# **Quickstart IEEE Referencing Guide**

More guidance and further referencing examples can be found in the full IEEE referencing guide: <https://librarydevelopment.group.shef.ac.uk/referencing/ieee.html>

## **Introduction**

Referencing in the IEEE style is a two–part process:

* A number in the text: a numerical reference in the text which relates to a numbered reference in the reference list.
* Reference list: a complete list of all the cited references, numbered sequentially and with full bibliographical details.

## **Citation in the text**

* Each time you introduce in your work an idea, thought or theory that belongs to another person, a reference number should be added sequentially and enclosed in square brackets, e.g. [1], [2].
* The reference number should be included inside the punctuation within a sentence.
* If you are using the same reference more than once, it will keep the same number all the way through, e.g. Burton [3] will be [3] all the way through your work. If a new page number or other information is acknowledged, add this after the reference number within the square brackets, e.g. [3, p.28].
* Use "et al." when three or more names are given for a reference cited in the text, e.g. Demonstrated by Herron et al.

### Examples:

* As shown by Edwards [2], Matthews and Smith [3]…
* For example, see [1], [3]-[5]…
* This problem was first noted in 2001 [4].
* As argued in [6, pp. 11-14]…

### Referring to a specific figure, section/chapter or equation:

* As shown in [7, Fig. 3]…
* According to [6, Ch. 2]…
* As reported in [8, Sec. IV]
* As demonstrated in [9, eq. (5)]

## **References**

* Reference numbers are listed on the left side of the page and form a column of their own. They are enclosed in square brackets.
* Put the names of all authors up to six names. If there are more than six names use "et al." (in italics) after the first author.
* A list of useful abbreviations to use in references (e.g. for journal titles and publishers) can be found in the IEEE Reference Guide: <http://journals.ieeeauthorcenter.ieee.org/wp-content/uploads/sites/7/IEEE_Reference_Guide.pdf>
* Each reference should end with a full stop unless ending with a URL.

### **Book/ebook**

**[ ]** **INITIAL(S). Surname, Title, ed. (if not first edition) City of publisher, U.S. State if necessary, Country: Publisher, year. [If online] [Online]. Available: URL OR doi:**

 [3] F. Cobb, Structural Engineer’s Pocket Book*.* Oxford, UK: Butterworth-Heinemann, 2003.

 [4] J. Pallant, SPSS Survival Manual: A Step-by-Step Guide to Data Analysis Using SPSS*,* 4th ed. Maidenhead, UK: McGraw-Hill, 2010. [Online] Available: http://www.vlebooks.com

### **Book – chapter in an edited book**

**[ ] INITIAL(S). Surname, “Chapter title,” in Book title, ed. (if not first edition) Editor(s) INITIAL(S). Surname, Ed(s). City of Publisher, U.S. State if necessary, Country: Publisher, year, pp. numbers. [If online] [Online]. Available: URL OR doi:**

 [5] M. Jamshidian, "Strategies for analysis of incomplete data," in Handbook of Data Analysis*.* M. Hardy and A. Bryman, Eds. London, UK: Sage, 2004, pp. 113-130.

### **Images and Figures**

This guidance is for referencing images and figures that you are **referring** to in your work. If you have **inserted** an image or figure into your work please see the "Guidance for taught course students inserting images and figures into university work.": <https://xerte.shef.ac.uk/play.php?template_id=836>

#### **Image from an online collection/social media site, e.g. Flickr, Instagram, etc.**

**[  ] Artist/Creator INITIAL(S). Surname OR Screen name, “Title of image/figure,” Year [description]. Name of site. URL (Accessed: Abbrev. Month. Day, Year).**

 [35] mashpriborintorg, “Avionics board with hybrid modules,” 2010 [digital image]. Flickr. https://www.flickr.com/photos/64683169@N00/5150694637 (Accessed: Jan. 12, 2022).

#### **Image from a museum/gallery (either viewed in person or online)**

**[  ] Artist/Creator INITIAL(S). Surname, “Title of image/figure,” Year [description]. Name of museum/gallery, City. [If online] URL (Accessed: Abbrev. Month. Day, Year).**

[36] L. Ward, “Sir David Lionel Goldsmid-Stern-Salomons, 2nd Bt (‘Men of the Day. No. 1123. “Electricity.”’),” 1908 [chromolithograph]. National Portrait Gallery, London. https://www.npg.org.uk/collections/search/portrait/mw259883 (Accessed: Jan. 24, 2022).

#### **Image from a journal**

**[  ] Artist/Creator INITIAL(S). Surname, “Title of image/figure” [description], in “Title of journal article,” Abbrev. Title of Journal, volume, issue number, page number, Abbrev. Month Year. [If online] Available: URL or doi:**

[37] V. Fargnoli, C.G. Gragnano, D. Boldini and A. Amorosi, “Soil constitutive model parameters” [table], in “3D numerical modelling of soil-structure interaction during EPB tunnelling”, Geotechnique, vol. 65, no. 1, p. 30, Jan. 2015. doi: https://doi.org/10.1680/geot.14.P.091

#### **Image from a book/ebook**

**[  ] Artist/Creator INITIAL(S). Surname, “Title of image/figure” [description], in Title of Book, Author of book (if different to Artist/Creator) INITIAL(S). Surname, City of Publisher, U.S. State if necessary, Country: Publisher, Year, page number. [If online] Available: URL or doi:**

[38] M. Hardy and A. Bryman, “Summary of the characteristics of the four types of variable” [table], in Handbook of Data Analysis, London, UK: Sage, 2004, p. 19.

### **Journal article**

**[  ] INITIAL(S). Surname, "Article title," *Abbrev. Title of Journal,* vol. , no. , pp. , Abbrev. Month. Year. [If online] [Online]. Available: URL OR doi:**

[19] U. Goltz, R.H. Reussner, M. Goedicke, W. Hasselbring, L. Martin, and B. Vogel- Heuser, "Design for future: managed software evolution," Comput. Sci. - Res. and Develop.*,* vol. 30, no. 3, pp. 321–331, Aug. 2015.

[20] V. Fargnoli, C.G. Gragnando, D. Boldini and A. Amorosi, "3D numerical modelling of soil–structure interaction during EPB tunnelling," Geotechnique*,* vol. 65, no. 1, pp. 23–37, Jan. 2015. [Online]. doi: 10.1680/geot.14.P.091.

### **Technical reports/papers**

**[  ] INITIAL(S). Surname, "Report/paper title," Abbrev. of name of Company/Institution, City, U.S. State if necessary, Country, Report/paper number, Abbrev. Month. Year. [If online] [Online]. Available: URL or doi:**

 [24] R. Arenz, H. Krasowski and W. Wahl, "Computer-assisted product structure analysis for the automotive industry regarding optimal end of life strategies," SAE, Warrendale, PA, USA, Tech. Paper 2001-01-3733, Nov. 2001.

 [25] D. Stauffer, "Effects of near surface porosity on automotive powertrain gears," SAE, Warrendale, PA, USA, Tech. Paper 2004-01-0490, Mar. 2004. [Online]. doi: 10.4271/2004-01-0490

### **Web page**

**[  ] INITIAL(S). Surname OR Organisation/Company/Institution, "Title of web page". Website Title. URL (Accessed: Abbrev. Month. Day, Year).**

 [34] Met Office, "New UK LiDAR network to detect volcanic ash." Met Office. https://public.wmo.int/en/media/news-from-members/new-uk-lidar-network- detect-volcanic-ash (Accessed: Jun. 17, 2019).

## **Summary**

Why not look at some of our other Research Skills and Critical Thinking resources? Book onto a Workshop or take an Online Tutorial: <https://www.sheffield.ac.uk/library/study/research-skills>

Visit our FAQs: <http://libraryhelp.shef.ac.uk/>

Get in touch: library@sheffield.ac.uk

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