

The IEEE referencing style is a **numeric referencing citation system**.

The link between what you write, and the evidence on which it is based, is provided by referencing

Each, and every, time you use somebody else's work or ideas in your own work, you are expected to reference. **There are no exceptions.**

This includes all information on the internet.

Your Department may issue you with guidelines on how they want you to reference within your chosen area of study. If they do then follow these guidelines carefully.

You should always aim to reference **reliable sources**. If a written or online source does not have a list of references, then think carefully before using it in your work.

Remember we live in an age of **"fake news"**, so try to locate academic sources that substantiate the original material.

Always reference the version of the information source that you have actually used. When searching online be aware that the PDF's you find may not be the information source. The PDF may be the means of delivering information to you online.

You must find out if you are looking at a book chapter, journal article or report then cite appropriately and accordingly [1].

In the text of your assignment IEEE uses numeric references with numbers in square brackets [2] [3] etc.

- Each source used in your assignment has its own specific number [1].
- Whenever the same source is cited in your assignment the same citation number is used.
- The in-text citation numbers correspond to a reference for each source in the reference/Bibliography list.
- Sources in the reference list are listed in the order they appear in the assignment and not alphabetically.

In the reference /Bibliography list the numbers in square brackets are aligned flush left with the source information indented [1].

- Use the abbreviation for months with more than four letters: Jan. Feb. Mar. Apr. Aug. Sep. Oct. Nov. Dec.
- Use May, June, July in full
- Dates are given month, day, year

There are abbreviations for titles of journals and conference proceedings.

Use US state abbreviation and country for places of publication.

For online sources use a DOI with no access date. If this is not available use Accessed: date. [online]. URL [1]

Author Names

The inclusion of Author names in your in-text citation is optional.

Rogers [10] argues that ...

In the reference/Bibliography list authors should be cited by initials of their given name [1].

[10] T. L. Rogers

Multiple authors

If there are **two to five authors** list each in the order they appear on the source and put the word *and* between the fourth and fifth author [1].

For **six or more authors** use *et al.* after the first author. Use italics for *et al.*

- Spell out names of organisations – do not use abbreviations for these.
 - Use the title of the source if there are no authors or editors.
 - For a section of text based on several references indicate this by listing each source in its own square brackets separated by a comma.
Eg. Testing of the electronics [15], [17], [20] showed that ...
 - When citing consecutive sources these can be linked with a dash [1].
Rogers application [10]-[13] concluded that ...
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Quotations

Include the page number, paragraph, or section numbers after the reference number if you quote or paraphrase from a source or want to highlight part of it. Eg. [22, p. 76]

Short quotations in your assignment should be enclosed in double quotation marks. Provide the citation in square brackets after the quotation, or after the authors name together with the page number.

Quotations (ctd.):

For longer quotations of three or more lines use a new indented paragraph from both margins. Use a smaller font size for the block quotation.

There is no need for quotation marks. Provide the citation in square brackets after the quotation or after the authors name along with the page number.

- If you insert your own or different words into a quotation, then put them in square brackets [].
- If you omit part of the quotation indicate this by using three dots ... this is called an ellipsis. A space should follow and precede the ellipsis [1].

Secondary referencing

Only reference sources that you have read.

If you read something from a secondary source, then you should cite the material from the secondary source in your in-text citations as well as the Reference/Bibliography List.

Do not include a reference to the primary author unless you have actually read their work yourself.

Networking analysis by Armstrong [4, p. 56]

Networking analysis by Armstrong cited in Taylor [4. p. 56].

In the reference list, you use [4] Taylor and give full bibliographic details for Taylor as you have read Taylor.

In the reference list, there is no mention of Armstrong as you have not read Armstrong [1]

Common Knowledge

Common knowledge is defined as facts, dates, events, and information expected to be known by somebody studying, or working, in a particular field or area of study.

Typically, there is no need to reference common knowledge eg. Dublin is the capital city of Ireland.

However, if you are a student only just beginning your study in a certain area and are unaware of what is known as common knowledge then you need to ask yourself 2 questions:

1. "Before I started my course, did I know this information"
2. "Did this idea or information come from my own head".

If you answer NO to one, or both, of these questions, then the information is not common knowledge and you should cite and reference the sources.

If you are in doubt if something is common knowledge or not, then always cite and reference it [1].

Theses and Dissertations

[Reference Number] Authors Initial. Surname, "Title of thesis," Degree level, Abbreviated names of College Department, College, City and US State, (if available) Date.

If available online

DOI or [online]. Available: URL

[2] A. McGibney, "A distributed AI approach for large-scale WLAN design," Ph.D thesis, Dept. Eltr. Eng., Cork IT., Cork, Ireland, 2017.

Full Conference Proceedings

[Reference Number] Editor Initials. Surname, *Name of Conference*. City of Conference, US State abbreviation, or country if not USA, month, day, year. Place of publication: Publisher, Year.

If viewed online

DOI or Accessed: date: [online]. Available: URL

[3] SIGGRAPH, *Computer Graphics Proceedings: SIGGRAPH '99 Conf. Proceedings*. Los Angeles, CA, Aug. 8-13, 1999. Accessed: Apr. 12, 2020. [online] Available: <https://dl.acm.org/doi/proceedings/10.5555/311535>

Standards

[Reference Number] *Title of Standard*, Standard Number, Date.

[4] *Information Technology – Computer Graphics – Reference Number*, ISO/IEC 11072, 2008.

Patents

[Reference Number] Author Initials. Surname, "Title of Patent," Country abbreviation. Patent followed by number, Date.

[5] A. Friedhelm *et al.* "Cephalosporin derivatives and processes for their preparation," Ireland. Patent 81225. Nov. 15, 1990.

Government Documents

[Reference Number] Authors initials, Surname or country followed by government department, *Title [in italics]*. Document number (if available). Place of publication: Publisher, Year.

If accessed online

DOI or Accessed: date. [online] Available at: URL

[6] Ireland. Dept. of Education and Skills. *Advisory group contingency for state examination 2020 – meeting 01 May 2020*. 2020. Accessed: Jun. 05, 2020. [online]. Available: <https://www.gov.ie/en/collection/713f1a-advisory-group-for-contingency-planning-for-state-examinations-2020/>

Social Media (Facebook/Twitter/Instagram)

[Reference Number] Author Initials. Surname or username or organisation. "Title of post" Title of site. URL (accessed date).

[7] CIT Libraries "Cork Institute of Technology Libraries providing academic support to CIT staff and students" CITLibrary.
<https://twitter.com/CITLibrary> (Accessed Apr. 12, 2020).

DVDs

[Reference Number] Directors initials. Surname, Director, *Title of DVD [in italics]*. [DVD]. Place of distribution; distributor, year.

[8] D. Guggenheim, Director, *An inconvenient truth: The crisis of global warming* [DVD]. CA: Paramount, 2006.

Lectures notes on VLE

[Reference Number] Author initials. Surname, Tutor's notes for "Title of lecture," *Title of course [in italics]*, Location, Date of lecture. [online].
Available: URL Accessed on: Abbreviated month, day, year.

[9] F O Donovan, Tutor's notes for "Referencing" *Library Information Skills*, Cork Institute of Technology, Feb. 10, 2020. [online].
Available: <https://www.cit.ie/canvas> Accessed on: May 20, 2020.

Bibliography

[1] R. Pears, and G. Shields, *Cite them Right: The Essential Referencing Guide*. 11th ed. London, UK: Red Globe Press, 2019.