

### Introduction: Referencing

Most of your academic writing will rely on the ideas of others. You will have to draw arguments, evidence, concepts, and theories from other sources as well. Like all academic writers, you will be required to give credit for the information you have used by providing proper references.

You must reference anything that you borrow from another author, including but not limited to:

- a direct quotation, summary or paraphrase
  - another author's idea, concept, theory, chart, image, etc.
  - information that is not "common knowledge"
- References must provide readers with the information they need to find your sources.
  - Referencing styles vary according to discipline.
  - **Referencing must be done according to the requirements of your professor.**

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### Quoting, Summarizing and Paraphrasing

**A paraphrase** is a rewording of an author's words to reinforce your own arguments or ideas.

- Demonstrate your understanding of the material by putting it into your own words.
- Select only the sections of the original text that are relevant to your own arguments.
- Use your own style of writing, but do not change the meaning of the original.

**A summary** is a brief account, in your own words, of what an author says.

- Follow the same order of ideas as the original.
- Condense the meaning of a larger text into a more concise format.
- Use only what is most important or relevant from the text.

**Direct quotes** from a source are used to support an argument only when another author expresses an idea in a way that you feel should not be changed. Do not overuse them.

- Reproduce the original text exactly. Any changes made to the quote must be placed in [square brackets].
- Use direct quotes to reinforce your original ideas, not to introduce or make new arguments.

### IEEE Style

- IEEE style referencing uses numerical citations in square brackets to refer to a reference list at the end of the paper. For example: James and Sigmund [3] contradict Murray's [4] theories on photography.
- IEEE style is most often used in engineering and the technical sciences.
- The IEEE organization publishes guides and handbooks for the style online. Their most recent manual was published in 2009.
- **Please note: This document is a basic guide for students. It is not intended to and does not replace the IEEE Editorial Style Manual.**

### In-Text Citation in IEEE Style

- Square-bracketed numbers in the body of the paper direct the reader to a bibliographic entry of the same number in the reference list.
- The numbers appear in numerical order in both the text and the reference list: the first reference will be [1], the second [2] and so on.
- If references are repeated, they take the same number as before. If James and Sigmund's research is referenced with "[3]," it will be referenced by that number for the rest of the document.

## Reference List in IEEE Style

### General Information

- The entries are listed in the same numerical order as in the text.
- Use the **initials of the author's first names** and their full last names. E.g. "A. Riter."
- **Space** between entries but not within them.
- **Capitalize** only the *first word* of the article or chapter title but *every word* of the book or periodical title.
- Titles of articles or chapters are in **quotation marks**; titles of books, journals, and websites are **italicized**.
- **Hanging indents**—the first line of each entry is not indented, but every line following must be indented.
- Any information that is unavailable can be left out of the entry, but you must provide **as much information as possible** to identify the source.

### Basic Referencing Formats

#### Entire Book

[reference number]	Author(s)	,	<i>Book Title</i>	,	Edition number.	Place of Publication	:	Publisher	,	Year	.
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[4] A. Iosevich, *A View From the Top: Analysis, Combinatorics and Number Theory*, Rhode Island: American Mathematical Society, 2007.

#### Part of a Book

[reference number]	Author(s)	,	"Chapter or article title,"	<i>Book Title</i>	,	Edition number.	Place of Publication	:	Publisher	,	Year	,	Pages	.
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[12] P.S. Meszaros, S. Lee and A. Laughlin, "Information processing and information technology career interest and choice among high school students," *Reconfiguring the Firewall: Recruiting Women to Information Technology Across Cultures and Continents*, Wellesley: A K Peters, 2007, 77-95.

#### Print Periodical

[reference number]	Author(s)	,	"Article title"	,	<i>Periodical Title</i>	,	vol.#, no.#,	Pages	,	Date of issue	.
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[8] J.J. O'Reilly, P.M. Lane, J. Attard and R. Griffin, "Broadband wireless systems and networks: an enabling role for radio-over-fibre," *Philosophical Transactions: Mathematical, Physical and Engineering Sciences*, vol. 358, no. 1773, 2297-2308, Aug. 15, 2000.

#### Electronic Periodical

[reference number]	Author(s)	,	Date Published,	Title,	<i>Periodical Title,</i>	[Online]	Volume (Issue)	,	Pages,	Available: URL/Site/Path	.
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[6] M. Workman, June 2009, Innovation through people, *Professional Safety*. [Online] 54 (6), 22-25, Available: <http://web.ebscohost.com>.

#### Web Document

[reference number]	Author (s)	,	"Title of document"	,	Website Title or Owner	,	Date of Publication.	[Online].	Available: URL	[Accessed: Date of access]	.
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[20] B. Paynter, "Robodinos: what could possibly go wrong?" *Wired*, July 20, 2009, [Online]. Available: [http://www.wired.com/entertainment/hollywood/magazine/17-08/st\\_robotdinos](http://www.wired.com/entertainment/hollywood/magazine/17-08/st_robotdinos) [Accessed: July 2009].

### Unusual reference forms

The source you are using might not match any of the forms presented in *IEEE Editorial Style Manual*. Information can be missing, or sometimes the source is in an unusual format. In such a situation, provide as much information as possible, and try to stay as close as possible to the most similar reference form in the manual. You may consult notes and bibliographies of others in your field. Ultimately, you must use your discretion.

### References & Resources

This is the style manual for IEEE. The document on which this handout is based.

IEEE, "IEEE Editorial Style Manual," *IEEE Standards*,

[http://www.ieee.org/portal/cms\\_docs\\_iportals/iportals/publications/authors/transjnl/stylemanual.pdf/](http://www.ieee.org/portal/cms_docs_iportals/iportals/publications/authors/transjnl/stylemanual.pdf/) (accessed July 15, 2009).

An excellent website on IEEE and style. The basis of the "Web Document" citation.

Murdoch University, "How to cite references – IEEE Style," *Murdoch University*. February 2008, [Online].

<http://www.lib.murdoch.edu.au/find/citation/vancouver.html>. [Accessed July 2009].

This is a useful book for anyone writing in the sciences or engineering. It has a section on IEEE.

Northey, M, Jewinski, J, *Making Sense: Engineering and the Technical Sciences*, 2<sup>nd</sup> Ed. Toronto: Oxford, Year.