Computing Science – Referencing Style Guide

Referencing Style for IEEE (Institute of Electrical and Electronics Engineers)

Contents

Referencing

A crucial part of your studies is reading around your subject and integrating other people's research and opinions with your learning. You need to use 'evidence' from the literature to support your arguments and answer questions. As part of this process you need to make sure the reader knows when you are getting your information from and how it relates to your own ideas and conclusions.

When using ideas, research, data, evidence, facts, diagrams etc. from other sources they need to be clearly distinguished from your own ideas. They must be carefully acknowledged to give credit to the authors and allow the reader of your work to be able to trace the original resources. Referencing will help you in this process.

Acknowledge the sources you have used by citing them within the text of your work and also in a list of references at the end of your assignment.

There are many different referencing styles and you must use the style recommended by your School or Module. The style generally recommended for Computing Science is the **IEEE (Institute of Electrical and Electronics Engineers) style**.

Referencing Software

RefWorks

So that you can accurately acknowledge the resources you are using it is helpful to keep a note of these as you go along. You can keep this record up-to-date by using referencing software. RefWorks is the supported software at University of Stirling and supports the referencing systems used by our Divisions and Schools.

RefWorks is software that helps manage your references:
- Collects, stores and lists your references
- Can import references from many library databases
- Write-N-Cite (plug-in for Word) helps you create your in-text citations and produce a bibliography
- Help and online training is available: http://libguides.stir.ac.uk/refworks

BibTeX

Many Computing Scientists use BibTeX referencing software instead. BibTeX is a tool (and file format) used to describe and process lists of references, mostly in conjunction with LaTeX documents (it can be used with Microsoft Word with third party tools.

For more information on BibTeX – see: http://www.bibtex.org/

IEEE (Institute of Electrical and Electronics Engineers) style

The information for the IEEE Style is taken from the Editing References section of the IEEE Editorial Style Manual, see Section V on page 34:

http://www.ieee.org/documents/style_manual.pdf

- Within the text or your work use numbered referencing as described in the "Citing References within Your Work" section below.
- At the end of your document include a reference list in number order.
- Within your document text (an in-text citation), citations to a work with more than two authors should be abbreviated to only the first author followed by et al. (this is Latin for "and others"). For example in the text of the essay you would write:
    o As shown in the model by Krishna et al. [7].
- In the reference list at the end of your document you must list names of all authors, up to six names. If there are more than six names listed, use *et al. (in italics)* after the first author. For example:

[1]   L. T. Wu *et al.*, "Real-time analytic sensitivity method for transient security assessment and prevent control," *Proc. Inst. Elect. Eng.,* vol. 135, pt. C, pp. 107-117, Mar. 1988.

- Journal titles and conference titles in your reference list should be abbreviated. The abbreviations used must follow the standard formats – see below.

Journal Title abbreviations

To find journal title abbreviations:
- For IEEE publications use the abbreviations listed in "IEEE Abbreviations for Transactions, Journals, Letters, and Magazines" at http://www.ieee.org/documents/trans_journal_names.pdf and in "IEEE Abbreviations for Transactions, Journals, Letters" on page 43 of the IEEE Editorial Style Manual: http://www.ieee.org/documents/style_manual.pdf.
- For other publications use the 2CAS Source Index (CASSI) Search Tool http://cassi.cas.org/search.jsp.
- Or ISI Journal Title Abbreviation list: http://images.webofknowledge.com/WOKRS541B2/help/WOS/A_abrvjt.html (note abbreviations listed here are shown all in upper case with no punctuation. But IEEE uses Title Case and any word that has been abbreviated should have a full-stop. For example: the abbreviation for Computers in Industry is listed as COMPUT IND which would need changed to: *Comput. Ind.*
- Or All that JAS: Journal Abbreviation Sources http://www.abbreviations.com/jas.php
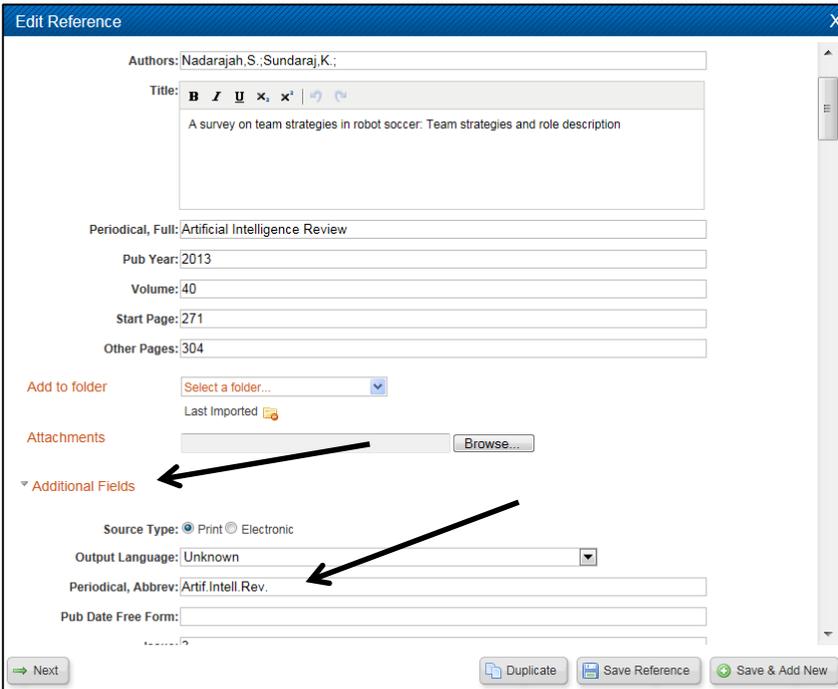   - gathers together a variety of web sites that list abbreviated journal titles

If you are using a referencing software for your references you will need to make sure that you enter the abbreviated journal title in the reference details in the record.

For example, in RefWorks – to edit a record you have imported select the Edit icon (looks like a little pencil):

Select Additional Fields, then enter the abbreviated form of the journal title in the **Periodical, Abbrev** field.

Citing References within Your Work

The IEEE uses a numbered style for references. This means the list of references at the end of your piece of work is a numbered list with the list arranged in the order the references appeared in the text. Each time a document is referred to in the text of your work its number in the list of references is inserted in square brackets.

The numbering of references is employed by citing one reference per number. Each individual reference in the reference list should be a separate number entry. Use of one reference number to designate a group of references is **not allowed**.

Here are some examples of in-text citations using the IEEE standard style. References need to be cited in the text using numbers. To acknowledge a paraphrased idea the numbers appear on the line, in square brackets, *inside any punctuation.* Grammatically, they may be treated as if they were footnote numbers, e.g.,

> as shown by Brown [4], [5] there are many ways to model the data

> as demonstrated by Smith [4] and Brown and Jones [5].

> as mentioned earlier [2], [4]–[7], [9] a number of studies have investigated these issues

> Wood et al. [7] suggested an alternative approach

> **NOTE:** For an in-text citation use the phrase et al. when there are three or more author names. But in the reference list at the end of your work you must list names of all authors, up to six names. If there are more than six names listed, use *et al. (in italics)* after the first author.

or as nouns:

> as demonstrated in [3] there are simpler alternatives

> according to [4] and [6]–[9] the uncertainty is within acceptable parameters

Do not list the same reference twice in the numbered list at the end or your work. So if you wish to refer to the same item more than once (described as an *ibid*: an abbreviation of the Latin word ibidem meaning "in the same place"), then repeat the earlier reference number. If the *ibid.* gives a new page number, or other information, use the following forms in your in-text citation, for example:

> [3, pp. 5-10]

> [3, eq. (2)]

> [3, Fig. 1]

> [3, Appendix I]

> [3, Sec. 4.5]

[3, Ch. 2, pp. 5-10]

[3, Algorithm 5]

In the text this could look like:

> This leads to greater needs of probabilistic analysis tools, both for system planning [1] and for the daily system operation. From the first proposals in the 1970s [2], a great deal of literature can be found about it. The most straightforward method of solving this problem is Monte Carlo simulation [1, pp. 6-7].

NOTE: Editing of references may entail careful renumbering of references, as well as the citations in text.

Example of a Reference List that appears at end of the document in IEEE style

[1]   F. P. Brooks, *The Mythical Man-Month: Essays on Software Engineering*, Anniversary ed. Boston: Addison-Wesley, 1995.

[2]   T. DeMarco and T. R. Lister, *Peopleware: Productive Projects and Teams,* 2nd ed. New York: Dorset House Publications, 1999.

[3]   M. Fowler, *UML Distilled: A Brief Guide to the Standard Object Modeling Language,* 3rd ed. Boston: Addison-Wesley, 2004.

[4]   J. Seguel, "The doctoral program in Computing and Information Sciences and Engineering of the University of Puerto Rico," *Future Gener. Comp. Sy.*, vol. 19, no. 8, pp. 1293–1298, 2003.

[5]   M. Semilof. (1996, July 15) Driving commerce to the Web – corporate Intranets and the Internet: Lines blur. *Communications Week [Online]. 6(19).* Available: http://www.techweb.com/se/directlink.cgi?CWK19960715S0005

[6]   P. E. Ceruzzi, "The stored program principle," in *Computing: A Concise History*, J. S. Brake, Ed. Cambridge, MA: MIT Press, 2012, pp. 49-80.

[7]   S. P. Bingulac, "On the compatibility of adaptive controllers," in *Proc. 4th Annu. Allerton Conf. Circuit and System Theory*, New York, 1994, pp. 8–16.

[8]   P. L. D. Roberts, J. S. Jaffe and M. M. Trivedi, "Multiview, broadband acoustic classification of marine fish: a machine learning framework and comparative analysis," *IEEE J. Ocean. Eng.*, vol. 36, no. 1, pp. 90-104, Jan. 2011.

[9]   S. Nadarajah and K. Sundaraj, "A survey on team strategies in robot soccer: team strategies and role description," *Artif. Intell. Rev*., vol. 40, no. 8, pp. 271-304, Oct. 2013.

Formatting Rules for the Reference List for Each Publication Type

See the **IEEE Citation Reference guide** at: http://www.ieee.org/documents/ieeecitationref.pdf

Book

Author's Initials. Author Surname, {repeat for all authors}, *Title of Book,* Edition ed. Place of Publication, Country if not USA: Publisher, Publication Year.

B. Klaus and P. Horn, *Robot Vision.* Cambridge, MA: MIT Press, 1986.

T. Roszak, *The Cult of Information: A Neo-Luddite Treatise on High Tech, Artificial Intelligence, and the True Art of Thinking*, 2nd ed. Berkeley, CA: University of California Press, 1994.

Chapter/Section in Edited Book

Author Initials. Author Surname, {repeat for all authors}, "Title of chapter in the book," in *Title of Book*, Edition ed, Editor Initials, Editor Surname, Ed. Place of Publication, Country if not USA: Publisher, Publication Year, Chapter number ch. *x*, Section number sec. *x*, pp. Start Page-End Page

L. Stein, "Random patterns," in *Computers and You,* J. S. Brake, Ed. New York: Wiley, 1994, pp. 55-70.

J. G. Brookshear and D. Brylow, "Data storage," in *Computer Science: An Overview*, 12th ed. London, UK: Pearson, 2015, ch. 1, sec. 1.1., pp. 45-53.

Journal Article

Author Initials. Author Surname, {repeat for all authors}, "Title of article," *Abbreviated Journal Title,* vol. *x*, no. *x,* pp. Start Page-Other Page, Abbreviated Month. Publication Year.

Abbreviated month formats are: Jan., Feb., Mar., Apr., May, June, July, Aug., Sept., Oct., Nov., and Dec.

In RefWorks you will probably need to manually add the abbreviated month in the 'Pub Date Free Form' field, for example: Mar.

R. E. Kalman, "New results in linear filtering and prediction theory," *J. Basic Eng.*, ser. D, vol. 83, no. 1, pp. 95-108, Mar. 1961.

Journal Article – from a full-text database

Author Initials. Author Surname. {repeat for all authors} (Publication Year, abbreviated month day if applicable). Title of article. *Journal Title* [Type of medium]*. Volume (issue),* paging if given*.* Available: DOI or URL

R. J. Vidmar. (1992, Aug 2) On the use of atmospheric plasmas as electromagnetic reflectors. *IEEE Trans. Plasma Sci.* [Online]. *21(3),* pp. 876–880. Available: http://www.halcyon.com/pub/journals/21ps03-vidmar

Information about Plagiarism

Plagiarism is a very serious offence. The rule is that you must not represent the ideas of other people (whether they are published or unpublished works, (e.g., journal articles, reports) or the works of other students, (e.g., your friend's essay) as your own. Even if you work in groups, if you are asked to submit individual assignments, make sure you write them up individually and do not collaborate on the finished piece of work too closely. Your written work may be scanned by software called Turnitin; this software highlights any passages which match other essays or sources.

To avoid plagiarism, you must give credit whenever you use:
- another person's idea, opinion, or theory
- any facts, tables, statistics, graphs, drawings
- any pieces of information that are not common knowledge
- quotations of another person's actual spoken or written words
- paraphrase of another person's spoken or written words

Therefore acknowledging your sources of information is crucial, otherwise you could be accused of plagiarism for which there are severe penalties, see: http://www.quality.stir.ac.uk/ac-policy/assessment.php.

For more help on avoiding plagiarism see the IS web pages:
http://www.stir.ac.uk/is/student/writing/referencing/howto and the University's "The Little Book of Plagiarism": http://www.quality.stir.ac.uk/documents/BookofPlagiarism.pdf

RefWorks Brief Guide

Login

- Go to the University Portal click on the Resources tab. Click on the Link Login to RefWorks.
- If asked to Login through your institution select University of Stirling from the Shibboleth list.
- The first time you login you will be asked for your email address – please use your Stirling University email: username@students.stir.ac.uk.

Create a Folder

RefWorks helps you create lists of references for each essay or project. This helps you organise your references and easily create bibliographies.

- Click on the **New Folder** button.
- Type in a logical **name** for the folder, e.g. Essay 1.
- Click **Create**.

Move a Reference to a Folder

- Click on the grey bar at the top of the reference and drag the reference to the relevant folder in the **Folders** list on the right hand side.
- To move a whole list of references, select **All in List** then drag the All in List button to the relevant folder.

Type in a Reference

- Go to **References** at the top menu and click on **Add New**.
- Select your Subject's style (e.g. **IEEE**) from the dropdown list at **View fields used by**.
- From the **Specify Folders (if any)** drop down list select your folder.
- Choose the **Ref Type**, e.g. **Journal Article** or **Book, Whole**.
- Fill in the details.

Edit a Reference

- Select the little Edit icon on the right hand side of the grey bar above the reference record (looks like a pencil).
- Make your changes. Click on **Save Reference**. Then close the small window using the cross in the top right hand corner.

Set up Google Scholar to Import Directly

- In the Portal (http://portal.stir.ac.uk) from the Resources tab, choose **A-Z list of online resources**.
- Choose **Google Scholar** from the list.
- Select the **Settings** option at the top of the screen.
- Under the Bibliography Manager heading select: **Show links to import citations into** and choose **RefWorks** from the dropdown menu. Click on **Save**.

Get Reference from Stirling's Library Catalogue

- Search for the book in the library catalogue.
- View the full details of the book and on the right hand side click on **Search Other Resources** button.
- A new window will open, from the top of the window select the **Export reference to RefWorks** link (you may have to **allow pop-ups** in your browser).
- RefWorks should open and you might have to log in, see above.
- Move the reference to a folder, see above.
- References imported from the Library Catalogue will probably need some editing (see above) to complete the data and/or remove extra punctuation.

Get Reference from Library Database, Direct Export

Example using a journal article – more help for other sources and to export using filters is available from:
http://libguides.stir.ac.uk/RefWorks/Export

- Click to view the full record for the article. Then click the link **Download to citation manager** or **Export Citation** (these might have different names, but look for 'citation').
- A new page with different options opens. Select **RefWorks** or **RefWorks Direct Export**.
- You might have to **allow pop-ups** in your web browser.
- RefWorks should open and you might have to log in, see above.
- Move the reference to a folder, see above.

Create Bibliography

- Make sure that the references you want in your reference list (bibliography) are displayed on the RefWorks screen (e.g. from the right hand side folder list, click the relevant **folder** to display its references).
- Click **All in List** if you want all of the references OR alternatively tick the boxes to **Select** specific references.
- Click on the **Create Bibliography** button near the top of the screen.
- **Select an Output Style** from the drop-down list at the top e.g. IEEE (Institute of Electrical and Electronics Engineers).
- Under **References to Include**, make sure that the correct option is chosen e.g. All in List or Selected.
- Under **File Type** select **Word for Windows** from the drop-down list.
- Click on **Create Bibliography** (allow pop-ups).
- Then copy and paste the bibliography from the new window into your document .

ALWAYS CHECK THE REFERENCE LIST FOR ERRORS
AND CHECK YOUR SCHOOL OR MODULE GUIDELINES

RefWorks Write-N-Cite

Write-N-Cite is an add-in tool for Microsoft Word which allows you to cite references and automatically create a bibliography within a Word document. You will need to download the Write-N-Cite software to your PC/Laptop.

See our help pages for more information: http://libguides.stir.ac.uk/WNC.