

# Reference Guide: IEEE Style

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## TEXT CITATIONS

- Cite references in consecutive numerical order starting with [1] (unless you prefer to have an alphabetical reference list). Begin numerical order with the main text (Chapter 1), *not* the preliminary pages. (That is, order citations in figure captions according to their position in the main text, not the List of Figures.)
- Once you number the reference, use the same number in all subsequent citations.
- Each reference number should be enclosed by square brackets on the baseline of the text, with a space before the bracket, and before the punctuation: "... our earlier alloy laser work [12]."
- It is not necessary to mention the author(s) of the source unless it is relevant to your text. Similarly, it is almost never useful to give the dates of references when you cite them in the text. If you do include author names in text, list all authors if there are one or two, but use "et al." for more than two. (Note that "et al." is not italicized.) Examples:

One author: "Smith [1] reports ..."

Two authors: "Smith and Jones [12] report ..."

Three or more authors: "Smith et al. [23] report ..."

- It is not necessary to say "in reference [27] ..."; the phrase "in [27] ..." is sufficient.
- To cite more than one source at a time:

### Preferred

[1], [3], [5]

[1]-[5]

### Acceptable

[1, 5, 7]

[1-5]

You may have to adjust your software to get the preferred form.

## THE REFERENCE LIST (at end of chapter or thesis)

- List references in the order they were cited (numerical order, starting with [1]). Alphabetical order is also accepted.
- Set bracketed numbers on the baseline and flush left, forming their own column that hangs out beyond the body of the references. Allow space such that reference bodies remain aligned when bracketed numbers increase to double and (if necessary) triple digits. This is called a hanging indent (see examples later in this guide).
- List only one reference per bracketed number.
- The names of all authors should be given in the reference list unless there are more than six, in which case you may use "et al." (no comma before "et") after the name of the first author.
- Footnotes and other words and phrases not part of the reference format should not be included in the reference list. Phrases such as "for example" should only be given in the text.

### ***Style for Titles***

- Set the titles of books (including handbooks and manuals), periodicals, conference proceedings, and standards in italics with headline-style capitalization (capitalize the first and last words, and all important words in between; lowercase articles, prepositions, and conjunctions—though there are exceptions).
- Set the titles of articles, book chapters, reports, theses and dissertations, conference papers and presentations, and patents in quotation marks with sentence-style capitalization (capitalize first word of title and subtitle, as well as proper names and most initialisms).

### ***Punctuation***

Place punctuation *inside* quotation marks. An example with a question mark is provided below under “Periodicals.”

### ***Abbreviations***

- Either spell out the entire name of each periodical you reference, or use accepted abbreviations. Either way, be consistent.
- Use the following abbreviations: vol., no., p. (one page only), pp. (range of pages), Jan., Feb., Mar. (optional), Apr. (optional), Jun. (optional), Jul. (optional), Aug., Sept., Oct., Nov., Dec.

### ***Spacing***

Please note the correct spacing and punctuation for author names:

D. L. Tao, C. Siva Ram Murthy, and S. Al Kuran

but

T.-C. Hsu and L. A. Stein-Rosenberg

## **BOOKS**

- [1] S. M. Hemmingsen, *Soft Science*. Saskatoon, Canada: University of Saskatchewan Press, 1997.
- [2] 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, CA: Academic Press, 1995, pp. 133-180.  
—example of a chapter
- [3] J. A. Prufrock, Ed., *Lasers*, 2nd ed. New York, NY: McGraw-Hill, 2004.  
—example of an edition

## **PERIODICALS**

For article submissions that have not yet been accepted for publication, use the phrase “submitted for publication” in place of the date. If they have been accepted, but not yet published, use “to be published” in place of the date. Note that the periodical number is optional when the month of publication is given.

- [4] G. Liu, “TDM and TWDM de Bruijn nets and shufflenets for optical communications,” *IEEE Transactions on Computers*, vol. 46, no. 1, pp. 695-701, June 1997.

- [5] J. R. Beveridge and E. M. Riseman, "How easy is matching 2D line models using local search?" *IEEE Transactions on Pattern Analysis and Machine Intelligence*, vol. 19, no. 2, pp. 564-579, June 1997.
- [6] B. McGursky, "An approach to three-dimensional robotic walking," *IEEE Robotics Automation Magazine*, submitted for publication.

### **ARTICLES FROM PUBLISHED CONFERENCE PROCEEDINGS**

The word "in" before the conference title is not italicized.

- [7] N. Osifchin and G. Vau, "Power considerations for the modernization of telecommunications in Central and Eastern European and former Soviet Union (CEE/FSU) countries," in *Second International Telecommunications Energy Special Conference*, 1997, pp. 9-16.
- [8] 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.

### **PAPERS PRESENTED AT CONFERENCES, BUT UNPUBLISHED**

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

### **REPORTS (technical reports, internal reports, memoranda)**

Provide report number and month if available.

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

### **THESES and DISSERTATIONS**

"Ph.D. dissertation," but "M.S. thesis."

- [11] H. Zhang, "Delay-insensitive networks," M.S. thesis, University of Illinois at Urbana-Champaign, Urbana, IL, 1997.

### **MANUALS**

- [12] Bell Telephone Laboratories Technical Staff, *Transmission System for Communications*, Bell Telephone Laboratories, 1995.
- [13] *Motorola Semiconductor Data Manual*, Motorola Semiconductor Products, Inc., Phoenix, AZ, 2007.

## **COURSE MATERIALS**

- [14] M. Hasegawa-Johnson, "Pattern classification," class notes for ECE 544, Department of Electrical and Computer Engineering, University of Illinois at Urbana-Champaign, Aug. 23, 2007.

—example of a handout (treat title as article, give specific date)

- [15] J.-M. Jin, *Electromagnetic Field Theory*. Class notes for ECE 544, Department of Electrical and Computer Engineering, University of Illinois at Urbana-Champaign, 2008.

—example of a packet/book (treat title as book)

## **UNPUBLISHED SOURCES**

- [16] T. I. Wein, private communication, Sept. 2005.

- [17] G. Kinneavy, "An approach to graphs of linear forms," unpublished.

## **CATALOGS**

- [18] Catalog No. MWM-1, Microwave Components, M. W. Microwave Corp., Brooklyn, NY.

## **PATENTS**

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

## **STANDARDS**

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

## **ONLINE SOURCES**

- [21] R. J. Vidmar. (1992, Aug.). On the use of atmospheric plasmas as electromagnetic reflectors. *IEEE Trans. Plasma Sci.* [Online]. 21(3), pp. 876-880. Available: <http://www.halcyon.com/pub/journals/21ps03-vidmar>

—example of a journal article

- [22] PROCESS Corp., MA. Intranets: Internet technologies deployed behind the firewall for corporate productivity. Presented at INET96 Annual Meeting. [Online]. Available: <http://home.process.com/Intranets/wp2.htm>

—example of a conference presentation

- [23] S. L. Talleen. (1996, Apr.). The Intranet Architecture: Managing information in the new paradigm. Amdahl Corp., CA. [Online]. Available: <http://www.amdahl.com/doc/products/bsg/intra/infra/html>

—example of a report