

References

(prepared by CLEAR instructor Dynette Reynolds)
dynette.reynolds@utah.edu

Abstract—This handout discusses how to properly document sources and how to create a “References” section using IEEE style.

I. WHAT TO DOCUMENT

In order to avoid plagiarism, you must cite sources for all borrowed information and ideas. You do *not* need to document statements that are common knowledge or generally known facts (i.e., “The boiling point of water is 212 degrees”). However, when in doubt, always cite your source.

II. HOW TO DOCUMENT

A. Using Quoted Material

Quotes are often overused by students. You should generally try to paraphrase your sources so that you can condense them into shorter explanations. However, direct quotes may be used when they are memorable or very important. When quoting, be sure to mention the author’s last name, and introduce the quote with your own words to establish context. Likewise, briefly discuss the quote afterwards, perhaps by pointing out its most important part. Place a numbered citation in square brackets directly after the quoted material or at the end of the sentence, *inside* the final period.

Example: Lebedev described how the machine employed binary arithmetic: “All the calculations in electronic computing systems are performed using the binary number system. In the binary system, all numbers are represented by two digits, ‘1’ and ‘0’” [1]. The concept of binary arithmetic was still a new one in the 1950s world of computing.

(Note here that when your quote contains quotes marks, as in “1” and “0,” you should change those to single quotes, as in ‘1’ and ‘0,’ so that you can embed them inside your quote.)

If your quote is longer than three lines, you will need to set it off in a block that is indented on both sides, with one blank line both above and below the

block. *Do not* use quotation marks for the block quote. Put the bracketed reference *inside* the final period.

Example: Lebedev described how the machine employed binary arithmetic:

All the calculations in electronic computing systems are performed using the binary number system. In the binary system, all numbers are represented by two digits, “1” and “0.” It is a very convenient way for number representation with electrical circuits, since presence of a signal can be denoted by a digit “1,” and absence of a signal can correspond to a digit “0” [1].

(Note that the numbered reference remains the same every time you quote from the same document.)

B. Using Paraphrased Material

When paraphrasing source material, it is often appropriate to mention the author’s last name (but *do not use* a title like “Dr.” or “Mr.”), particularly if the author is an important one: *Daum has suggested that sampling times ought to be considered as parameters in the optimization of tracking systems [2].*

If the author’s name is not important, you may still use his/her ideas: *Sampling times ought to be considered as parameters in the optimization of tracking systems [2].*

III. FORMATTING REFERENCES

The References section appears at the end of the paper, after the Conclusion but before the Appendices. This section is not numbered with Roman numerals, like the other sections. Below are some sample references in IEEE style. In your Reference section, entries should be arranged in *numerical order*, with [1] referring to the first source cited in your paper. Also note that journal and book titles use title caps, but article titles do not. Also,

journal and book titles are italicized, but chapters and articles are not. Enclose article titles within quotes. Please note that close quote marks go *outside* the comma or period.

A. Books

- [1] W.-K. Chen, *Linear Networks and Systems*. Belmont, CA: Wadsworth, 1993, pp. 123-135.

B. Chapters in a Book

- [2] G. O. Young, "Synthetic structure of industrial plastics," in *Plastics*, 2nd ed., vol. 3, J. Peters, Ed. New York: McGraw-Hill, 1964, pp. 15-64.

C. Periodicals

- [3] J. U. Duncombe, "Infrared navigation—Part I: An assessment of feasibility," *IEEE Trans. Electron Devices*, vol. ED-11, pp. 34-39, Jan. 1959.

D. Conference Papers

- [4] D. Eberhard and E. Voges, "Digital single sideband detection for interferometric sensors," presented at the 2nd Int. Conf. Optical Fiber Sensors, Stuttgart, Germany, 1984.

E. Technical Reports

- [5] E. E. Reber, R. L. Mitchell, and C. J. Carter, "Oxygen absorption in the Earth's atmosphere," Aerospace Corp., Los Angeles, CA, Tech. Rep. TR-0200 (4230-46)-3, Nov. 1968.

F. Online Journals

- [6] 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: www.halcyon.com/pub/journals/21ps03-vidmar. Sept. 5, 2006 [date accessed].

G. Websites

- [7] City of Megalopolis. (1999, June 20). [Online]. Traffic lights: Questions and answers. Available: www.megalopolis.traffic.htm April 10, 1999 [date accessed].

For more examples of other kinds of references, see "Documenting Sources: The IEEE Format" at www.comcul.ualgary.ca/Web/efwr/ieee.pdf. See also the IEEE guide, "General Information for Authors," at www.ieee.org/portal/pages/pubs/transactions/stylesheets.