Referencing Handbook

IEEE

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Sources of information

Introduction

You need to reference:

- to demonstrate that you have undertaken research for your academic work
- to avoid accusations of plagiarism
- to acknowledge the work and ideas of other authors.

Referencing is an academic convention which enables your readers to distinguish between your work and the work of others.

There are many systems of referencing available; this guide will focus on the Institute of Electrical and Electronics Engineers (IEEE) style, which is used by the School of Engineering.

This guide provides examples of different information sources and has been adapted using guidance published by the IEEE: http://www.ieee.org/publications_standards /publications/ authors/index.html.

IEEE referencing style

A referencing style is important because it enforces consistency and allows your reader to trace and locate any sources used.

The IEEE style is a numeric system and has two parts:

1. a source is acknowledged within the body of the text with a citation number in square brackets [ ]

2. full details of the source are then listed in a reference list at the end of the document.

The reference list should only contain sources which have been referred to in the text and citations should be in the order that the sources appear in the text.

In-text citations

Sources should be acknowledged with a citation number in square brackets [ ]. The citation number should be placed directly after the reference and within the punctuation, e.g.

…as demonstrated in [17].

According to [1], gas turbine engineering…

You may also use the name of the author to introduce the reference, e.g.

Short [3] implies that….

Use *et al* after the first author where citations have more than three authors, e.g.

Silius *et al* [7] offer evidence…

Using page numbers

In addition to the citation number you should include a page number if:

• you are quoting a passage directly from the source

• you are referring to a specific example, theory, data set or equation.

Page numbers should be included within the square brackets, e.g.

[1, p.10], [22, pp. 5-7], [11, table 1-62], [4, Fig. 7.1], [5, eq. (20.41)].

See the common abbreviations section for the correct terminology.

Citing multiple sources

You may need to use a number of sources to make a specific point or to provide evidence for an argument. In this case you should combine your citation numbers, e.g.

…by the selection of an appropriate system [2], [12].

…following high-profile campaigns [26-27] and building on legislation [20], [22]…

Separate single citation numbers with a comma and a range of citation numbers by a hyphen.

Citing the same source

If you need to refer to the same source more than once just repeat the earlier citation number.

Plagiarism

Plagiarism is the use of another author's ideas and words, either intentionally or unintentionally, without acknowledging the source of the information. It is an academic offence and will be treated seriously by the University (see University General Regulations).

You can avoid plagiarism by referencing correctly: all sources of information, whether books, articles or internet sites, should be acknowledged and clearly attributed.

Turnitin is text-matching software which identifies any part of your work matching similar content on the internet or in other students' work. It helps to improve writing and academic integrity by ensuring that all external sources are correctly cited and it helps academic staff to identify potential plagiarism. See http://submit.ac.uk or contact your school for more details.

Acknowledging sources

It is important to make sure that you support key points with evidence from recognised sources. There should be balance of your own work and that of other authors. Do not include references to sources just because you have read them; make sure that your citations are directly relevant to your discussion.

The quickest and easiest way to reference your work is to record the necessary information at the time of using it. This record should include details of the source you are using and any notes about the content.

When to reference

You should always include a reference if you:

• paraphrase or summarise other peoples' opinions or observations

• include a direct quotation in your work

• discuss a theory or model by a particular author

• analyse a case study undertaken at a particular company

• include any statistical data, images or diagrams.

Quotations

Quoting is copying a short section of text, word for word, directly from an information source into your work. Quotations are used rarely in academic work and you should try to summarise the source material instead. If you do include quotes you should comment on and illustrate how the quoted text applies in a particular case.

Short quotations should be introduced with a brief phrase and highlighted by using double quotation marks to enclose the copied text, e.g.

> …and Bell *et al* emphasise that "the industry needs to recruit a new generation of well-qualified graduates" [16, p.450].

Longer quotations of three or more lines should be indented as a new paragraph without quotation marks, e.g.

Cottrell explains that:

> A few words, carefully chosen, make the most powerful quotations, and demonstrate that you can select appropriately. Avoid long quotations; they are rarely needed… Incorporate the quotation clearly into your writing with linking sentences and by discussing its relevance [46, p.131].

In both cases the quotation is immediately followed by the citation and page number to help your reader locate the relevant text.

Paraphrasing and summarising

Paraphrasing is putting a section of text from a source into your own words. Although you are changing the words or phrasing from the original text, you are retaining and fully communicating the original meaning. You should provide a citation even when paraphrasing to acknowledge the source.

Summarising is describing the main ideas/findings of a source but without directly quoting from it. You should provide a citation when summarising to acknowledge the source.

Secondary referencing

Secondary referencing occurs when the information source you are reading has summarised another author's research, and you want to use this in your work.

The IEEE style does not accommodate secondary referencing so you should always locate and read the original material. If you cannot locate the original source then the research should not be used or cited.

Quality of sources

Academic work requires you to critically analyse your sources of information. It is important to make sure you understand and are aware of any potential bias in the information you are using.

• Be selective: your references should be directly relevant to your argument or discussion. Make sure you refer to a range of resources and do not rely solely on one source of information. In particular don't reference Wikipedia: follow up on articles by using the reference list at the bottom of the page instead.

• Be critical. If you are using a paper or leaflet written by a specific company, make sure you understand any influences on the company and their motives for writing the paper. For all sources consider who it was written for, why it was written and when it was published.

• Consider the quality. Does the writer have the authority and subject-expertise to write about the subject? Try to use peer-reviewed academic journals and conference papers where possible.

Referencing software

One way to make referencing simple and straightforward is to use referencing management software. This specialist software helps you to record, annotate and organise your references and allows you to quickly generate a reference list which adheres to the IEEE style guidelines.

Most Library databases and Google Scholar allow you to transfer citations directly into referencing management software, making it easy for you to keep track of anything that may be of interest to your research.

Software currently available includes:

- RefWorks (available for students via http://library.lincoln.ac.uk)

- EndNote (available for students via http://library.lincoln.ac.uk)

- Mendeley (freely available from http://www.mendeley.com/)

- Zotero (freely available from https://www.zotero.org/)

The key to good referencing is to be consistent and accurate. You should always check your references, even if using referencing management software or a citation generator.

Referencing tips

1. Record details and make notes on your sources as you research.

2. Make a note of page numbers if you intend to refer to specific points.

3. Never cite what you have not seen.

4. Every citation in the text needs a corresponding entry in the reference list.

5. Use referencing management software to organise your work.

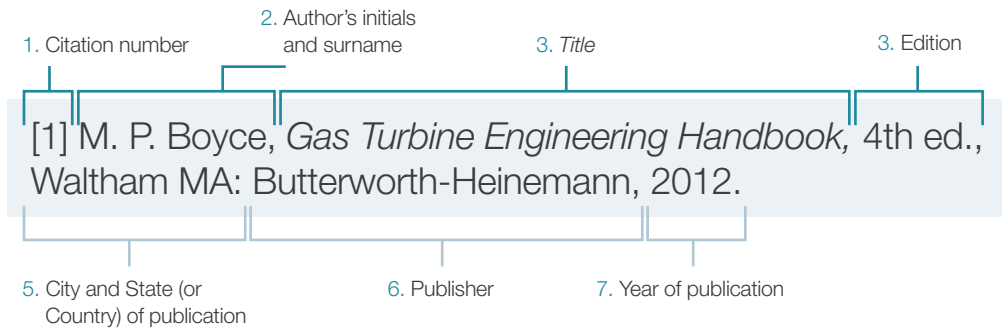If you need help with your referencing, or have any questions, contact your Academic Subject Librarian: http://guides.library.lincoln.ac.uk/engineering

Sources of information

Books

1.1 Book with a single author

Reference list example:

1. Citation number
2. Author's initials and surname
3. *Title*
3. Edition

[1] M. P. Boyce, *Gas Turbine Engineering Handbook,* 4th ed., Waltham MA: Butterworth-Heinemann, 2012.

5. City and State (or Country) of publication
6. Publisher
7. Year of publication

Notes:

- Separate each element with a comma.

Checklist:

☐ **Author's initials and surname**	☐ **City and State (or Country) of publication:**
☐ ***Title : Subtitle***	☐ **Publisher**
☐ **Edition**	☐ **Year of publication**

1.2   Book with two or more authors

Reference list example:

> [2] D. F. Elger, B. C. Williams, C. T. Crowe and J. A. Roberson, *Engineering Fluid Mechanics,* 10th ed., Hoboken, NJ: Wiley, 2014.
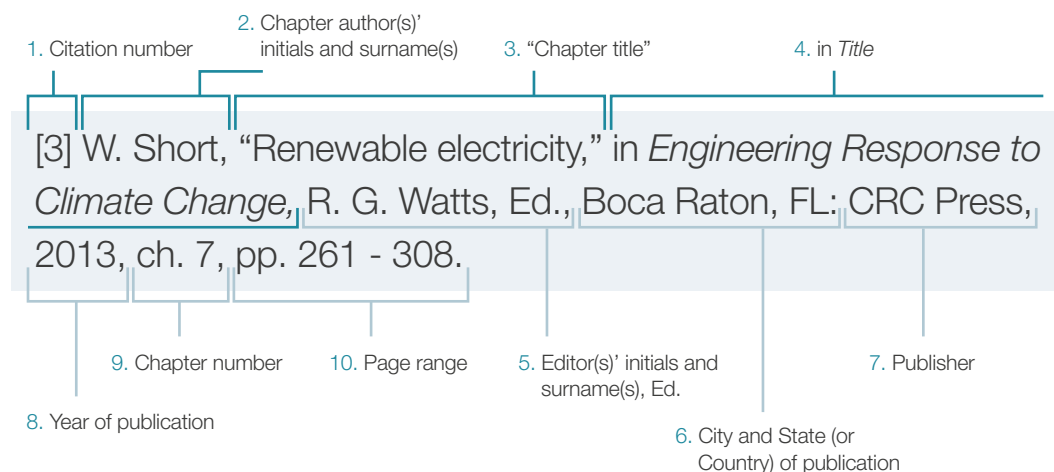
Notes:

- List all of the authors in the order that they appear on the title page of the book.
- If there are more than six names listed, use *et al.* after the first author.
- Separate each element with a comma.

Checklist:

- ☐ **Authors' initials and surnames**
- ☐ *Title : Subtitle*
- ☐ **Edition**
- ☐ **City and State (or Country) of publication:**

- ☐ **Publisher**
- ☐ **Year of publication**

1.3   Chapter in an edited book

Reference list example:

1. Citation number   2. Chapter author(s)' initials and surname(s)   3. "Chapter title"   4. in *Title*

[3] W. Short, "Renewable electricity," in *Engineering Response to Climate Change,* R. G. Watts, Ed., Boca Raton, FL: CRC Press, 2013, ch. 7, pp. 261 - 308.

9. Chapter number   10. Page range   5. Editor(s)' initials and surname(s), Ed.   7. Publisher

8. Year of publication

6. City and State (or Country) of publication

Notes:

- Include full chapter details including chapter and page numbers.
- List all of the authors and editors in the order that they appear on the title page of the book.
- If there are more than six names listed, use *et al.* after the first author.
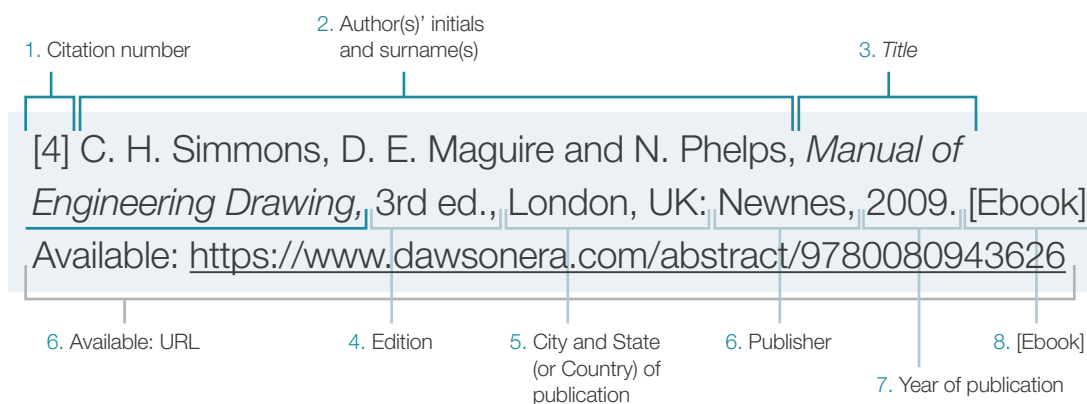- Separate each element with a comma.

Checklist:

- ☐ **Chapter author(s)' initials and surname(s)**
- ☐ **"Chapter title"**
- ☐ **in *Title : Subtitle***
- ☐ **Editor(s)' initials and surname(s), Ed.**
- ☐ **Edition**

- ☐ **City and State (or Country) of publication:**
- ☐ **Publisher**
- ☐ **Year of publication**
- ☐ **Section number (if known)**
- ☐ **Chapter number**
- ☐ **Page range**

1.4 Ebook

Treat an ebook in exactly the same way as a print book but provide the URL of the book to help your readers locate the text.

Reference list example:

2. Author(s)' initials and surname(s)

1. Citation number

3. *Title*

[4] C. H. Simmons, D. E. Maguire and N. Phelps, *Manual of Engineering Drawing,* 3rd ed., London, UK: Newnes, 2009. [Ebook] Available: https://www.dawsonera.com/abstract/9780080943626

6. Available: URL

4. Edition

5. City and State (or Country) of publication

6. Publisher

8. [Ebook]

7. Year of publication

Notes:

- List all of the authors and editors in the order that they appear on the title page of the book.

- If there are more than six names listed, use *et al.* after the first author.

- Give access details at the end.

- Separate each element with a comma.

Checklist:

☐ **Author(s)' initials and surname(s)**

☐ *Title : Subtitle*

☐ **Edition**

☐ **City and State (or Country) of publication:**

☐ **Publisher**

☐ **Year of publication**

☐ **[Ebook]**

☐ **Available: URL**

1.5   Chapter in an edited ebook

Treat an ebook in exactly the same way as a print book but provide the URL of the book to help your readers locate the text.

Reference list example:

[5] G. Rizzoni, "Electrical engineering," in *Mechatronic systems, sensors, and actuators,* R. H. Bishop, Ed., Boca Raton, FL: CRC Press, 2008, sec. II, ch. 11, pp. 11-1 – 11-36. [Ebook] Available: http://lib.myilibrary.com/Open.aspx?id=124417

Notes:

- Include full chapter details including chapter and page numbers.
- List all of the authors and editors in the order that they appear on the title page of the book.
- If there are more than six names listed, use *et al.* after the first author.
- Give access details at the end.
- Separate each element with a comma.

Checklist:

- ☐ **Chapter author(s)' initials and surname(s)**
- ☐ **"Chapter title"**
- ☐ **in *Title : Subtitle***
- ☐ **Editor(s)' initials and surname(s), Ed.**
- ☐ **Edition**
- ☐ **City and State (or Country) of publication:**

- ☐ **Publisher**
- ☐ **Year of publication**
- ☐ **Section number (if known)**
- ☐ **Chapter number**
- ☐ **Page range**
- ☐ **[Ebook]**
- ☐ **Available: URL**

Conferences

2.1   Conference paper with one author

If the conference paper has come from an online source you should provide the URL of the paper to help your readers locate the text.

Reference list example:

1. Citation number

2. Author's initials and surname   3. "Title of paper"   4. in *Abbreviated Name of Conference*

[6] A. Abdelgawad, "Distributed data fusion algorithm for Wireless Sensor Network," in *IEEE 11th Int. Conf. Networking, Sensing and Control (ICNSC)*, Miami, FL, USA, 2014, pp. 334-337. [Online] Available: http://ieeexplore.ieee.org/xpls/abs_all.jsp?arnumber=6819648&tag=1

8. [Online]   9. Available: URL   5. City and Country of conference   6. Year of conference   7. Page range

Notes:

- Abbreviate the conference title by omitting 'of the' and 'on'.
- If the year is given in the conference title it may be omitted from the end of the reference.
- If appropriate give access details at the end.
- Separate each element with a comma.

Checklist:

☐ **Author's initials and surname**	☐ **City and Country of conference**
☐ **"Title of paper"**	☐ **Year of conference**
☐ **in *Abbreviated Name of Conference* (see list of abbreviations)**	☐ **Page range**
	☐ **[Online] (if needed)**
	☐ **Available: URL (if needed)**

2.2   Conference paper with two to six authors

If the conference paper has come from an online source you should provide the URL of the paper to help your readers locate the text.

Reference list example:

[7] K. Silius, A. Tervakari, O. Pirttila, J. Paukkeri, and T. Makela, "A tool for evaluating social media enhanced learning environments," in *Global Engineering Education Conference (EDUCON),* Istanbul, Turkey, 2014, pp. 152 - 157. [Online] Available: http://ieeexplore.ieee.org/xpls/abs_all.jsp?arnumber=6826082

Notes:

- List all of the authors in the order that they appear on the paper.
- Abbreviate the conference title by omitting 'of the' and 'on'.
- If the year is given in the conference title it may be omitted from the end of the reference.
- If appropriate give access details at the end.
- Separate each element with a comma.

Checklist:

☐	Authors' initials and surnames	☐	City and Country of conference
☐	"Title of paper"	☐	Year of conference
☐	in *Abbreviated Name of Conference* (see list of abbreviations)	☐	Page range
		☐	[Online] (if needed)
		☐	Available: URL (if needed)

2.3   Conference paper with more than six authors

If the conference paper has come from an online source you should provide the URL of the paper to help your readers locate the text.

Reference list example:

[8] M. F. Misnan *et al,* "On-board real-time single line scanning technique for use on unmanned aerial vehicle of low altitude mapping," in *IEEE 10th Int. Colloq. Signal Processing & its Applications (CSPA),* Kuala Lumpur, Malaysia, 2014, pp. 271 – 275. [Online] Available: http://ieeexplore.ieee.org/xpls/abs_all. jsp?arnumber=6805763

Notes:

- Use *et al* after the first author.
- Abbreviate the conference title by omitting 'of the' and 'on'.
- If the year is given in the conference title it may be omitted from the end of the reference.
- If appropriate give access details at the end.
- Separate each element with a comma.

Checklist:

☐ **First author's initials and surname**	☐ **City and Country of conference**
☐ ***et al***	☐ **Year of conference**
☐ **"Title of paper"**	☐ **Page range**
☐ **in *Abbreviated Name of Conference* (see list of abbreviations)**	☐ **[Online] (if needed)**
	☐ **Available: URL (if needed)**

2.4   Conference paper (unpublished)

Unpublished conference papers are presentations which have not yet been published in an official conference publication. Copies of this type of paper are usually available via institutional repositories.

You should provide the URL of the paper to help your readers locate the text.

Reference list example:

1. Citation number

2. Author(s)' initials and surname(s)   4. in Abbreviated Name of Conference   3. "Title of paper"

[9] F. Georgiades, J. Warminski and M. Cartmell, "Nonlinear modal analysis of an L-shape beam structure," presented at the 4th Int. Conf. Localization, Energy Transfer and Nonlinear Normal Modes in Mechanics and Physics, Haifa, Israel, Jul. 1-5, 2012, session 6. [Online] Available: http://eprints.lincoln.ac.uk/9690/

8. [Online]   9. Available: URL   5. City and Country of conference   6. Date of conference   7. Session or presentation number

Notes:

- Include full details of when and where the conference took place.
- If there are more than six names listed, use *et al.* after the first author.
- Abbreviate the conference title by omitting 'of the' and 'on'.
- If appropriate give access details at the end.
- Separate each element with a comma.

Checklist:

- ☐ **Author(s)' initials and surname(s)**
- ☐ *et al* **(if needed)**
- ☐ **"Title of paper"**
- ☐ **Presented at the Abbreviated Name of Conference (see list of abbreviations)**
- ☐ **City and Country of conference**

- ☐ **Date of conference (abbreviated month, day, year)**
- ☐ **Session or presentation number (if known)**
- ☐ **[Online]**
- ☐ **Available: URL**

2.5   Keynote speeches, workshops and tutorials

You do not need to list keynote speeches, workshops, tutorials or other non-recoverable information in the reference list although you may still refer to these in the text itself:

"Participants taking part in a workshop on smart grid projects in Europe identified areas for improvement…" or

"In a keynote speech at a conference on Power Engineering, Energy and Electrical Drives, Professor Dincer stressed that there is a need to look beyond conventional power generating systems".

You should seek permission from the speaker before referring to the speech in your academic work.

If there are publicly available papers or notes associated with the keynote speech or workshop then you should reference these as either a conference paper or website.

2.6   Poster sessions

If the poster has come from an online source you should provide the URL to the poster to help your readers locate the text.

Reference list example:

[10] J. Gwizdka, "Electronic engineering notebook: A study in structuring design meeting notes", poster presented at Conf. on Human Factors in Comp. Syst. (CHI), Los Angeles, CA, Apr. 18-23, 1998. [Online] Available: http://www.sigchi.org/chi99/call/poster-example2.jpg

Notes:

- Include full details of when and where the conference took place.
- Abbreviate the conference title by omitting 'of the' and 'on'.
- If the year is given in the conference title it may be omitted from the end of the reference.
- If appropriate give access details at the end.
- Separate each element with a comma.

Checklist:

- ☐ **Author(s)' initials and surname(s)**
- ☐ *et al* **(if needed)**
- ☐ **"Title of poster"**
- ☐ **Poster presented at**
- ☐ **Abbreviated Name of Conference (see list of abbreviations)**

- ☐ **City and Country of conference**
- ☐ **Date of conference (abbreviated month, day, year)**
- ☐ **[Online] (if needed)**
- ☐ **Available: URL (if needed)**

3 Diagrams, figures, images, tables

If you reproduce any diagrams, figures, images and tables you should provide a caption acknowledging the source. The caption should include the title of the diagram, figure, image or table and the citation number for the source. You should also give the page number the item appears on and the figure or table number.

Your reference list should then include full citation details according to the type of source you are using.

For example, if you reproduced table 1-62 from page 121 in *Handbook of Tables for Applied Engineering Science,* edited by Bolz and Tuve, your caption would be:

Properties of high-temperature metals-SI units [11, p. 121, table 1-62]

Reference list example:

[11] R. E. Bolz and G. L. Tuve, Eds., *Handbook of Tables for Applied Engineering Science,* 2nd ed., Cleveland, OH: CRC Press, 1970, sec. 1.3.

Dictionaries, encyclopaedias

4.1   Dictionary

Reference list example:

[12] A. G. Anthony and M. P. Escudier, *A dictionary of mechanical engineering,* Oxford, UK: Oxford University Press, 2013.

Notes:

- If the dictionary has no obvious author or editor then omit this element.
- Separate each element with a comma.

Checklist:

☐ **Author(s)' initials and surname(s) (if known)**	☐ **City and State (or Country) of publication:**
☐ *Title*	☐ **Publisher**
☐ **Edition**	☐ **Year of publication**

4.2   Encyclopaedia (whole)

Reference list example:

[13] C. Platt, *Encylopedia of Electronic Components Volume 1: Power Sources and Conversions,* Sebastopol, CA: Maker Media Inc., 2012.

Notes:

- If the encyclopaedia has no obvious author or editor then omit this element.
- Separate each element with a comma.

Checklist:

☐ **Author(s)' initials and surname(s) (if known)**	☐ **City and State (or Country) of publication:**
☐ *Title of Encyclopaedia : Subtitle*	☐ **Publisher**
☐ **Edition**	☐ **Year of publication**

4.3   Encyclopaedia (part)

Reference list example:

[14] N. MacCoull, "Internal combustion engine," in *McGraw-Hill Encyclopedia of Science and Technology,* Vol. 7, New York, NY: McGraw-Hill, 1977, pp. 226 – 239.

Notes:

- If the entry has no obvious author or editor then omit this element.
- Separate each element with a comma.

Checklist:

- ☐ **Author(s)' initial and surname(s) (if known)**
- ☐ **"Title of entry"**
- ☐ **in *Title of Encyclopaedia***
- ☐ **Volume**
- ☐ **Edition**

- ☐ **City and State (or Country) of publication:**
- ☐ **Publisher**
- ☐ **Year of publication**
- ☐ **Page range**

Journals

5.1 Journal articles with one author

If the article has come from an online source you should provide the URL of the article to help your readers locate the text.

Reference list example:

1. Citation number
2. Author's initials and surname
3. "Title of article"
4. *Title of Journal*
5. Volume

[15] A. Shokri, "Electrical transport engineering of semiconductor superlattice structures," *Physica B: Condensed Matter,* vol. 438, no. 2, pp. 13-16, Apr. 2014. [Online] Available: http://www.sciencedirect.com/science/article/pii/S0921452613008351

6. Issue number
7. Page range
9. [Online]
10. Available: URL
8. Abbreviated month and year of publication

Notes:

- Abbreviate the journal title where appropriate (see list of abbreviations).
- If appropriate give access details at the end.
- Separate each element with a comma.

Checklist:

- ☐ Author's initials and surname
- ☐ "Title of article"
- ☐ *Title of Journal*
- ☐ Volume
- ☐ Issue number (if known)
- ☐ Page range
- ☐ Abbreviated month and year of publication
- ☐ [Online] (if needed)
- ☐ Available: URL (if needed)

5.2 Journal articles with two to six authors

If the article has come from an online source you should provide the URL of the article to help your readers locate the text.

Reference list example:

[16] K. R. W. Bell, B. Fenton, H. Griffiths, B. C. Pal and J. R. McDonald, "Attracting graduates to power engineering in the UK: Successful university and industry collaboration," *IEEE Trans. on Power Syst.,* vol. 27, no. 1, pp. 450-457, Feb. 2012. [Online] Available: http://strathprints.strath.ac.uk/40164/

Notes:

- List all of the authors in the order that they appear.
- Abbreviate the journal title where appropriate (see list of abbreviations).
- If appropriate give access details at the end.
- Separate each element with a comma.

Checklist:

☐ **Authors' initials and surnames**

☐ **"Title of article"**

☐ *Title of Journal*

☐ **Volume**

☐ **Issue number (if known)**

☐ **Page range**

☐ **Abbreviated month and year of publication**

☐ **[Online] (if needed)**

☐ **Available: URL (if needed)**

5.3   Journal articles with more than six authors

If the article has come from an online source you should provide the URL of the article to help your readers locate the text.

Reference list example:

[17] S. Shamshirband *et al,* "Sensorless estimation of wind speed by adaptive neuro-fuzzy methodology," *Int. Jnl. of Elect. Power and Energy Syst.,* vol. 62, pp. 490-495, Nov. 2014. [Online] Available: http://www.sciencedirect.com/science/article/pii/S0142061514002701

Notes:

- Use *et al* after the first author.
- Abbreviate the journal title where appropriate (see list of abbreviations).
- If appropriate give access details at the end.
- Separate each element with a comma.

Checklist:

- ☐ **First author's initials and surname**
- ☐ ***et al***
- ☐ **"Title of article"**
- ☐ ***Title of Journal***
- ☐ **Volume**
- ☐ **Issue Number (if known)**
- ☐ **Page range**
- ☐ **Abbreviated month and year of publication**
- ☐ **[Online] (if needed)**
- ☐ **Available: URL (if needed)**

5.4 Pre-prints / In Press

Pre-prints or in press refers to articles which have not yet been allocated official publication details but are available for preview from the publisher or via an institutional repository. The article information will usually state if an article is in press.

You should provide the URL of the article to help your readers locate the text.

Reference list example:

1. Citation number   2. Author(s)' initials and surname(s)   3. "Title of article"

[18] G. Locatelli, M. Mancini and E. Romano, "Systems engineering to improve the governance in complex project environments," *Int. Jnl. of Project Management*, In Press, Oct. 2013. [Online] Available: http://www.sciencedirect.com/science/article/pii/ S0263786313001385

4. *Title of Journal*   8. Available: URL   5. In Press   7. [Online]

6. Abbreviated month and year of publication

Notes:

- List all of the authors in the order that they appear on the paper.
- If there are more than six names listed, use *et al.* after the first author.
- Abbreviate the journal title where appropriate (see list of abbreviations).
- If appropriate give access details at the end.
- Separate each element with a comma.
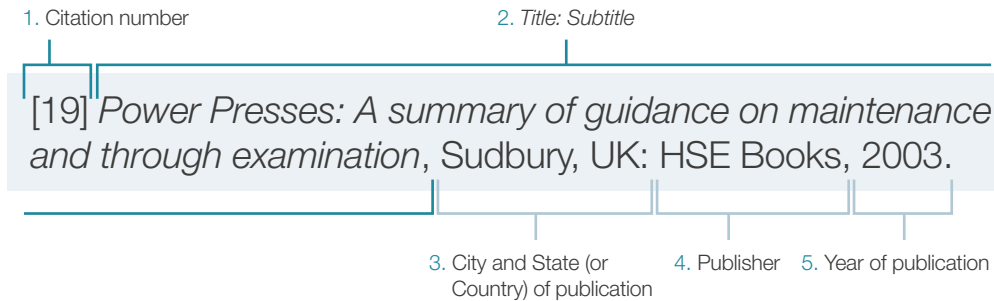
Checklist:

- ☐ **Author(s)' initials and surname(s)**
- ☐ *et al* **(if needed)**
- ☐ **"Title of article"**
- ☐ *Title of Journal*
- ☐ **In Press**

- ☐ **Abbreviated month and year of date available**
- ☐ **[Online]**
- ☐ **Available: URL**

Leaflets, pamphlets

Reference list example:

1. Citation number   2. *Title: Subtitle*

[19] *Power Presses: A summary of guidance on maintenance and through examination*, Sudbury, UK: HSE Books, 2003.

3. City and State (or Country) of publication

4. Publisher

5. Year of publication

Notes:

- If appropriate you may give access details at the end.
- Separate each element with a comma.

Checklist:

- ☐ **Author(s)' initials and surname(s) or Company (if known)**
- ☐ *Title : Subtitle*
- ☐ **City and State (or Country) of publication:**
- ☐ **Publisher**
- ☐ **Year of publication**

7 Legal and Government publications

7.1 Acts of Parliament

Reference list example:
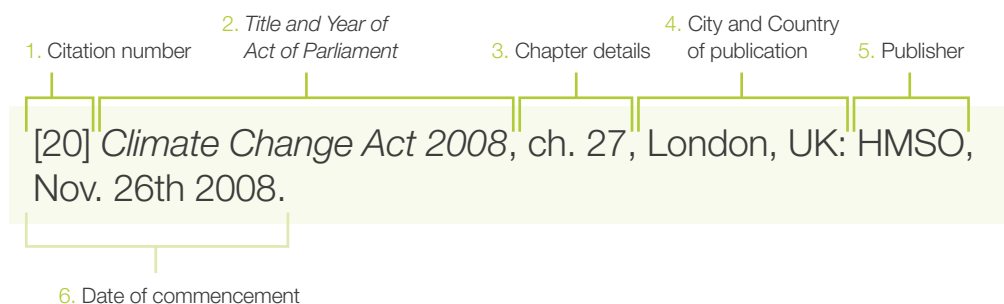
1. Citation number
2. *Title and Year of Act of Parliament*
3. Chapter details
4. City and Country of publication
5. Publisher

[20] *Climate Change Act 2008*, ch. 27, London, UK: HMSO, Nov. 26th 2008.

6. Date of commencement

Notes:

- If appropriate you may give access details at the end.
- Separate each element with a comma.

Checklist:

- ☐ *Title and Year of Act of Parliament*
- ☐ Chapter details
- ☐ City and Country of publication:
- ☐ Publisher
- ☐ Date of commencement

7.2   Government publication

If the report has come from an online source you should provide the URL of the report to help your readers locate the text.

Reference list example:

1. Citation number   2. Government Department   3. "Title of publication"

[21] Department for Business Innovation and Skills, "Perkins Review of Engineering Skills", BIS/13/1269, Nov. 2103. [Online] Available: https://www.gov.uk/government/publications/ engineering-skills-perkins-review

7. Available: URL   4. Publication number   6. [Online]

5. Abbreviated month and year of publication

Notes:

- List the presenting Government Department as the author.

- Include publication details if known.

- If appropriate give access details at the end.

- Separate each element with a comma.

Checklist:

- ☐ **Government Department**
- ☐ **"Title of Publication : Subtitle"**
- ☐ **City and Country of publication (if known):**
- ☐ **Publisher (if known)**
- ☐ **Publication number**

- ☐ **Abbreviated month and year of publication**
- ☐ **[Online] (if needed)**
- ☐ **Available: URL (if needed)**

7.3   Green and White papers

Reference list example:

1. Citation number   2. Government Department   3. "Title of Paper"

[22] Department for Trade and Industry, "Meeting the Energy Challenge: A White Paper on Energy", London, UK: TSO, CM7124, May 2007.

7. Abbreviated month and   4. City and Country   5. Publisher   6. Paper number
   year of publication   of publication
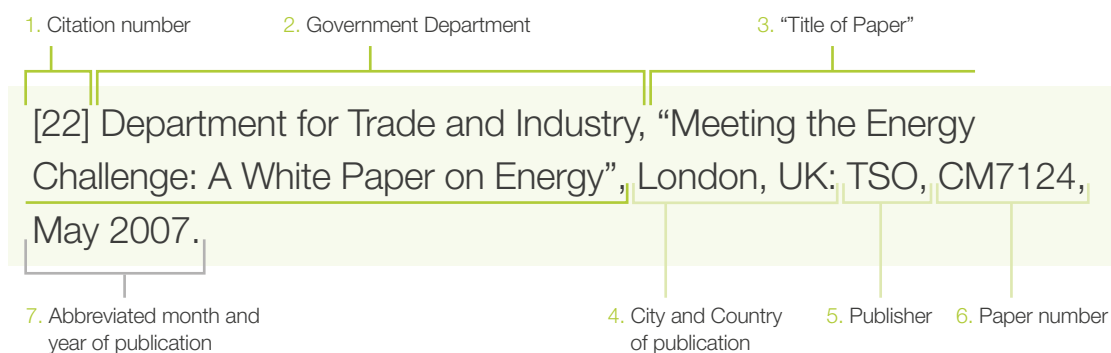
Notes:

- List the presenting Government Department as the author.
- If appropriate give access details at the end.
- Separate each element with a comma.

Checklist:

☐   Government Department

☐   "Title of Paper : Subtitle"

☐   City and Country of publication:

☐   Publisher

☐   Paper number

☐   Abbreviated month and year of publication

☐   [Online] (if needed)

☐   Available: URL (if needed)

8.1 Magazine article

If the article has come from an online source you should provide the URL of the article to help your readers locate the text.

Reference list example:

[23] S. Krumdieck, "Transition engineering: Planning and building the sustainable world," *Futurist,* pp.35-41, Jul. 1, 2013. [Online] Available: http://www.wfs.org/futurist/2013-issues-futurist/july-august-2013-vol-47-no-4/transition-engineering-planning-and-build

Notes:

- List all of the authors in the order that they appear. If the article has no obvious author or editor then omit this element.
- Include full publication date.
- If appropriate give access details at the end.
- Separate each element with a comma.

Checklist:

- ☐ **Author(s)' initials and surname(s)**
- ☐ **"Title of article"**
- ☐ *Magazine Title*
- ☐ **Page range**

- ☐ **Date of publication (abbreviated month, day, year)**
- ☐ **[Online] (if needed)**
- ☐ **Available: URL (if needed)**

8.2 Newspaper article

If the article has come from an online source you should provide the URL of the article to help your readers locate the text.

Reference list example:

1. Citation number

2. Author(s)' initials and surname(s)

3. "Title of article"

[24] A. Hern, "Self-driving cars face a long and winding road to success," *The Guardian*, May 28, 2014. [Online] Available: http://www.theguardian.com/technology/2014/may/28/self-driving-cars-google-success

4. *Newspaper Title*   5. Date of publication.   6. [Online]   7. Available: URL

Notes:

- List all of the authors in the order that they appear. If the article has no obvious author or editor then omit this element.

- Include full publication date.

- If appropriate give access details at the end.

- Separate each element with a comma.

Checklist:

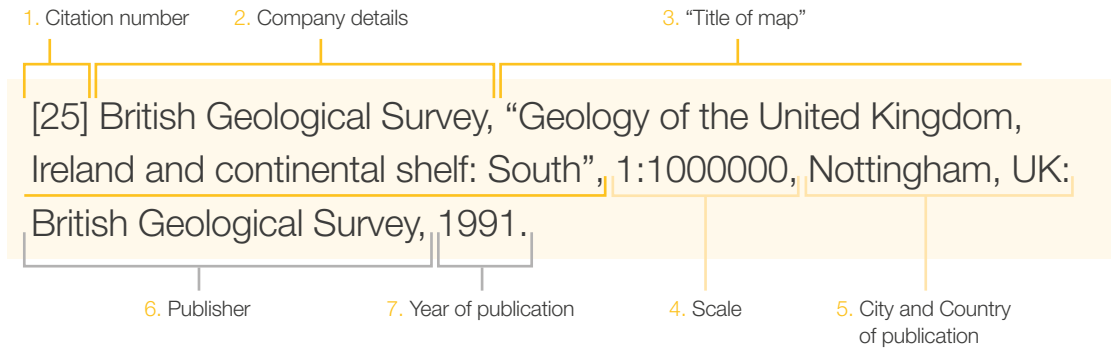|	
☐ **Author(s)' initials and surname(s)**	☐ **Date of publication (abbreviated month, day, year)**
☐ **"Title of article"**	☐ **[Online] (if needed)**
☐ *Newspaper Title*	☐ **Available: URL (if needed)**
☐ **Page range (if known)**	

Maps

Reference list example:

1. Citation number   2. Company details   3. "Title of map"

[25] British Geological Survey, "Geology of the United Kingdom, Ireland and continental shelf: South", 1:1000000, Nottingham, UK: British Geological Survey, 1991.

6. Publisher   7. Year of publication   4. Scale   5. City and Country of publication

Notes:

- If the map has no obvious company author or editors then omit this element.
- Separate each element with a comma.

Checklist:

☐ **Company details (if known)**   ☐ **Publisher**

☐ **"Title of map"**   ☐ **Year of publication**

☐ **Scale**

☐ **City and Country of publication:**

Media and communications

10.1 Broadcast television, radio

Reference list example:

2. Presenter(s)' initials and surname(s)

1. Citation number   3. Responsibility   4. *Title: Subtitle*

[26] T. Clarke, Presenter, *Dispatches: The Great Green Smokescreen*, [Television broadcast], London, UK: Channel 4, Jul. 2, 2007.

8. Date of publication (abbreviated month, day, year).

5. [Format]

6. City and State (or Country) of production company
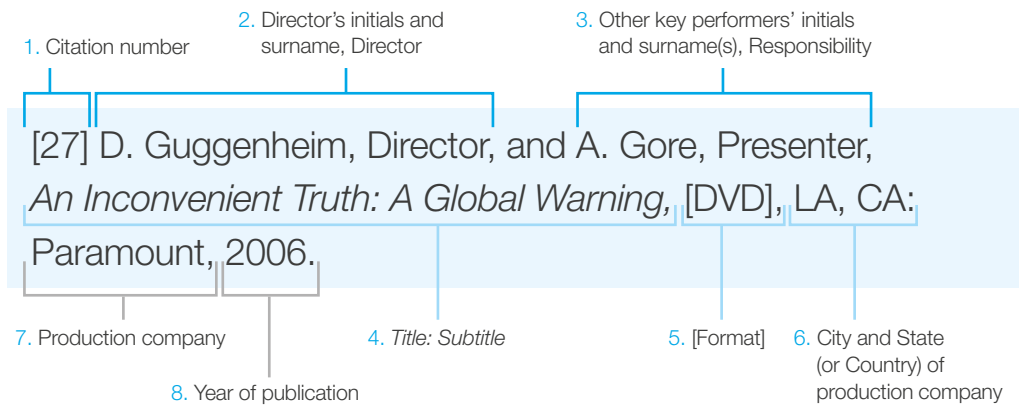
7. Broadcast channel

Notes:

- Include details of key performers (e.g. presenter, reporter or narrator) and their responsibility.
- If the broadcast is a radio programme, replace [Television broadcast] with [Radio broadcast].
- Separate each element with a comma.

Checklist:

- ☐ **Presenter(s)' initials and surname(s) (or equivalent)**
- ☐ **Responsibility**
- ☐ ***Title: Subtitle***
- ☐ **[Format]**
- ☐ **City and State (or Country) of production company (if known):**

- ☐ **Production company (if known)**
- ☐ **Broadcast channel**
- ☐ **Date of publication (abbreviated month, day, year)**

10.2 DVD

Reference list example:

1. Citation number

2. Director's initials and surname, Director

3. Other key performers' initials and surname(s), Responsibility

[27] D. Guggenheim, Director, and A. Gore, Presenter, *An Inconvenient Truth: A Global Warning,* [DVD], LA, CA: Paramount, 2006.

7. Production company

8. Year of publication

4. *Title: Subtitle*

5. [Format]

6. City and State (or Country) of production company

Notes:

- Include details of the director and other key performers (e.g. presenter for documentaries) and their responsibility.

- Separate each element with a comma.

Checklist:

- ☐ **Director's initials and surname**
- ☐ **Director**
- ☐ **Other key performers' initials and surname(s)**
- ☐ **Responsibility**
- ☐ ***Title: Subtitle***

- ☐ **[DVD]**
- ☐ **City and State (or Country) of production company:**
- ☐ **Production company**
- ☐ **Year of publication**

10.3   Interview

Reference list example:

[28] C. Brown, Interviewee, and H. Edwards, Interviewer, *BBC News,* [Television broadcast], London, UK: BBC News Channel, 17:36, Apr. 15, 2010.

Notes:

• Include details of the interviewee and the interviewer, if known, and their responsibility.

• If the broadcast is a radio programme, replace [Television broadcast] with [Radio broadcast].

• Separate each element with a comma.

Checklist:

☐ **Interviewee(s)' initials and surname(s)**

☐ **Interviewee**

☐ **Interviewer's initials and surname (if known)**

☐ **Interviewer (if needed)**

☐ *Title of Programme*

☐ **[Television broadcast]**

☐ **City and State (or Country) of production company:**

☐ **Production company (if known)**

☐ **Broadcast channel**

☐ **Time of interview**

☐ **Date of publication (abbreviated month, day, year)**

10.4   Podcasts

Reference list example:

[29] D. Johns, Speaker, "An engineering adventure", *Uni. of Bath Public Lecture Podcasts,* Oct. 26, 2011. [Podcast] Available: http://www.bath.ac.uk/podcast/itunes/itunes-rss/124-podbath-DanJohns.mp3

Notes:

- Include details of presenters and other key performers (e.g. interviewees) and their responsibility.
- Separate each element with a comma.

Checklist:

- ☐ **Presenter(s)' initials and surname(s)**
- ☐ **Responsibility**
- ☐ **"Title of episode"**
- ☐ ***Title of Podcast Series***

- ☐ **Date of publication (abbreviated month, day, year)**
- ☐ **[Podcast]**
- ☐ **Available : URL**

10.5 Video sharing websites

Reference list example:

1. Citation number   2. Username   3. "Title of video"   4. *Online Site* (YouTube or equivalent)

[30] The Royal Society, "The Science of Speed", *YouTube*, Apr, 29, 2014. [Online video] Available: http://www.youtube.com/watch?v=83bt04tP5Lk&feature=em-share_video_user

5. Date of upload (abbreviated month, day, year)   6. [Format]   7. Available: URL

Notes:

• Separate each element with a comma.

Checklist:

☐ **Username**

☐ **"Title of video"**

☐ ***YouTube* (or equivalent)**

☐ **Date of upload (abbreviated month, day, year)**

☐ **[Online video]**

☐ **Available: URL**

Personal communications and lecture notes

Personal communication may refer to face-to-face and online conversations, letters, interviews, emails and lecture notes.

You do not need to list any personal communication or non-recoverable information in the reference list but you should still refer to the correspondence in the text itself:

> "in a personal interview in 2013, John Smith stressed his commitment to investing in renewable energy technologies" or
>
> "in an email to the author, Dr. Jones highlighted the importance of referencing as a way of preventing accusations of plagiarism"

You should always seek permission from the correspondent before referring to any personal communications in your academic work.

12.1 Industry catalogue

Reference list example:

[31] SKF, *General Catalogue 6000/I EN,* Goteborg, Sweden: SKF Group, 2008.

Notes:

- If appropriate give access details at the end.
- Separate each element with a comma.

Checklist:

☐	**Company name**	☐	**Date of publication**
☐	*Title of Catalogue*	☐	**[Online] (if needed)**
☐	**City and State (or Country) of publication:**	☐	**Available: URL (if needed)**
☐	**Publisher**		

12.2   Industry database

If the database is online then you should provide the URL to help your readers locate the text.

Reference list example:

[32] "Specific Volume Change upon Melting – Pressure dependences," *Knovel,* 2008. [Online] Available: http://app. knovel.com/web/search.v?q=pressure_mf%3A[%20*%20 TO%20*%20]&dsQuery=%3Fpn%3Dpressure%26o%3De&my_ subscription=TRUE

Notes:

- If appropriate give access details at the end.
- Separate each element with a comma.

Checklist:

☐ **Title of article or page**	☐ **[Online] (if needed)**
☐ *Database*	☐ **Available: URL (if needed)**
☐ **Date of publication (if known)**	

12.3   Manual / Handbook

Reference list example:

[33] *fx-100MS, fx-115MS, fx-570MS, fx-991MS User's Guide,* Casio Comp. Co. Ltd, Tokyo, Japan, 2012.

Notes:

- Separate each element with a comma.

Checklist:

☐ *Title of the manual*	☐ **City and State (or Country) of company**
☐ **Edition**	
☐ **Company**	☐ **Year of publication**

12.4   Patents

Reference list example:

1. Citation number   2. Inventor(s)' initials and surname(s)   3. "Title of patent"

[34] P. Marx, J. R. Wise and M. Koenig, "Gas turbine with annular heat shield," U.S. Patent 20090033036, Feb. 5, 2009.

4. Issuing patent office   5. Patent number   6. Date of issue

Notes:

- If several dates are given list the issued or publication date.

- State where the patent was issued (e.g. US, EP).

- Separate each element with a comma.

Checklist:

☐ **Inventor(s)' initials and surname(s)**   ☐ **Patent number**

☐ **"Title of patent"**   ☐ **Date of issue (abbreviated month, day, year)**

☐ **Issuing patent office**

12.5   Reports / Surveys

If the report has come from an online source or database you should provide the URL of the report to help your readers locate the text.

Reference list example:

1. Citation number   2. Author(s)' initials and surname(s)   3. "Title of report"

[35] D. Corbus and M. Meadors, "Small wind research turbine," Nat. Renewable Energy Laboratory, Golden CO, NREL/TP-500-38550, 2005.

7. Year of publication   4. Company   5. City and State (or Country) of company   6. Report number

Notes:

- List all authors in the order they appear.
- If the report has no obvious authors then omit this element.
- If appropriate give access details at the end.
- Separate each element with a comma.

Checklist:

☐ **Author(s)' initials and surname(s)**	☐ **Report number**
☐ **"Title of report"**	☐ **Year of publication**
☐ **Company**	☐ **[Online] (if needed)**
☐ **City and State (or Country) of company**	☐ **Available: URL (if needed)**

12.6   Standards

Reference list example:

1. Citation number   2. *Title of Standard*

[36] *Technical Product Documentation and Specification*,
BS8888, 2013.

3. Standard   4. Year of
number   publication

Notes:

• Separate each element with a comma.

Checklist:

☐   *Title of Standard*   ☐   **Year of publication**

☐   **Standard number**

Software

13.1   App

Reference list example:

[37] WolframAlpha, Version 1.3.0.5087674 for Android, Champaign, IL : Wolfram Group, 2014. [App] Available: https://play.google.com/store/apps/details?id=com.wolfram.android.alpha

Notes:

• Separate each element with a comma.

Checklist:

☐ **Title of app**

☐ **Version**

☐ **City and State (or Country) of publication:**

☐ **Developer**

☐ **Year of publication**

☐ **[App]**

☐ **Available: URL**

13.2   Software

You do not need to reference commonly used engineering software such as MATLAB or AutoCAD.

Reference list example:

[38] iMindMap, Version 1.3, [Software], Cardiff, UK : ThinkBuzan, 2014.

Notes:

• Separate each element with a comma.

Checklist:

☐ **Title of software**

☐ **Version**

☐ **[Software]**

☐ **City and State (or Country) of publication:**

☐ **Publisher or developer**

☐ **Year of publication**

Theses, dissertations

14.1 MSc

If the thesis has come from an online source or database you should provide the URL of the thesis to help your readers locate the text.

Reference list example:

[39] K. A. Whittingham, "Study of the dissolution of the superalloy CMSX-4 and extraction of metals using synthesised molecularly imprinted polymers," M.S. thesis, Sch. of Life Sci., Uni. Lincoln, Lincoln, UK, 2013.

Notes:

- Abbreviate the name of the department and the name of the University.
- Separate each element by a comma.

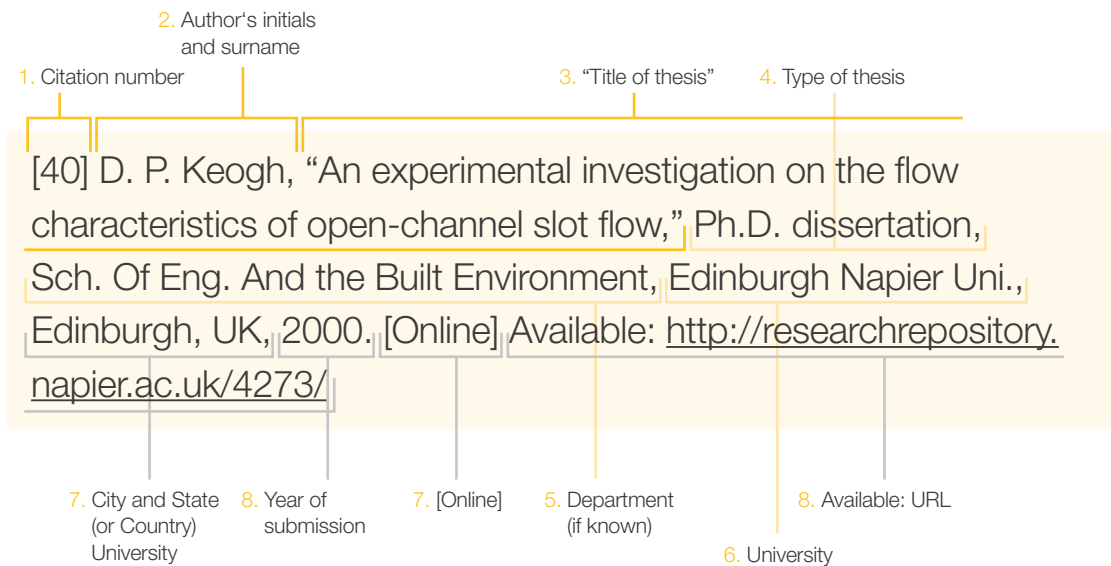### Checklist:

- ☐ Author's initials and surname
- ☐ "Title of thesis"
- ☐ M.S. thesis
- ☐ Department (if known)
- ☐ University
- ☐ City and State (or Country) of University
- ☐ Year of submission
- ☐ [Online] (if needed)
- ☐ Available: URL (if needed)

14.2   PhD

If the thesis has come from an online source or database you should provide the URL of the thesis to help your readers locate the text.

Reference list example:

2. Author's initials and surname

1. Citation number

3. "Title of thesis"

4. Type of thesis

[40] D. P. Keogh, "An experimental investigation on the flow characteristics of open-channel slot flow," Ph.D. dissertation, Sch. Of Eng. And the Built Environment, Edinburgh Napier Uni., Edinburgh, UK, 2000. [Online] Available: http://researchrepository.napier.ac.uk/4273/

7. City and State (or Country) University

8. Year of submission

7. [Online]

5. Department (if known)

6. University

8. Available: URL

Notes:

- Abbreviate the name of the department and the name of the University.

- Separate each element by a comma.

Checklist:

- ☐ **Author's initials and surname**
- ☐ **"Title of thesis"**
- ☐ **Ph.D. dissertation**
- ☐ **Department (if known)**
- ☐ **University**

- ☐ **City and State (or Country) of University**
- ☐ **Year of submission**
- ☐ **[Online] (if needed)**
- ☐ **Available: URL (if needed)**

Websites

15.1   Blog

Reference list example:

1. Citation number
2. Author's initials and surname   3. "Title of blog post"

[41] M. Smith, "Engineering Hub leading the way in plastics recycling," *School of Engineering Blog*, Dec. 20, 2013. [Online] Available: http://engineering.blogs.lincoln.ac.uk/2013/12/20/engineering-hub-leading-the-way-in-plastics-recycling/

7. Available: URL   4. *Title of Blog*   5. Date of posting (abbreviated month, day, year)   6. [Online]

Notes:

- Include date of posting.
- Separate each element with a comma.

Checklist:

- ☐ **Author's initials and surname**
- ☐ **"Title of blog post"**
- ☐ **Title of Blog**

- ☐ **Date of posting (abbreviated month, day, year)**
- ☐ **[Online]**
- ☐ **Available: URL**

15.2 Website with no author

Reference list example:

1. Citation number   2. "Title of page/article"   3. *Title of Website*

[42] "UK leads in cool technology-liquid air energy storage," *Royal Academy of Engineering,* Jul. 1, 2014. [Online] Available: http://www.raeng.org.uk/news/releases/shownews.htm?NewsID=944

4. Date of posting (abbreviated month, day, year)   5. [Online]   6. Available: URL

Notes:

- Include the day the page was last updated or checked.
- Separate each element with a comma.

Checklist:

☐ **"Title of page"**

☐ ***Title of Website***

☐ **Date of posting (abbreviated month, day, year)**

☐ **[Online]**

☐ **Available: URL**

15.3   Website with personal author

Reference list example:

[43] D. Shukman, "Agreement reached on deep sea mining," *BBC News Science & Environment*, [Online], Apr. 25, 2014. Available: http://www.bbc.co.uk/news/science-environment-27158883

Notes:

- Include the day the page was last updated or checked.
- Separate each element with a comma.

Checklist:

☐ Author's initials and surname(s)	☐ Date of posting (abbreviated month, day, year)
☐ "Title of page"	☐ [Online]
☐ *Title of Website*	☐ Available: URL

15.4   Online presentation

Reference list example:

[44] R. Jones, "Intelligent simulation technology delivery weight efficient vehicles," *SlideShare,* Jul. 22, 2011. [Online presentation] Available: http://www.slideshare.net/AltairProductDesign/simulation-technology-delivering-weight-efficient-vehicles-8661644?qid=41771a8c-4f05-417a-b709-891ddfdeb7e5&v=default&b=&from_search=10

Notes:

- If there is no obvious author then give the associated username instead.
- Separate each element with a comma.

Checklist:

☐ Author's initials and surname (or username)	☐ Date of posting (abbreviated month, day, year)
☐ "Title of presentation"	☐ [Online presentation]
☐ *Title of Website*	☐ Available: URL

15.5   Webinar / Online lecture

Reference list example:

[45] IMECHE, "Building your influencing skills and strategies,"
Jul. 18, 2014. [Online seminar] Available: *http://www.imeche.org/
learning-and-development/free-training-webinars*

Notes:

- Separate each element with a comma.

Checklist:

- ☐ **Company**
- ☐ **"Title of webinar"**
- ☐ **Date of webinar (abbreviated month, day, year)**

- ☐ **[Online seminar]**
- ☐ **Available: URL**

Full reference list

[1] M. P. Boyce, *Gas Turbine Engineering Handbook*, 4th ed., Waltham MA: Butterworth-Heinemann, 2012.

[2] D. F. Elger, B. C. Williams, C. T. Crowe and J. A. Roberson, *Engineering Fluid Mechanics,* 10th ed., Hoboken, NJ: Wiley, 2014.

[3] W. Short, "Renewable electricity," in *Engineering Response to Climate Change*, R. G. Watts, Ed., Boca Raton, FL: CRC Press, 2013, ch. 7, pp. 261 - 308.

[4] C. H. Simmons, D. E. Maguire and N. Phelps, *Manual of Engineering Drawing*, 3rd ed., London, UK: Newnes, 2009. [Ebook] Available: https://www-dawsonera-com.proxy.library.lincoln.ac.uk /abstract/9780080943626

[5] G. Rizzoni, "Electrical engineering," in *Mechatronic systems, sensors, and actuators*, R. H. Bishop, Ed., Boca Raton, FL: CRC Press, 2008, sec. II, ch. 11, pp. 11-1 – 11-36. [Ebook] Available: http://lib.myilibrary.com/Open.aspx?id=124417

[6] A. Abdelgawad, "Distributed data fusion algorithm for Wireless Sensor Network," in *IEEE 11th Int. Conf. Networking, Sensing and Control (ICNSC)*, Miami, FL, USA, 2014, pp. 334-337. [Online] Available: http://ieeexplore.ieee.org/xpls/abs_all.jsp?arnumber=6819648&tag=1

[7] K. Silius, A. Tervakari, O. Pirttila, J. Paukkeri, and T. Makela," A tool for evaluating social media enhanced learning environments," in *Global Engineering Education Conference (EDUCON)*, Istanbul, Turkey, 2014, pp. 152 - 157. [Online] Available: http://ieeexplore.ieee.org/xpls/abs_all.jsp?arnumber=6826082

[8] M. F. Misnan et al, "On-board real-time single line scanning technique for use on unmanned aerial vehicle of low altitude mapping," in *IEEE 10th Int. Colloq. Signal Processing & its Applications (CSPA),* Kuala Lumpur, Malaysia, 2014, pp. 271 – 275. [Online] Available: http://ieeexplore.ieee.org/xpls/abs_all.jsp?arnumber=6805763

[9] F. Georgiades, J. Warminski and M. Cartmell, "Nonlinear modal analysis of an L-shape beam structure," presented at the 4th Int. Conf. Localization, Energy Transfer and Nonlinear Normal Modes in Mechanics and Physics (NNM), Haifa, Israel, Jul. 1-5, 2012, session 6. [Online] Available: http://eprints.lincoln.ac.uk/9690/

[10] J. Gwizdka, "Electronic engineering notebook: A study in structuring design meeting notes", poster presented at Conf. on Human Factors in Comp. Syst. (CHI), Los Angeles, CA, Apr. 18-23, 1998. [Online] Available: http://www.sigchi.org/chi99/call/poster-example2.jpg

[11] R. E. Bolz and G. L. Tuve, Eds., *Handbook of Tables for Applied Engineering Science*, 2nd ed., Cleveland, OH: CRC Press, 1970, sec. 1.3.

[12] A. G. Anthony and M. P. Escudier, *A dictionary of mechanical engineering*, Oxford, UK: Oxford University Press, 2013.

[13] C. Platt, *Encylopedia of Electronic Components Volume 1: Power Sources and Conversions,* Sebastopol, CA: Maker Media Inc., 2012.

[14] N. MacCoull, "Internal combustion engine," *in McGraw-Hill Encyclopedia of Science and Technology,* Vol. 7, New York, NY: McGraw-Hill, 1977, pp. 226 – 239.

[15] A. Shokri, "Electrical transport engineering of semiconductor superlattice structures," *Physica B: Condensed Matter,* vol. 438, no. 2, pp. 13-16, Apr. 2014. [Online] Available: http://www.sciencedirect.com/science/article/pii/S0921452613008351

[16] K. R. W. Bell, B. Fenton, H. Griffiths, B. C. Pal and J. R. McDonald, "Attracting graduates to power engineering in the UK: Successful university and industry collaboration," *IEEE Trans. on Power Syst.,* vol. 27, no. 1, pp. 450-457, Feb. 2012. [Online] Available: http://strathprints.strath.ac.uk/40164/

[17] S. Shamshirband et al, "Sensorless estimation of wind speed by adaptive neuro-fuzzy methodology," *Int. Jnl. of Elect. Power and Energy Syst.,* vol. 62, pp. 490-495, Nov. 2014. [Online] Available: http://www.sciencedirect.com/science/article/pii/S0142061514002701

[18] G. Locatelli, M. Mancini and E. Romano, "Systems engineering to improve the governance in complex project environments," *Int. Jnl. of Project Management, In Press,* Oct. 2013. [Online] Available: http://www.sciencedirect.com/science/article/pii/S0263786313001385

[19] *Power Presses: A summary of guidance on maintenance and through examination,* Sudbury, UK: HSE Books, 2003.

[20] *Climate Change Act 2008,* ch. 27, London, UK: HMSO, Nov. 26th 2008.

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Common abbreviations

Anal. = Analysis	Int. = International	Rev. = Review
Ann. = Annals	Jnl. = Journal	Sci. = Science
Bus. = Business	Math. = Mathematical	Symp. = Symposium
Conf. = Conference	Mech. = Mechanical	Syst. = Systems
Elect. = Electrical	Nat. = National	Tech. = Technical
Eng. = Engineering	Proc. = Proceedings	Trans. = Transactions
Eur. = European	Rep. = Report	
Ind. = Industrial	Res. = Research	

ch. = chapter	Fig. = figure	pt. = part
ed. = edition	no. = issue number	sec. = section
Ed. or Eds. = Editor(s)	p. = page number	th. = theorem
eq. = equation	pp. = page range	vol. = volume number
et al. = and all	para. = paragraph	

Notes

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