Documenting visual information (Illustrations)

At Algonquin College if you are in the Faculty of Technology and Trades you will use **IEEE 2006** style for documenting your sources of facts, illustrations and other borrowed information in documents that you create.

The good news for those who hate recording bibliographic information is that IEEE 2006 is very user-friendly – it is mostly automated and uses information fields to guide you through entering the information.

In visual information

To get started let's look at documenting the source for an illustration (a commonly borrowed bit of information from the internet). Every illustration should have a figure number and a caption below it. At the end of the caption the source of the illustration should be referenced to its source. For example:

Figure 1: Main Elements of a Racing Oarlock adapted from [1]

or

Figure 1: Main Elements of a Racing Oarlock source [1]

In the example above there are two different source notations:

- 'adapted from' to indicate that the illustration was modified by you somehow (labelled, cropped, coloured or otherwise changed) ; and,
- 'source' to indicate that the illustration appears exactly as it does in the source material

How to add the citations and works cited

Citations (the marker that links the work to the Works Cited)

1. Place the cursor at the end of a caption.
2. In the menu bar at the top of the page locate the **References** tab – click on it.
3. In the **Style** tab (just to the right of the References tab marker) select **IEEE2006** option.
4. Click on the '**Insert Citation'** button.

5. Choose '**Add New Source**' – or, if your source has already been entered and used, select the appropriate source you wish to cite. A dialogue box will appear.
6. Select the type of information source you wish to cite – likely a website – and fill in the information requested.
7. When you hit '**OK**' the citation will appear where you left the cursor.

Works Cited (the list of the sources that you used in the document)

1. When you are ready to add the Works Cited to your document place (click) the cursor where you want the Works Cited to appear (usually at the end of the document).
2. In the **References** tab select the '**Bibliography**' option. A menu will appear.
3. Select '**Works Cited**' and the entries you have made will appear where you left the cursor (hopefully at the end of the document).