This presentation covers the basic rules of the IEEE citation style. For more information, consult the Writing & Citing tab on the your subject infoguide [http://infoguides.gmu.edu](http://infoguides.gmu.edu).
On the next two slides is the IEEE general format for research papers listing all of the major parts.

Research papers in IEEE journals have a two column format, including the abstract and references.

The IEEE Style Manual (on your infoguide) will have more details on things like font size, how to do section headings and more.
The Word version template can be used when writing your paper. Simply delete the instructions (still on PDF version of template), leaving the headings, sub-headings in place. As you go through your paper, replace them with your own headings/sub-headings as you go.
There are several major differences between IEEE and other styles like APA or MLA and they are listed here.
How do you know when to cite something? Why is it so important to create citations, especially accurate ones? Does anybody really read them?

Accurate citations are needed because:

• They help readers know what research you used for your article. Your citations place your research into the proper context within your field.
• They make it easier for other researchers (including librarians!) to find the research you used for your paper so they can read the articles themselves.
• It is important to give credit when credit is due. Anything less is unethical. If credit is not given by an author to another’s work, then it is plagiarism.
• The accuracy of an author’s citations may be seen as a reflection of the quality of their work. Everybody makes mistakes, but if there are many mistakes, readers may think the work is sloppy and may discount the quality of the research.
When to Cite:

- If something is common knowledge, e.g. the sun sets in the west, then there is no need to cite a source for it.
- You must create a citation when you are:
  - Directly quoting someone else’s work or ideas
  - Paraphrasing someone else’s work or ideas
  - Using another researcher’s work in your own analysis.

Information that needs to be cited includes opinions, other researcher’s ideas, statistics, etc. When in doubt, use a citation.
What does an IEEE in-text citation look like?

Sources in the reference list are numbered and listed in the order of appearance.

• For an in-text citation, only the number of a source is used:
  • “The use of lasers in industry increased by 50% ... [1]”

• If the same source is cited in different parts of your paper, it does NOT get renumbered.
  • Always use the original number assigned to a source whenever it is cited.
  • If a source is number [2] in the Introduction, it is still [2] when you cite it in the conclusions.
How can you tell if a citation is to a book or an article? What are the citations on this page?

The first citation above is a book. The main thing to look for is the place of publication. If a city name is in the citation and the citation doesn’t include the words conference, symposium, proceedings, then it is probably a book.

The second citation above is an article. The main things to look for here are the volume, issue and page numbers. The journal name is a good clue too.
Regardless of style, the information needed for citations doesn’t change that much. The three types of information listed here—author, title, and publication date—are common to all the major citation styles. Without this information at a minimum, other researchers are unlikely to find what the sources used in a paper.
This chart summarizes the types of information (left hand side) needed to create the citations for 5 different types of resources. This is not a comprehensive list as it does not list online resources like websites, blogs, etc.

If you need help doing a citation for something not listed here, let me know. Just get as much information about the resource as possible, including: the author (and agency if a government report), the title, any report number or other unique identifier, e.g. DOI, and we can figure it out.
What information do you need for a citation?

- Publisher and city
  - Books and book chapters;

- Page numbers
  - articles
  - book chapters

- City, abbreviated state (or country), name of society and conference dates
  - Conference papers and presentations

When citing books and book chapters, the publisher location and the page numbers (book chapters) are needed for an accurate citation.

Article citations ALWAYS require the page numbers. Publisher location is not at all important to this type of a citation.

Conference paper citations may look like article citations because they have page numbers and maybe even a volume number, but they also look like book chapter citations because they have the name of the paper as well as the name of the conference and the location of the conference.
“Digital object identifiers” or “DOIs” are unique identifiers given to online articles, and sometimes even online book chapters. DOIs are a permanent link to a document meaning that a researcher will always be able to find the document, even if the journal’s website address changes.

When available, DOIs should be added at the end of a citation to help future researchers. If you have a DOI for an article, you can access the article by typing:
http://dx.doi.org/type the DOI string here  (see example above).
Shown here are some examples of different type of article citations in IEEE style. Notice that they don’t look like your typical APA or MLA citation. What are some of the differences in these citations compared to citations in other styles?

• Author name is in “first initial last name” order. Most other citation styles use “last name, first name (or initial)” order.
• Only the first word of a title is capitalized unless there is a proper noun in the title. If a title has a colon in it, the first word after the colon may also be capitalized.
• The name of the journal is abbreviated. This used to be very common and IEEE is one of the few styles that still does this.
• The date is at the end of the citation. More and more, many citation styles list the publication date near the beginning, usually after the author(s) name(s).
If the authors or editors of a book are identified, a book citation is easy. Make sure to follow the example above and use “et. al.” if there are 3 or more authors/editors.

If the authors/editors are unknown, then the publisher is used as the author. This will not be that common, but if you are using a government document/booklet, it could affect you.
The style used for citing websites is very similar to the APA style for websites. The general format is given above for websites where no author is given and websites where the author is known. The term “Sentence Case” means that the capitalization of the words is done the same way it is done for a sentence, i.e. only the first word is capitalized, unless there is a proper noun in the title.

Note the difference in the location of the creation compared to IEEE books or article citations. For websites, the creation date is noted AFTER the author listing. If no date is available, then use the abbreviation “n.d.” (i.e. no date) in its place.

The “Available: site/path/file” will most likely be the website’s URL. There are some cases, though, when you may be downloading data from a government website and a different type of address (e.g. FTP) may be used instead.
In-text citations are much easier to do in IEEE style than in other styles. Instead of using the author and date for the resource, IEEE uses sequential numbers to refer readers to the source of the information. In the References section, resources are then listed numerically in the order in which they are cited.

It would help you if you keep a list of your resources and write the number down next to the author so there are no questions when you do your references list.
IEEE requires that any references in the reference list MUST be cited in the body of the article. Even if you read an article that helped you understand your topic, if you don’t cite it in the text, you can’t list it in the references.

When creating your reference list, list your references in number order, NOT alphabetical order by author.

When you type up your paper, let the text for the reference listings wrap from one line to the next. There is no need to indent the second or third lines of a citation in IEEE as is required in APA or MLA.

The website listed above is an IEEE citation guide at the Naval Post-Graduate School library website. This guide covers many additional citation types beyond the basic ones here.
When there are 3 or more authors on a paper, only list the first (primary) author’s name followed by the abbreviation “et. al.”

<table>
<thead>
<tr>
<th>If the authors are:</th>
<th>The citation looks like:</th>
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<tbody>
<tr>
<td>J. Jones, B. Clark, L. Rydell and T.</td>
<td>J. Jones et. al.</td>
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<td>Hughes</td>
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<td>J. Jones, B. Clark and T. Hughes</td>
<td>J. Jones et. al.</td>
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<td>J. Jones and B. Clark</td>
<td>J. Jones and B. Clark</td>
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IEEE citation style requires that journal and conference names be abbreviated. This was done in the past when all journals were in print as a way to save space (also paper and money). This practice is still common in engineering and science journals.

Several of the more common abbreviations are listed above and a list of abbreviations for IEEE journal names will be found on the Writing & Citing tab of your infoguide. Abbreviations for individual words on this list can be used for any journal title, not just IEEE titles.

When creating the abbreviated title, leave out words like in, or, of, for, the (even at the beginning of the title) and more.
When you are reading someone’s paper and trying to find their research, you may have to interpret abbreviated titles. This title above isn’t too hard, but sometimes adding the small words back in can cause confusion. For example, the “on” in the title above could be replaced by “of” and it will still make sense, even though it is wrong.
Call me, email me or make an appointment (on the infoguide) to get help with your research and citations.

Good Luck!