IEEE Referencing Guide

A library guide to using the numeric IEEE referencing system.
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Citing and referencing using the IEEE system

Why do you have to reference?

- To avoid plagiarism.
- To enable a reader to trace your sources.
- To enable a reader to distinguish your ideas from someone else’s.
- To support your ideas and theories.

Students in Electronics and Electrical engineering and some Computing students use the IEEE referencing system. It is important to check you are using the correct system with your individual lecturers in your department.

How to reference using the IEEE system

There are two parts to referencing using the IEEE system:

1) Citing references in the text

This means acknowledging, within your text, the sources that you have used.

2) The Reference List

This is the list of sources you have used. You add the list to the end of your work. (It is not counted in the word count). The references should contain enough details to enable another reader to find and locate the exact text you are referring to.

Citing references in the text

Where a source is referred to within the text of a work it is only necessary to identify the source by a number in square brackets. Once you have numbered the reference use the same number if it is cited again.

For a single author:

Hall [2] has argued that.....

For multiple authors:

When citing more than one source, list each reference number separately with a comma or dash between each reference: E.g. [1], [6], [10] or [1] - [4]
A direct quotation:

Boylestad and Nashelsky introduce their book by pointing out that; “Electronic systems are becoming an increasingly important component of virtually every instrument, machine, or device we use on a daily basis. For example, automotive functions previously performed by mechanical components are being replaced by equivalent electronic units.” [1, p.5]

This reference would only appear once in the Reference list, regardless of how many times you cited it in your work.

Paraphrasing:

The electrical and electronics industry continues to mature, to the point where it affects every part of our daily lives. The computer, with its e-mail and Internet access; the many devices used to communicate (pagers, cellular phones; the fax machine; answering machines; stereo systems; and television (older analog and newer digital) are all clear evidence of the important role of electronics in today’s society. The engineers of the 1950s would be in awe of the amount of circuitry that can be contained in a single circuit (IC), and today's engineers will probably be astounded by the technological progress that will take place by the year 2010.[1]

This paragraph could be paraphrased to say;

The electronics and electrical industry continues to develop at a phenomenal rate. [1]

IEEE does not use secondary sources so you should search for the original source. If this cannot be found it should not be cited.

The Reference List: Printed References

The reference list consists of full references to the sources you have used to produce your work.

General notes about references that are in print.

- Use p. for a single page or pp. for more than one page e.g. p. 5 or pp. 2-6.
- If a book/article is written by multiple authors the first six authors have to be written in the references. After that you put et al. (and others)
- Unlike other referencing systems, author initials are quoted before the surname and publication date is listed at the end.
- There must be a space between all the authors’ first name initials and their surname. (Please note, EndNote® uses the words, ‘last name’ to describe the authors’ surname. In this guide it is described as a ‘family name’.)
- Only put a source in the reference list if it is cited in the body of the work.
• Editor(s) are distinguished from authors by adding Ed. as an abbreviation for a single editor and Eds. for multiple editors.
• If there is no edition after the title add a full stop, a comma if there is.
• Only put in an edition if there is more than one e.g. 2nd ed. or 3rd ed.
• Abbreviate the word edition to ed.
• You can use abbreviations for states in America.

**Book Reference:**

Place of publication means the town rather than the country.

• Author(s) initials. Family name.
• Title: subtitle *(in italics)*.
• Edition.
• Place of publication.
• Publisher.
• Year of publication.
• Page numbers.


**Part of a Book (Examples of chapter or part of an edited work where it has an individual title/author):**

Write ‘in’ before the title of the book.

• Author(s) initials. Family name.
• Title of chapter / section *(in quotation marks)*.
• Title of Book *(in italics)*.
• Edition.
• Editor(s) initials.
• Place of Publication.
• Year of publication.
• Page numbers.

Journal Article:

The title of the journal must be in italics with all the first letters of significant words in capital letters.

Either spell out the entire name of a journal you reference or use the standard abbreviations. Please see the frequently used abbreviations on page 8. The important thing is that you are consistent.

- Author(s) initials. Family name.
- Title of article (In quotation marks).
- Title of Journal (In italics).
- Volume.
- Issue number.
- Page numbers.
- Month.
- Year of publication.


Conference Paper:

Don’t repeat the date if the year appears in the title.

Write ‘Presented at’ before title of conference.

- Author(s) initials. Family name.
- Title of paper (In quotation marks).
- Title of Conference (in italics).
- Date.
- Page numbers.


Technical Report:

- Author(s) initials. Family name.
- Title of report (In quotation marks).
- Issuing Body.
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- Place of Publication.
- Report Number.
- Date.


**Thesis:**

- Author(s) initials. Family name.
- Title (In quotation marks).
- Type of qualification.
- Department.
- University.
- Place.
- Year of Publication.


**Standard:**

Only put the year if it is not in the title of standard.

- Title of Standard (in *italics*).
- Standard number.
- Year.


**The Reference List: Electronic References**

General notes about electronic references:

- [Type of Medium] means the format e.g. [ebook] or [film] or [image]. In Endnote this is referred to as ‘Type of Medium’.
- IEEE referencing refers to site/path/file. You may list the database name (if appropriate), internet address or DOI (Digital Object Identifier) at this point.
• Don’t include a live hyperlink for a URL.

**eBook:**

Always write ‘available’ before the name of the database.

• Author(s) initials. Family name.
• Title (in *italics*).
• Edition (in brackets).
• Year.
• Type of medium (in square brackets).
• DOI or Internet address.
• Date accessed (in square brackets)


**Electronic Journal Article:**

Differences from journal articles in print:

Please note the title is not in inverted commas.

Write ‘available’ before name of database.

• Author(s) initials. Family name.
• Title of article.
• Title of Journal (in *italics*).
• Page numbers.
• Year, Month.
• DOI or internet address.
• Date accessed (in square brackets).

Conference Papers Online:

For the electronic reference do not put the title of the paper or the conference title in italics, use inverted commas. It also has a full stop at the end.

Put the first letter of each significant word of the conference in capital letters. Only capitalize the first letter of the first word of the title of the paper.

Write ‘available’ before name of database.

- Author(s) initials. Family name.
- Title.
- Presented at Conference Title.
- Name of database.
- DOI or internet address.
- Date accessed (in square brackets).


Webpages:

Many web pages don’t give an author. If you can’t identify an author, use the organisation/corporate author instead. Include the month if available, if not leave out.

- Author(s) initials. Family name.
- (Year, Month).
- Title (in italics).
- Available: Internet address.
- Date accessed (in square brackets).


General notes about Reference lists:

- References for the sources should be listed in corresponding numerical order at the end of the text.
- The order of the list should be the same order as references appear in the text.
- This is not a “chapter” of your work.
This is not included in your word count.

Nothing should appear in your reference list unless it has been cited specifically in the body of your work.

Your number should appear on the left in square brackets as a hanging indent. The reference itself should be indented. Please see the following examples.

Sample Reference List


Frequently used abbreviations:

<table>
<thead>
<tr>
<th>Months e.g. January</th>
<th>Jan.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Transactions</td>
<td>Trans.</td>
</tr>
<tr>
<td>Proceedings</td>
<td>Proc.</td>
</tr>
<tr>
<td>Issue number</td>
<td>No.</td>
</tr>
<tr>
<td>Volume</td>
<td>Vol.</td>
</tr>
<tr>
<td>Digital Object Identifier</td>
<td>DOI</td>
</tr>
<tr>
<td>Uniform Resource Locator</td>
<td>URL</td>
</tr>
<tr>
<td>Editor</td>
<td>Ed.</td>
</tr>
<tr>
<td>Edition</td>
<td>ed.</td>
</tr>
</tbody>
</table>

Managing your references

EndNote and EndNote® Web are referencing software which works with your word processing software to provide references in text and a formatted bibliography. We have created an IEEE (EI) style which conforms to IEEE referencing for use with EndNote.
IET

IET (The Institution of Engineering and Technology) have their own system of referencing which should be used to submit articles to IET, but not for coursework. Information on IET referencing is available from the inside back page of any copy of any IET proceedings.

Printed guides

Further help with EndNote can be found on the Library’s EndNote webpages at http://www.bradford.ac.uk/library/library-resources/endnote/.

For further examples please consult:


Subject Librarian: Kirsty Carver, Engineering, Design and Technology, (k.carver@bradford.ac.uk), J.B. Priestley Building, Room 1.5.

Academic Skills Advice Training is delivered during Semester one and two to enable students to drop in and get further help on referencing and plagiarism. A timetable is available via the Library webpages at http://www.bradford.ac.uk/library.php