Introduction

The IEEE publishes several major scientific journals, for which it has established its own documentation style and standards. This handout introduces the basics of that documentation style. The entire *IEEE Editorial Style Manual* is available online at the organization’s website.

In-Text Citations

The distinguishing feature of the IEEE documentation style is the use of reference numbers enclosed in square brackets to cite resources.

*Basic Format:*
Follow cited material with the appropriate reference number [1].

*Example:*
According to technical experts, IEEE is the most valuable style for aspiring engineers to learn [1].

Reference numbers are sequential, following the order in which they appear in the text. They are listed in the same order in the reference list.

*Author’s Name Substitution*

The reference number may replace the author’s name in the text.

*Example:*
According to [7], current Internet technology is still years behind industry projections…

The only major exception to the substitution rule is when citing a theory commonly attributed to one person.

*Citation Number Placement*

When a reference appears in the middle of the sentence, insert the citation number directly after the reference rather than at the end of the sentence. Sentence punctuation should follow the brackets.

*Example:*
One study [2] examined the mRNA levels of Jun C, Jun B, and Jun D in mouse tissues.

*Multiple-Reference Citations*

When more than one work is involved in the same citation, place all reference numbers within one set of brackets with commas separating them, but without spaces. If three or more citation numbers occur in sequential order, separate the range with a hyphen.

*Examples:*
Though unlikely, the same effects were reported by [2,7,12].

Motion or centrifugation can speed up the diagnosis of some viral infections [19-23].

*Direct Quotation*

When quoting a source word-for-word, enclose the quote in quotation marks and indicate any changes you make in square brackets. If you quote more than three lines, indent the quoted material by 1/2”. Provide the page number from which the quotation is drawn in the reference list item.
Examples:

The authors noted that “the effects at hours post-impact are statistically ambiguous” [18]. Previous studies did not address this issue, however, because they neglected any effects of liquid surface tension and viscosity, so that their results are applicable only to the initial stages of droplet impact, when these forces are negligible compared to their inertial effects [at the time of impact] [19].

Paraphrase

Most of the time it is impractical and unnecessary to quote sources directly; whenever possible, put the information in your own words (a practice known as paraphrasing). It is important to document every source you use, even when you reword the text. Failing to give credit to sources is plagiarism.

Example:

Single-shot flash photography yields better results than fast-motion movies [12].

Reference Page

The reference page should include all sources used in your research. The following guidelines describe how to format the reference page. An example of a reference list appears on the next page.

General Formatting Information

Title the section References, and align the title with the left margin. Reference numbers, too, should be set flush with the left margin, forming a column 2 or 3 spaces outside the body of the reference. Number entries sequentially based on the order of their appearance in the text. When a source is cited more than once, it appears in the reference list under the initial reference number; it is not duplicated in the list of references. Double-space the reference list, both within and between entries. Use authors’ first and middle initials only before the last name. Include the names of all authors up to six names. If there are more than six names listed as authors, use et al following the name of the first author. Occasionally, an organization or corporation will be given as the author. In these cases, begin the citation with the name of the organization. If the author is not known, begin the citation with the source title, discounting articles (the, an, or a). Do not combine references; there must be only one reference per number. If there is a URL indicated with a print reference, include it at the end of the reference. If a single author produced two or more consecutively numbered references, the name is replaced in the second and subsequent entries by five (5) underscores followed by a comma. Note that each appendix must have its own reference list, separate from the reference list for the main body of the text.
Types of References

—Print Resources—

Periodicals

*Basic Format:*


*Example:*


Books

*Basic Format:*

[#] A. B. Author, “Title of chapter in the book,” in *Title of His Published Book*, #th ed. City of Publisher, State (if in the USA), Country: Abbrev. Of Publisher, year, ch. #, sec. #, pp. ###-####.

*Example:*

Reports

Basic Format:


Examples:


Manuals or Handbooks

Basic Format:


Example:


Published Conference Proceedings

When citing conference proceedings, list the author and title of the paper, followed by the abbreviated name (and location, if given) of the conference in italics. Abbreviate the conference name using the standard abbreviations listed in the Style Manual. If the year is given in the conference title, it may be omitted from the end of the reference.

Basic Format:

[#]   A. B. Author, “Title of paper,” in Abbreviated Name of Conf.,

(location of conference is optional), year, pp. ###-##.

Example:


Conference Papers

Basic Format:

Example:

Patents
If several dates are given, use the issued date.

Basic Format:
[#] A. B. Author, “Title of patent,” U.S. Patent # ### ###, Abbrev. Month, day, year.

Example:

Theses and Dissertations
The name of the state is omitted if the university includes the state name (e.g., University of California, Berkeley).

Basic Format:

Example:

Unpublished Sources
The two most common types of unpublished sources are personal communications and unpublished papers. Examples for both are below.

Basic Formats:
[#] A. B. Author, private communication, Abbrev. Month, year.

Examples:

Standards
Basic Format:
[#] Title of Standard, Standard number, date.

Example:
—On-Line Resources—

Documentation of on-line resources is similar to that of printed resources. In addition, you must indicate the type of medium in which the source appears and provide the URL or equivalent access information. Note as well that the citation does not end in a period.

Books, Monographs

Basic Format:
[#] A. B. Author, “Title of chapter in the book,” in *Title of Published Book*, # ed. City of Publisher, State, Country: Abbrev. Of Publisher, Year, ch. #, sec. #, pp. ###-###. [Type of Medium]. Available: site/path/file

Example:

Periodicals

Basic Format:

Example:

Papers Presented at Conferences

Basic Format:
[#] A. B. Author, Title. Presented at abbrev. Conf. title. [Type of Medium]. Available: site/path/file

Example:
Reports and Handbooks

Basic Format:


Example:


U.S. Government Documents

Basic Format:

[#] Legislative Body. Number of Congress, Session. (year, month day). Number of bill or resolution, Title. [Type of medium]. Available: site/path/file

Example:


Patents

Basic Format:

[#] Name of the invention, by inventor’s name. (year, Month day). Patent Number [Type of medium]. Available: site/path/file

Example:


Manuals/Software

Basic Format:


Example:
