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, 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, and the punctuation used and where this is placed (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).

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 citations: 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.

<table>
<thead>
<tr>
<th>Standard citations</th>
<th>If author/s must be named</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>1 author</strong></td>
<td></td>
</tr>
<tr>
<td>... in [15]</td>
<td>Walker [15] asserts ...</td>
</tr>
<tr>
<td><strong>2 authors</strong></td>
<td></td>
</tr>
<tr>
<td>... as noted in [16] and in [21]–[32]</td>
<td>Bradley and Walker [16] calculated ...</td>
</tr>
<tr>
<td><strong>3–5 authors</strong></td>
<td></td>
</tr>
<tr>
<td>As is proposed in [6], [32] and [18], ...</td>
<td>As Walsh, Bradley, Soo, Ramirez and Walker [17] proposed ...</td>
</tr>
<tr>
<td><strong>6+ authors</strong></td>
<td></td>
</tr>
<tr>
<td>For instance, see [11] ...</td>
<td>Soo <em>et al.</em> [18] observed ...</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Special citations</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Two or more works by the same author</strong></td>
</tr>
<tr>
<td><strong>Authors with the same surname</strong></td>
</tr>
<tr>
<td><strong>Secondary sources</strong></td>
</tr>
</tbody>
</table>

**Citing specific parts of works**

- Walker [15, pp. 3–12]
- ... as noted in [16, Sec. 4.2] and [21, Ch. 3, p. 67],
- In [63, Fig. 1], it can be seen ...
- (as in [18, p. 45] and [19, eq. (2)])
- The complete data can be seen in [19, Table 2]
- (see [24, Sect. 4.5] for complete data)
- ... as shown in [16, Appendix 1], ...

**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:

- spaced (i.e. ‘A. B.’ not ‘A.B.’) author initials are used instead of given names
- author initials appear before family names
- book and journal titles are in italics
- chapter titles, article titles, conference paper titles and similar are placed within double quotation marks
- if there are more than six authors listed, only the first author’s name should be given followed by ‘et al.’

A serial ('list') comma should be used before ‘and’ in author lists of three or more: ‘A. Smith, B. C. Jones, and D. Wilson’ (not ‘A. Smith, B. C. Jones and D. Wilson’).

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.

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

Reference list: Examples

Periodicals

Journal titles should be abbreviated according to 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


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


Journal article, in print, accessed online

Journal article, supplementary issue


Journal, special issue


Journal article, accepted for publication


Journal article, submitted for publication


Newspaper article, print


Newspaper article, retrieved online


Newsletter article, no author


Books

Book, second edition


Book, electronic version of a print book


Book, electronic-only, no date of publication

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


Chapter in book—one editor (Ed.)


Chapter in book—multiple editors (Eds)


Chapter in multi-volume book


Entry in an online reference work


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


Webpages/websites

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


Website


Technical and research reports

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).

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

Conference paper, unpublished, online


Conference paper, published online


Proceedings, published in book form


Proceedings, published regularly online


Theses or dissertations

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.


Audiovisual media

**DVD**


**Podcast**


Datasets and software

**Datasets**


**Software**


Blog posts, internet message boards

**Blog post**


**Comment on a blog article**


Legislative materials

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


**Patents and patent applications**


Standards


Unpublished works

Private communications


Papers, Reports


Miscellaneous

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 as possible to the work you wish to cite, 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).