

The IEEE system of referencing

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The IEEE system of referencing

This is a guide to the IEEE system but you should always check your course handbook and/or module outline for any further guidance, as your lecturers may prefer a different style of referencing. It is always advisable to check which system you are expected to use and to what extent it may vary from this guide.

1. Introduction

When writing a piece of work you should provide references to the sources used. A **reference** is the detailed bibliographic description of the item from which you gained your information. In simple terms, this means the details of the items that you have used, e.g. author, title, date of publication. References should be labelled in your text using a number in square brackets []. They are then given in full, in the order that they have appeared in your work, in a reference list at the end of your work.

Any other items read for background information but not referred to in the text should be given in full at the end of your work in a bibliography.

Check with your tutor that a bibliography is required for your work.

References are used to:

- Enable the reader to locate the sources you have used;
- Help support your arguments and provide your work with credibility;
- Show the scope and breadth of your research;
- Acknowledge the source of an argument or idea. Failure to do so could result in a charge of plagiarism.

Plagiarism

Plagiarism is defined by De Montfort University Student Regulations as “the significant use by a student of other people’s work and the submission of it as though it were his or her own”. For more information on how to avoid plagiarism please see

<http://www.dmu.ac.uk/documents/about-dmu-documents/partnerships/educational-partnerships/how-to-avoid-plagiarism-and-be-citation-wise.pdf>

Collecting and organising references

It is often not easy (or possible) to retrieve sources after you have written your text. For this reason it is best to keep a good record of everything that you use. Reference management software, such as RefWorks, Mendeley or Zotero, will help you organise your references according to different citation systems and to add the citations to your text. Alternatively, you could store your references on index cards. For further information about reference management and help using RefWorks, please see our reference management guide at: <http://libguides.library.dmu.ac.uk/Refworkshome>

A note about dates

If no date can be established you can use n.d. in your reference list.

Referencing PDFs

A PDF is a format rather than a type of resource. You should reference this according to the type of source, but if this is not possible, you can reference as a website.

2. Citations in the text

All ideas taken from another source regardless of whether directly quoted or paraphrased need to be referenced in the text of your assignment. To link the information you use in your text to its source (book, article, etc.), put a number in square brackets [] at the appropriate point in your text. You should insert the citation number directly after a source is referred to in your text, even if this is in the middle of a sentence.

e.g. There is some evidence [1] that these figures are incorrect.

IEEE style encourages substituting reference numbers for the author's name wherever possible.

e.g. [1] has provided evidence that these figures are incorrect.

It is acceptable to place a citation number at the end of a paragraph if the entire paragraph is referring to the same source.

Numbers are sequentially allocated to sources as they appear in the text. However, if referring to a source that you have already cited the original number is used again.

e.g. There is some evidence [1] that these figures are incorrect. However, [2] suggests an alternative theory. But on reflection the original evidence [1] has the advantage of a large study.

If you refer to two or more different sources at the same time then the sources are placed in individual pairs of brackets, separated by commas:

e.g. ...this has been discovered in a number of recent studies [3], [10], [14].

Secondary referencing

When an author quotes or cites another author and you wish to cite the original author you should first try to trace the original item. However, if this is not possible, you must acknowledge both sources in the text, but only include the item you actually read in your reference list.

e.g. If Jones discusses the work of Smith you could use: Smith as cited by [1]

or Smith's 2009 study cited in [1] shows that...

Then cite [1] (Jones) in full in your reference list.

3. Reference List

Full references of sources used should be listed at the end of your work as a reference list. This list of references is arranged sequentially in the order that they appeared in your work. Whenever possible, elements of a reference should be taken from the title page of the publication. Each reference should give the elements and punctuation as found below.

3.1 References – Books

Books

Author(s), *Title of book: subtitle if there is one*, Edition – if not the 1st. Place of publication: Publisher, year of publication.

e.g. N.B. Sterne, *Computing in the information age*, 2nd ed. New York: Wiley, 1996.

For books written by more than one author all authors need to be mentioned.

e.g. M. Ashby, H. Shercliff and D. Cebon, *Materials: engineering, science, processing and design*, 2nd ed. Oxford: Butterworth-Heinemann, 2010.

Books with one or more editor(s) – Include the abbreviation Ed. or Eds. after their surname.

Editor(s), Ed./Eds., *Title*, Edition. Place of Publication: Publisher, year of publication.

e.g. J. Kim, Ed., *Advances in nanotechnology and the environment*. Singapore: Pan Stanford, 2012.

Chapters in books

Author(s), "Title of chapter", in Editor(s), Ed./Eds., *Book title*, Edition. Place of publication: Publisher, year of publication, pages. (use p. or pp.)

e.g. D.S. Davenport and K. Skapple, "Conflict and cooperation over natural resources", in M.T. Snarr and D.N. Snarr, Eds., *Introducing global issues*. London: Lynne Rienner, 2005, pp.277-298.

Note: Electronic books should be cited exactly the same as print, following the rules above.

3.2 References – other sources

Journal articles

Author(s), "Title of article", *Title of journal*, volume number, issue number, page numbers (use p. or pp.), month and year of publication.

e.g. H. Kilov and I. Sack, "Mechanisms for communication between business and IT experts", *Computer standards and interfaces*, vol. 31, no. 1, pp.98-109, Jan. 2009.

For articles written by more than one author all authors need to be mentioned.

Note: If you are referencing an electronic journal article, use the standard referencing format for journal articles as detailed above.

Newspaper articles

Author(s), "Title of article", *Newspaper title*, Day and Month and Year, page numbers (use p. or pp.). (Where there is no page number e.g. an online newspaper use the source)

e.g. J. Gillespie and E. Whalley, "Flight of the robo-bee to save fruit crops", *The Sunday Times*, 7th Oct 2012, p.9.

e.g. R. Blakely, "Google creates an artificial mind and all it thinks about is cats...", *The Sunday Times*, 27th Jun 2012. Available from: <http://www.thetimes.co.uk/tto/technology/article3457388.ece>.

Images/Diagrams/Charts

Author, "Title of the work", [Material type, e.g. Image/Diagram/Chart] at or in (where found, for example in a book or museum) *Title*, Edition. Place of publication: Publisher, year, page number.

e.g. K.T. Ulrich and S.D. Eppinger, "The five-step concept generation method", [Diagram] in *Product design and development*, 5th ed. New York: McGraw-Hill, 2012, p.120.

Where the image cited from a book is not the work of the author, additional reference to the work should be made, as follows:

Creator/Artist, "Title of the work", [Material type, e.g. Image/Diagram/Chart] year, at or in (where found, for example in a book or museum) Author/editor of book, *Title*. Place of publication: Publisher, year, page number.

e.g. W.R. Stahel, "The Self-Replenishing System", [Diagram] 1982, in P. Stasinopoulos, M.H. Smith, K. Hargroves and C. Desha, *Whole system design: an integrated approach to sustainable engineering*. USA: Earthscan, 2009, p.91.

Papers in conference proceedings

Author(s), "Title of paper", in *Title of the conference proceedings, place and date of conference* (unless included in title), page numbers (use p. or pp.).

e.g. W. Al-Azzawi and M. Al-Akaidi, "Robust stability of solar-power wireless network control system with stochastic time delays based on H2 norm", in *IET Conference on wireless sensor systems (WSS 2012)*, London 18-19 June 2012, pp.71-76.

Market research reports

Name of issuing body, *Title*, Edition (if available). Place of publication: Publisher, Report no. (if relevant), date.

e.g. Mintel, *Mobile application gaming: Mintel marketing report*. London: Mintel International, February 2012.

Standards/Patents

Name of the Organization/Author that has produced the standard/patent, *Title of the standard/patent*, Number of the standard/patent, date.

e.g. British Standards Institute, *Reciprocating internal combustion engines. Exhaust emission measurement. Measurement of gaseous and particulate exhaust emissions under field conditions*, BS ISO 8178-2, 2008.

Theses and dissertations

Author, *Title*, Designation (Level, e.g. MSc., PhD.), Institution, Year.

e.g. H. Sasse, *Enhancing numerical modelling efficiency for electromagnetic simulation of physical layer components*, PhD., De Montfort University, 2010.

3.3 References – Electronic or audiovisual

Web pages

The nature of web resources means that author names are often not available and dates can be very vague. Therefore you will need to decide who is responsible for producing the web page and use them as the author, often this will be an organization rather than a personal name. You should be able to find this information by following “about us” or “contact us” links. If there is no author, or organization you can use the title of the web page, if there is no title use a truncated web address (**you should consider whether this resource is suitable for academic work**).

Author(s), *Title of document*, Organization/publisher, year. [Online] Available from: web address [Accessed date].

e.g. Institution of Mechanical Engineers, *Energy and buildings: energy policy statement 09/05*, Institution of Mechanical Engineers, 2013. [Online] Available from: <http://www.imeche.org/knowledge/policy/energy/policy/energy-and-buildings> [Accessed 13/05/13].

If you are referencing an electronic journal article, newspaper article or book, use the standard referencing format for that item. Guidelines can be found above.

Note: Dates are not always available for web pages, if this is the case use n.d. where n.d. represents no date so that the reader knows you have omitted this element.

e.g. AI Horizon, *Introduction to the problems of Go AI programming*, AI Horizon, n.d. [Online] Available from: <http://www.aihorizon.com/essays/goai/intro.htm> [Accessed 13/05/13].

Referencing PDFs

A PDF is a format rather than a type of resource. You should reference this according to the type of source, but if this is not possible, you can reference as a website.

Software

Individual authors are rarely acknowledged. If you cannot find a named author of an electronic source then use the organization or title in place of the author.

Author or Originator, *Title*, [Software] version/series etc. Place of publication: Publisher, year.

e.g. SPSS, *SPSS for Windows*, [Software] version 12.0.1. Chicago: SPSS, 2004.

Weblogs (Blogs)

Author, “Title of the posting” (if applicable), *Title of the site*. [Online] day/month/year of posting. Available from: web address [Accessed date].

e.g. W. Osama, “DHCP client testing tool”, *Networkers online*. [Online] 26th April 2013. Available from: <http://www.networkers-online.com/blog/> [Accessed 17/05/13].

Wikis

Wiki name, *Title of article*, [Online] year. Available from: web address [Accessed date].

e.g. Rapid prototyping, *Reprap*, [Online] 2009. Available from: <http://rapidprototyping.wikidot.com/reprep> [Accessed 24/05/13].

Media (video, film, or broadcast)

Title, [Type of media], Originator (e.g. director). Place of production: Production company, year.

e.g. *Avatar*, [Film], directed by James Cameron. USA: Warner Bros, 2010.

A television or radio broadcast should also include the date and time of broadcast and the episode number, where possible.

Title, [Type of media], Originator (e.g. channel). Exact date, and time of broadcast.

e.g. *Plastic: how it works*, [TV], BBC4. 10th September 2012, 1930 hrs.

Online Images

Originator, *Description or title of image* [Online image], year. Available from: web address [Accessed date].

e.g. Electrical Engineering Portal, *Electrical engineering books and guides* [Online image], 2013. Available from: <http://electrical-engineering-portal.com/download-center/books-and-guides> [Accessed 01/07/2013].

3.4 References – Lecture notes on Blackboard

Lecturer(s), "Lecture title", from *module code (capitalised) title of module*. Teaching organisation, location and date of presentation. Available from Blackboard [Accessed date].

e.g. S. Linfoot, J. Gow, and P. Prickett, "Introductory Lecture", from *ENGD1008 Principles of design and manufacture*. De Montfort University, Queens Building on 11th October 2012. Available from Blackboard [Accessed 03/07/13].

3.5 References – Reference Works

Dictionaries/Encyclopaedias

If there is no author then the title (e.g. Oxford English Dictionary) should be used in the reference list.

Title, Volume (if applicable), Edition. Place of publication: Publisher, year.

e.g. *Oxford English Dictionary*, Vol. 3. Oxford: Clarendon Press, 1989.

If an encyclopaedia entry has a named author then the format for a chapter in a book should be used with the addition of the encyclopaedia volume number.

Author(s), "Title of chapter", in Author(s)/Editor(s), Ed./Eds., *Title*, Volume (if applicable), Edition. Place of publication: Publisher, year, page numbers (use p. or pp.).

e.g. R.P. Kesner, "Memory neurobiology", in V.S. Ramachandran, Ed., *Encyclopedia of the human brain*, Vol. 2. San Diego: Academic Press, pp. 783-796.

Note: If you are referencing from an online source use the standard referencing format for reference works as detailed above.

4. Further Information

If you need further help please contact your subject librarian, tech-library-enquiries@dmu.ac.uk or justask@dmu.ac.uk.

Remember, it is always advisable to consult the person for whom you are writing, whether a tutor or an editor, as to which style of referencing they want you to use.

A guide to using RefWorks is available at: <http://libguides.library.dmu.ac.uk/Refworkshome>

This guide is available online at: <http://www.library.dmu.ac.uk/Images/Selfstudy/IEEE.pdf>