced (i.e. 'A. B.' not 'A.B.') author initials are used instead of first names and appear before last names.

If there are more than six authors listed, only the first author's name should be given followed by 'et al.'

### Abbreviations

The names of university schools, conferences and the like are abbreviated following the IEEE Editorial Style Manual ([https://www.ieee.org/documents/style\\_manual.pdf](https://www.ieee.org/documents/style_manual.pdf)).

When a month of publication is required, the month name should be abbreviated to the first three letters (i.e. 'Jan.', 'Feb.', 'Jul.' etc.).

### Order of Entries

References are listed by number in the order in which they are first cited in the main text. References should only appear once in the reference list—subsequent citations to a reference should refer to the original number assigned to that reference.

## Reference list examples

### Periodicals

Journal titles should be abbreviated according to [https://www.ieee.org/documents/trans\\_journal\\_names.pdf](https://www.ieee.org/documents/trans_journal_names.pdf) or <http://cassi.cas.org/search.jsp>. Give the full title if you are unable to locate the abbreviation.

#### Journal article

- T. M. Amabile, K. G. Hill, B. A. Hennessey, and E. M. Tighe, “The work preference inventory: Assessing intrinsic and extrinsic motivational orientations,” *J. Pers. Soc. Psychol.*, vol. 66, no. 5, pp. 950–967, May 1994.

#### Journal article, non-English title, article not in English

- C. Argyris, “Kepribadian dan organisasi teori ditinjau” [Personality and organisation theory revisited], (in Indonesian), *Administrative Science Quarterly*, vol. 18, pp. 141–167, 1973.

#### Journal article, in print, accessed online

- H. S. Gibbons and G. P. Wentworth, “Andrological and pedagogical training differences for online instructors,” *Online Journal of Distance Learning Administration*, vol. 4, no. 3, Fall 2001. [Online]. Available: [http://www.westga.edu/~distance/ojdla/fall43/gibbons\\_wentworth43.html](http://www.westga.edu/~distance/ojdla/fall43/gibbons_wentworth43.html). Accessed on: May 13, 2013.

#### Journal article, supplementary issue

- C. J. O’Donnell *et al.*, “Genome-wide association study for subclinical atherosclerosis in major arterial territories in the NHLBI’s Framingham Heart Study,” *BMC Med. Genet.*, vol. 8, suppl. 1, p. S4, Sep. 2007.

#### Journal, special issue

- C. Haney and R. L. Wiener, Eds, “Capital punishment in the United States,” special issue, *Psychology, Public Policy, and the Law*, vol. 10, no. 4, Dec. 2004.

#### Journal article, accepted for publication

- S. A. Mills, “Reflector arrays—gain limits,” *IEEE Trans. Antennas Propag.*, to be published.

#### Journal article, submitted for publication

- C. K. Woo, “Local area networks and wide area networks,” submitted for publication.

#### Newspaper article, print

- A. Harmon, “A dying young woman’s hope in cryonics and a future,” *New York Times*, Sep. 12, 2015, p. A1.

**Newspaper article, retrieved online**

- N. Gardner, “Rates to trigger recession—cost of living crunch—get our power bills down,” *Sunday Telegraph*, Jun. 13, 2011. [Online]. Available: <http://global.factiva.com.ezproxy.uow.edu.au/ha/default.aspx>. Accessed on: Jun. 12, 2013.

**Newsletter article, no author**

- “Six sites meet for comprehensive anti-gang initiate conference,” *OJJDP News @ a Glance*, Nov./Dec. 2006. [Online]. Available: [http://www.ncjrs.gov/htm/ojjdp/news\\_at\\_a\\_glance/216684/topstory.html](http://www.ncjrs.gov/htm/ojjdp/news_at_a_glance/216684/topstory.html). Accessed on: Jun. 12, 2013.

**Books**

**Book, second edition**

- J. K. Abbott, *Natural Disasters: A brief history*, 2nd ed. Adelaide, Australia: Robertson, 1993.

**Book, electronic version of a print book**

- C. S. Brown and T. Ellis, *Computer Science: Recent Advances*, 2nd ed. London, United Kingdom: Alfred & Willis, 1991. [Online]. Available: <http://www.computer-science-recent-advances.com>. Accessed on: Mar. 2, 2013.

**Book, electronic-only, no date of publication**

- R. Nguyen, C. Chen, T. Willis, A. S. Scott, C. Djangu, and B. T. W. Scott. *Abstract Informatics*. n.d. [Online]. Available: <http://www.3258/abstract-informatics/nguyen/chen/willis.html>. Accessed on: Nov. 26, 2012.

**Book, electronic version of a republished book, with translator and original year of publication**

- P. Baudin *et al.*, *Optimal Design*. (Transl.: L. Peters). 2013, Jan. 12 (1962). [Online]. Available: <http://www.design-books/optimal/design/1962.pdf>. Accessed on: Aug. 1, 2013.

**Chapter in book—one editor (Ed.)**

- Z. L. Bunton, “Introduction,” in *Handbook of Mathematics*, 2nd ed., A. C. Smith, Ed. Washington, DC, USA: NBS, 1984, pp. 53–78.

**Chapter in book—multiple editors (Eds)**

- A. E. Richards and M. Cope, “The way forward,” in *Modern Economics (Applied Economics Series 3)*, R. Johnston, K. L. S. Murray, and R. I. Thomas, Eds. Seattle, WA, USA: Olympia, 2007, pp. 153–162.

### Chapter in multi-volume book

- S. K. Burton and R. Eaton, “Oscillators,” in *Electronic Circuits: An Introduction*, vol. 2, E. K. Symonds, B. Collins, and T. S. Wilson, Eds. San Francisco, CA, USA: Academic, 2011, pp. 201–256.

### Entry in an online reference work

- “Common birds” in *Encyclopedia of Ornithology*. Ornithology Inc., 2011. [Online]. Available: <http://www.encyclopedia-of-ornithology/common-birds/.htm>. Accessed on: Nov. 23, 2012.

### Entry in an online reference work, no author, no date

- “Function of state,” in *Thermodynamic Theory*. Sydney, Australia: Scientific, n.d. [Online]. Available: <http://www.thermodynamic-theory.com/function-state>. Accessed on: Nov. 23, 2012.

## Webpage/Website

A date of publication can be added if this is available; it should appear following a comma between the webpage title and ‘[Online].’

### Webpage, no author

- “Citing and referencing—IEEE style,” in *Citing and Referencing*. [Online]. Available: <http://www.citing-referencing/~ieee.htm>. Accessed on: Nov. 12, 2012.

### Website

- *The Conversation*. [Online]. Available: <https://theconversation.com/uk/technology>. Accessed on: May 13, 2013.

## Technical and research reports

- B. Haddon and A. Hede, “Work-life balance—An integrated approach: The case for joint and several responsibility,” Queensland Law Society, Canberra, Australia, 2010. [Online]. Available: [www.qls.com.au/files/3c76c434-931d-4d50-8864=a0fc00f8bb6b/qls\\_final\\_report\\_on\\_wlb\\_18\\_june\\_2010.pdf](http://www.qls.com.au/files/3c76c434-931d-4d50-8864=a0fc00f8bb6b/qls_final_report_on_wlb_18_june_2010.pdf). Accessed on: Nov. 21, 2013.
- Beaton Consulting Pty Ltd, “Annual professions study 2007,” Beaton Consulting Pty Ltd, South Yarra, Australia, Res. Rep. No. 06.3, 2007.

## Meetings and symposia

Conference names are abbreviated, while the titles of published conference proceedings are italicised and abbreviated, following the guidelines in the *IEEE Editorial Style Manual* ([https://www.ieee.org/documents/style\\_manual.pdf](https://www.ieee.org/documents/style_manual.pdf)).

For published conference proceedings, the location of the conference is included only if this information is available.

### Conference paper, unpublished, online

- E. Shakar and X. L. Ching, “Survey of PLGA for drug-delivery in the 21st century,” paper presented at 3rd Ann. Conf. Nanomedical Frontiers, Jul. 21–23, 2007. [Online]. Available: <http://www.shakar-e/frontiers/~paper.html>. Accessed Apr. 21, 2013.

### Conference paper, published online

- C. Grable, A. Hunt, and P. Pearce, “Meeting NCATE and learned society standards through Chalk and Wire digital portfolios,” in *Proc. Society Information Technology and Teacher Education International Conf. 2006*, 2006, pp. 60–62. [Online]. Available: <http://www.editlib.org/p/22005/>. Accessed on: Jun. 4, 2012.

### Proceedings, published in book form

- A. Akinyemi, “Web-based learning and cultural interference: Perspectives of Arab students,” in *Proc. E-Learn: World Conf. E-Learning in Corporate, Government, Healthcare, and Higher Education*, Miami, FL, USA, 2003, pp. 1858–1862.

### Proceedings, published regularly online

- J. Arbiol, A. Fontcuberta i Morral, M. A. Filler, K. A. Dick, and Q. H. Xiong, Eds, *2015 MRS Spring Meeting – Symposium S – Semiconductor Nanowires and Devices for Advanced Applications*, MRS Proceedings vol. 1785. [Online]. Available: <http://journals.cambridge.org/action/displayIssue?jid=OPL&volumeId=1785&iid=9674849>. Accessed May 13, 2013.

## Doctoral dissertations and bachelor’s/master’s theses

In the case of theses, the degree (e.g. bachelor of arts [B.A.], master of engineering [M.Eng.]) should be indicated using the appropriate abbreviation.

- M. Abouhaseira, “Education, political development, and stability in Saudi Arabia,” Ph.D. dissertation, Graduate School Edu., Univ. Southern California, Los Angeles, CA, USA, 1998.
- T. E. Jewell, “Aberration field properties of non-axially symmetric optical systems,” M.S. thesis, Opt. Sci. Graduate College, Univ. Arizona, Tuscon, AZ, USA, 1984.

## Audiovisual media

### DVD

- APA, Producer, *Responding Therapeutically to Patient Expressions of Sexual Attraction*, APA Psychotherapy Stimulus Series, Washington, DC: APA, 2000. [DVD].

### Podcast

- O. Cheadle, Interviewer, and L. Millam, Speaker, *Stammering: Latest Research Findings*. Pod Academy, 2015. [Podcast]. Available: <http://podacademy.org/podcasts/stammering-latest-research-findings/>. Accessed Sep. 5, 2015.

## Datasets and software

### Datasets

- Pew Hispanic Center, *Changing Channels and Crisscrossing Cultures: A Survey of Latinos on the News Media*. Washington, DC: Pew Research Center, 2004. [Data file and code book]. Available: <http://pewhispanic.org/datasets/>. Accessed Sep. 3, 2015.

### Software

- Biostat, *Comprehensive Meta-Analysis*, ver. 2. Englewood, NJ, USA: Biostat. [Computer software]. Available: <http://www.meta-analysis.com/index.php>. Accessed Oct. 11, 2013.

## Blog posts, Internet message boards

### Blog post

- P. Z. Myers, “The unfortunate prerequisites and consequences of partitioning your mind,” Jan. 22, 2007. [Web log post]. Available: [http://scienceblogs.com/pharyngula/2007/01/the\\_unfortunate\\_prerequisites.php](http://scienceblogs.com/pharyngula/2007/01/the_unfortunate_prerequisites.php). Accessed Aug. 30, 2012.

### Comment on a blog article

- MiddleKid, “Re: The unfortunate prerequisites and consequences of partitioning your mind,” Jan. 22, 2007. [Web log comment]. Available: [http://scienceblogs.com/pharyngula/2007/01/the\\_unfortunate\\_prerequisites.php](http://scienceblogs.com/pharyngula/2007/01/the_unfortunate_prerequisites.php). Accessed Aug. 30, 2012.

## Legislative materials

Note year/date placement is different to that used in other reference types.

- U.S. House. 102nd Congress, 1st Session. (1991, Jan. 11). *H. Con. Res. 1, Sense of the Congress on Approval of Military Action*. [Online]. Available: <http://thomas.loc.gov/cgi-bin/query/z?c102:H.CON.RES.1.IH>.

### Patents and patent applications

- F. Piekniowski, E. Izhikevich, B. Szatmary, and C. Petre, “Spiking neural network feedback apparatus and methods,” U.S. Patent 9129221, Sep. 8, 2015.
- C. Hoffmann, W. Zhang, and Y. Chen, “Solid forms of a pyrido-pyrimidinium inner salt,” U.S. Patent Appl. 20150252040A1, Sep. 10, 2015.

### Standards

- *IEEE Criteria for Class IE Electric Systems*, IEEE Standard 308, 1969.

## Unpublished works

### Private communications

- A. W. Wilson, private communication, Jul. 2012.

### Papers, Reports

- S. W. E. Kidson, *et al.*, “King Henry VIII: What was he really like?” unpublished.
- N. Smith, T. A. Jackson, and C. M. Kim, “Analysis of thermodynamics in steam engines,” Bacons Repository Paper T-256-3.

## Citing a type of work for which there is no example reference

The purpose of a reference is to allow readers to be able to locate the cited work quickly and easily should they want to.

First, ensure that you have all the details on hand that will enable this. This will include as many of the following as you can locate: author(s) / authoring body / producer / manufacturer etc., title / name of work, edition/version/report/session number/name, publisher, date and location of publication/event, web address. Then find an example reference for a type of document as similar to the work you wish to cite as possible, and format the reference using this as a guide.

You may be able to find additional example references online to help you. However, as you might with other referencing styles, you may encounter different versions of IEEE style. For example, some versions place the date of publication within parentheses following the author/s name/s, while some put the date at the end of the reference after a comma (as in this guide). What is most important is that *you* are consistent within *your* document. Taking the mentioned example, if you have followed this guide and all of your references have the date at the end so far, but an online example for a particular type of work has its date after the author name/s, you should place the date *at the end of the reference*, as you have done with all previous references.

Finally, do not leave out any information readers will need to be able to find the work—there is no point including a reference that is missing important details, as readers will not be able to locate the work. Unpublished works (e.g. personal emails, papers) are no exception—a reference to an unpublished work should guide the reader to being able to locate it (for instance, by indicating a particular work is, say, an email, the reader will know that if they want to access this document, they will need to contact you).