

IEEE Citation and Writing Guide

JASET authors: [Additional guidelines appear in brackets.]

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In-Text Citation

Indicating the relevant reference in the text

Whether the source is print or electronic, has an author or not, is an entire work or part of a work, it is important that the in-text citation begin with the same name/word as the corresponding reference in the works cited list, so that the reader can find the complete reference.

- Each reference is indicated by a number enclosed in square brackets, *eg.* [1] or [26], placed in the text of the essay.
- Citations should be numbered in the order in which they appear in the text and should correspond to a numbered reference containing publication information about the source cited in the reference list at the end of the publication, essay or assignment.
- Once a source has been cited, the same number should be used in all subsequent references.
- Each reference number should be enclosed in square brackets on the same line as the text, before any punctuation, with a space before the bracket.

Here are some examples of this kind of referencing:

"...end of the line for my research [13]."

"The theory was first put forward in 1987 [1]."

"Scholtz [2] has argued that....."

"Several recent studies [3, 4, 15, 16] have suggested that..."

"For example, see [7]."

- It is not necessary to mention either the author(s) or the date of the reference unless it is relevant to your text or to say "in reference [26] ..." "In [26] ..." is sufficient.
- When citing a section of a book, please give the relevant page numbers.

Citing more than one reference at a time

When citing more than one source at a time, the preferred method is to list each reference number separately with a comma or dash between each reference:

Preferred

[1], [3], [5] – for 3 separate references

[1] - [5] – for a range of references

Although the following method is also acceptable:

Acceptable

[1, 3, 5] – for 3 separate references

[1-5] – for a range of references

JASET authors: [The “preferred” method of citing more than one reference should be used.]

Personal communications

- Personal communications include conversations, letters, interviews, e-mails and telephone conversations.
- IEEE style states that you cite only published works, forthcoming published works, and unpublished materials available to scholars in a library, a depository, or an archive.
- For interviews or other "non-recoverable" information, no citation number is necessary. This does not mean that an attempt to identify the author is unnecessary, but that it needs to be done in the text itself.

"In a personal interview with Bill Gates, he suggested that he would soon rule the world."

"In a letter to the author, Professor Mueller detailed his experiences with using this data collection software."

Print Documents

Books

Standard format

[#] **A. A. Author/editor**, *Title: Subtitle* (in italics), **Edition**(if not the first), **Vol.**(if a multivolume work). **Place of publication: Publisher, Year, page number(s)** (if appropriate).

RIT Libraries

Single author

W.-K. Chen, *Linear Networks and Systems*. Belmont, CA: Wadsworth, 1993, pp. 123-135.

Edited work

D. Sarunyagate, Ed., *Lasers*. New York: McGraw-Hill, 1996.

More than one author

T. Jordan and P. A. Taylor, *Hactivism and Cyberwars: Rebels with a cause?* London: Routledge, 2004.

Three or more authors

R. Hayes, G. Pisano, D. Upton, and S. Wheelwright, *Operations, Strategy, and Technology: Pursuing the competitive edge*. Hoboken, NJ : Wiley, 2005.

- The names of all authors should be given in the references unless the number of authors is greater than six.
- If there are more than six authors, you may use *et al.* after the name of the first author.

Series

M. Bell, et al., *Universities Online: A survey of online education and services in Australia*, Occasional Paper Series 02-A. Canberra: Department of Education, Science and Training, 2002.

Corporate author

World Bank, *Information and Communication Technologies: A World Bank group strategy*. Washington, DC : World Bank, 2002.

Conference (complete conference proceedings)

K.-L. Wu, C.C. Aggarwal, and P.S. Yu, "Personalization with dynamic profiler," in *Proceedings third international workshop on advanced issues of e-commerce and web-based information systems*, 2001, pp. 12-20.

Government publication

Australia. Attorney-Generals Department. *Digital Agenda Review*, 4 Vols. Canberra: Attorney- General's Department, 2003.

Manual

Bell Telephone Laboratories Technical Staff, *Transmission System for Communications*, Bell Telephone Laboratories, 1995.

International Standard

ANSI T1.602-1989, Telecommunications-Integrated Services Digital Network (ISDN)-Data-Link Layer Signaling Specification for Application at the User-Network Interface.

Technical report

K. E. Elliott and C.M. Greene, "A local adaptive protocol," Argonne National Laboratory, Argonne, France, Tech. Rep. 916-1010-BB, 1997.

Patent / Standard

K. Kimura and A. Lipeles, "Fuzzy controller component," U. S. Patent 14,860,040, December 14, 1996.

Papers presented at conferences (unpublished)

H. A. Nimr, "Defuzzification of the outputs of fuzzy controllers," presented at 5th International Conference on Fuzzy Systems, Cairo, Egypt, 1996.

Thesis or dissertation

H. Zhang, "Delay-insensitive networks," M.S. thesis, University of Waterloo, Waterloo, ON, Canada, 1997.

Parts of a book

- These examples are for chapters or parts of edited works in which the chapters or parts have individual title and author/s, but are included in collections or textbooks edited by others.
- If the editors of a work are also the authors of all of the included chapters then it should be cited as a whole book using the examples given above in Books.
- Capitalize only the first word of a paper or book chapter.

Standard format

[#] A. A. Author of Part, "Title of chapter or part," in *Title: Subtitle of book*, Edition, Vol., A. Editor Ed. Place of publication: Publisher, Year, pp. inclusive page numbers.

Single chapter from an edited work

A. Rezi and M. Allam, "Techniques in array processing by means of transformations," in *Control and Dynamic Systems*, Vol. 69, Multidimensional Systems, C. T. Leondes, Ed. San Diego: Academic Press, 1995, pp. 133-180.

Conference or seminar paper (one paper from a published conference proceedings)

S. Al Kuran, "The prospects for GaAs MESFET technology in dc-ac voltage conversion," in *Proceedings of the Fourth Annual Portable Design Conference*, 1997, pp. 137-142.

Journal articles

- Capitalize only the first word of an article title, except for proper nouns or acronyms.
- Every (important) word in the title of a journal must be capitalized.
- Do not capitalize the "v" in volume for a journal article.
- Either spell out the entire name of each journal that you reference or use accepted abbreviations. Consistently do one or the other.

RIT Libraries

- You may spell out words such as volume or December, but you must either spell out all such occurrences or abbreviate all.
- No need to abbreviate March, April, May, June or July.
- To indicate a page range use pp. 111-222.
- If you refer to only one page, use only p. 111.

Standard format

[#] A. A. Author of article. "Title of article," *Title of Journal*, vol. #, no. #, pp. page number/s, Month year.

Journal article

R.R. Yager, "Multiple objective decision-making using fuzzy sets," *International Journal of Man-Machine Studies*, vol. 9, no. 4, pp.375-382, Jul. 1977.

Electronic Documents

- When you cite an electronic source try to describe it in the same way you would describe a similar printed publication.
- If possible, give sufficient information for your readers to retrieve the source themselves.
- If only the first page number is given, a plus sign indicates following pages, eg. 26+.
- If page numbers are not given, use paragraph or other section numbers if you need to be specific.
- An electronic source may not always contain clear author or publisher details.
- The access information will usually be just the URL of the source.
- As well as a publication/revision date (if there is one), the date of access is included since an electronic source may change between the time you cite it and the time it is accessed by a reader.

Webpage

J. Nielsen, "Ten Usability Heuristics," 1994,
http://www.useit.com/papers/heuristic/heuristic_list.html.

Documents within a website

Microsoft Corporation, "Site management cycle," 2003,
http://msdn.microsoft.com/library/en-us/comsrv2k/htm/cs_gs_concepts_ntqq.asp.

Article in electronic newsletter or magazine

C. Sherman, "Teoma vs. Google, round two," April 2, 2002,
<http://searchenginewatch.com/searchday/02/sd0402-teoma.html>.

ACM Digital Library

J. Raskin, "Looking for a humane interface: Will computers ever become easy to use?" *Communications of the ACM*, vol. 40, no. 2, pp. 98-101, Feb. 1997.

IEEE Electronic Library

M. Phillips, "Reducing the cost of Bluetooth systems," *Electronics & Communication Engineering Journal*, vol. 13, no. 5, pp. 204-208, Oct. 2001.

E-Books

Standard format

[#] A. Author. *Title of E-book*. Place: Publisher, Date of original publication.

[Format] Available: Source.

T. Eckes, *The Developmental Social Psychology of Gender*. Mahwah NJ: Lawrence Erlbaum, 2000. [E-book] Available: netLibrary e-book.

E-Journals

Standard format

[#] A. Author, "Title of Article," *Title of Journal*, vol., no., p. page numbers, month year. [Format]. Available: Database Name (if appropriate), article number (if given), internet address. [Accessed date of access].

Journal article from online full-text database

A. Holub, "Is software engineering an oxymoron?" *Software Development Times*, p. 28+, March 2005. [Online]. Available: ProQuest, <http://il.proquest.com>. [Accessed May 23, 2005].

Journal article in a scholarly journal

A. Altun, "Understanding hypertext in the context of reading on the web: Language learners' experience," *Current Issues in Education*, vol. 6, no. 12, July 2003. [Online]. Available: <http://cie.ed.asu.edu/volume6/number12/>. [Accessed Dec. 2, 2004].

Newspaper article from online database

J. Riley, "Call for new look at skilled migrants," *The Australian*, p. 35, May 31, 2005. Available: Factiva, <http://global.factiva.com>. [Accessed May 31, 2005].

Newspaper article from the Internet

C. Wilson-Clark, "Computers ranked as key literacy," *The West Australian*, para. 3, March 29, 2004. [Online]. Available: <http://www.thewest.com.au>. [Accessed Sept. 18, 2004].

Non-book formats

Standard format

[#] A. A. Person, Responsibility (if appropriate), *Title: Subtitle*. [Format]. Special credits (if appropriate). Place of publication: Publisher, Year.

Microform

W. D. Scott & Co, *Information Technology in Australia: Capacities and opportunities: A report to the Department of Science and Technology*. [Microform]. W. D. Scott &

Company Pty. Ltd. in association with Arthur D. Little Inc. Canberra: Department of Science and Technology, 1984.

Software

Thomson ISI, *EndNote 7*. [CD-ROM]. Berkeley, Ca.: ISI ResearchSoft, 2003.

Video recording

C. Rogers, Writer and Director, *Grrls in IT*. [Videorecording]. Bendigo, Vic. : VideoEducation Australasia, 1999.

Footnotes

- Number footnotes separately in superscripts (Insert | Footnote).
- Place the actual footnote at the bottom of the page in which it is cited; do not put footnotes in the reference list (endnotes).
- Use letters for table footnotes.

JASET Authors:

- [It is recommended that footnotes be avoided. Instead, try to integrate the footnote into the text.]

Figures & Tables

- All figures, figure captions, and tables can be at the end of the paper.
- Large figures and tables may span a whole 8.5 inches wide page. Place figure captions below the figures; place table titles above the tables.
- If your figure has two parts, include the labels “(a)” and “(b)” as part of the artwork.
- Please verify that the figures and tables you mention in the text actually exist.

Figures

- Please do not include captions as part of the figures.
- Do not put captions in “text boxes” linked to the figures.
- Do not put borders around the outside of your figures.
- Figure axis labels are often a source of confusion.
 - Use words rather than symbols.
 - As an example, write the quantity “Magnetization,” or “Magnetization M ,” not just “ M .”
 - Put units in parentheses.
 - Do not label axes only with units.
 - For example, write “Magnetization (A/m)” or “Magnetization ($A \cdot m^{-1}$),” not just “A/m.”
 - Do not label axes with a ratio of quantities and units.
 - For example, write “Temperature (K),” not “Temperature/K.”
- Multipliers can be especially confusing.
 - Write “Magnetization (kA/m)” or “Magnetization (10^3 A/m).”

- Do not write “Magnetization (A/m) (1000” because the reader would not know whether the top axis label in Fig. 1 meant 16000 A/m or 0.016 A/m.
- Figure labels should be legible, approximately 8 to 12 point type.

Tables

- Do not abbreviate “Table.”
- Tables are numbered with Roman numerals.

JASET Authors:

- [The electronic edition of your paper will be featured in color on the JASET website.]

Abbreviations & Acronyms

- Define abbreviations and acronyms the first time they are used in the text, even after they have already been defined in the abstract.
- Abbreviations such as RIT, SI, ac, and dc do not have to be defined.
- Abbreviations that incorporate periods should not have spaces: write “C.N.R.S.,” not “C. N. R. S.”
- Do not use abbreviations in the title unless they are unavoidable

Equations

- Number equations consecutively with equation numbers in parentheses flush with the right margin, as in (1).
- First use the equation editor to create the equation.
- Then select the “Equation” markup style.
- Press the tab key and write the equation number in parentheses.
- To make your equations more compact, you may use the solidus (/), the exp function, or appropriate exponents.
- Use parentheses to avoid ambiguities in denominators.
- Punctuate equations when they are part of a sentence, as in

$$L \frac{di_L}{dt} = V_{CC} - v_c - (R + R_L)i_L$$

$$C_e \frac{dv_e}{dt} = i_L - \frac{v_e - V_{EE}}{R_e}$$

$$C \frac{dv_c}{dt} = C \frac{dv_e}{dt} + i_L - i_c$$

- Be sure that the symbols in your equation have been defined before the equation appears or immediately following.

- Italicize symbols (*T* might refer to temperature, but *T* is the unit tesla).
- Refer to “(1)” not “Eq. (1)” or “equation (1)” except at the beginning of a sentence: “Equation (1) is”

Bibliography

- The reference list should appear at the end of your paper.
- Begin the list on a new page.
- The title *References* should be either left justified or centered on the page.
- The entries should appear as one numerical sequence in the order that the material is cited in the text of your assignment.
- Number citations consecutively in square brackets [1].
- The sentence punctuation follows the brackets [2].
- Give all authors' names; do not use “*et al.*” unless there are six authors or more.
- Use a space after authors' initials.
- Papers that have not been published should be cited as “unpublished”.
- Papers that have been submitted for publication should be cited as “submitted for publication”.
- Papers that have been accepted for publication, but not yet specified for an issue should be cited as “to be published”.
- Please give affiliations and addresses for private communications.
- For papers published in translation journals, please give the English citation first, followed by the original foreign-language citation

Other Recommendations

- Use one space after periods and colons.
- Hyphenate complex modifiers: “zero-field-cooled magnetization.”
- Avoid dangling participles, such as, “Using (1), the potential was calculated.” [It is not clear who or what used (1).]
 - Write instead, “The potential was calculated by using (1),” or “Using (1), we calculated the potential.”
- Use a zero before decimal points: “0.25,” not “.25.”
- Use “cm³” not “cc
- The abbreviation for “seconds” is “s” not “sec.”
- Do not mix complete spellings and abbreviations of units: use “Wb/m²” or “webers per square meter,” not “webers/m².”
- When expressing a range of values, write “7 to 9” or “7-9,” not “7~9.”
- A parenthetical statement at the end of a sentence is punctuated outside of the closing parenthesis (like this).
- (A parenthetical sentence is punctuated within the parentheses.)
- In American English, periods and commas are within quotation marks, like “this period.”
- Other punctuation (!,?) is “outside”!
- Avoid contractions; for example, write “do not” instead of “don't.”
- The serial comma is preferred: “A, B, and C” instead of “A, B and C.”

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- If you wish, you may write in the first person singular or plural and use the active voice (“I observed that ...” or “We observed that ...” instead of “It was observed that ...”).
- Remember to check spelling.

JASET Authors:

- [If your native language is not English, please get a native English-speaking colleague to proofread your paper.]

Revised by Gina Bush 8/12/08