



# BRIEF GUIDE TO REFERENCING WITH IEEE SYSTEM

*(Last Updated: 17 May 2019)*

This is a guide to the IEEE referencing system for XJTLU students. However, please always refer to your module handbook or any specifications for further guidance, as your lecturers/tutors may prefer a different style of referencing.

## ***Introduction:***

This guide gives advice on referencing using the Electrical and Electronics Engineers (IEEE) system. This is the preferred referencing system for some of the departments at Xi'an Jiaotong-Liverpool University. There are numerous different types of referencing systems available, and most style guides fall into two commonly used systems: **1) author-date system** (Harvard, APA) and **2) numeric system** (Vancouver, MLA). IEEE system is a numeric citation system. Note that different universities or institutions may differ slightly in the format of the bibliographic citations when using IEEE system; they may have different choices regarding whether titles are *italicized*, in **bold**, or underlined, and whether authors' full names or initials are included. This guide suggests an IEEE system in light of IEEE Documentation Style < <https://iee-dataport.org/sites/default/files/analysis/27/IEEE%20Citation%20Guidelines.pdf> > and IEEE REFERENCE GUIDE < <http://ieeauthorcenter.ieee.org/wp-content/uploads/IEEE-Reference-Guide.pdf> >. It is provided for XJTLU researchers and students as a reference. Further information can be found in the Institution of Electrical and Electronics Engineering site <<http://www.ieee.org/index.html>>.

## ***Plagiarism:***

When writing assignments, you must acknowledge the source of your ideas and quotes in sufficient detail so that readers can locate the item. Referencing is important to avoid plagiarism, to verify quotations and to enable readers to follow up what you have written and locate the cited work. Plagiarism is defined by Xi'an Jiaotong-Liverpool University Student Regulations as "Reproducing material from other works or a paraphrase of such material without acknowledgement". For more information on how to avoid plagiarism please refer to Department of Registry.

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### *Collecting and organizing references:*

It is often not easy (or possible) to retrieve sources after you have written your text. For this reason, it is best to write down all the citation details of a source as you use it, and to compile a reference list at the end of the document that includes full details of all references cited. Bibliographic software, such as **EndNote**, **RefWorks**, or **Zotero**, will help you organize your references according to different citation systems and to add the citations to your text.

### *Two parts in IEEE System:*

**In-text citations:** References need not be cited in the text. When they are, it means citing in the text of your work: this means acknowledging, within your text, the sources that you have used.

- In IEEE system, references are numbered in the text. The number is put in brackets [1].
- The first citation will be [1], and the subsequent citations should be numbered in numerical order.
- If multiple references are cited in the same place in the text, use a hyphen [4]-[6] or comma [4], [5] (or [6], [9], [11]) or a combination [6]-[8], [10].
- If you cite a reference more than once in the text, reuse the original number assigned to the reference each time you cite it.
- A page number is included if you have a direct quote [1, pp. 15], paraphrase a passage [2, pp. 2-4], or you want to direct the reader to a specific page [3, pp. 5]. Page numbers may also be included if you are referring to a long work and the page numbers might be useful to the reader, Similarly, other resource types should be cited as [3, Th. 1]; [3, Lemma 2]; [3, eq. (2)]; [3, Fig. 1]; [3, Appendix I]; [3, Sec. 4.5]; [3, Ch. 2, pp. 5-10]; [3, Algorithm 5].

**Your reference list (containing bibliographic citations):** there you present the details of the sources you have used. In IEEE system, you list them in a numerical order at the end of your work, according to the citation numbering in your text.

- A reference list contains only details of the books, articles, and web pages etc. which are cited in the text of the document.
- In IEEE system, a reference list should be in numerical order, matching the labelling of the in-text citations.
- A reference list should appear at the end of your text.
- A bibliography may be required as additional information, coming after the reference list. You should always consult your lecturers or supervisors for advice. A bibliography is a separate list from the reference list. It contains the works which you have consulted but not cited. It is arranged alphabetically by author.

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**Elements of citation:**

[No.] Author(s)/Editor(s) of book – initials and surname, “Title of chapter in the book – with double quotation mark”, in<sup>1</sup> *Title of Book – italicised & the first letter of each word capitalised*, Editor(s) of Book – initial and surname, Ed(s)., Edition. (if not the 1st edition) City of Publisher (only U.S. State), Country: Abbrev. of Publisher, Year of publication, ch. Chapter numbers, sec. Section Numbers, Page number(s) (if applicable).

Reference Type	In-text Examples	Reference List Examples
Single author	<ul style="list-style-type: none"> <li>... problems involving visualization [1]. <i>or</i></li> <li>Stein [1] claimed that ... <i>or</i></li> <li>Stein [1, pp. 21-22] aimed at ...</li> </ul>	[1] L. Stein, “Random patterns,” in <i>Computers and You</i> , J. S. Brake, Ed., New York, NY, USA: Wiley, 1994, pp. 55–70.
2 authors	<ul style="list-style-type: none"> <li>... in an electric power transmission system [2] ... <i>or</i></li> <li>According to [2] ... <i>or</i></li> <li>Klaus and Horn [2] suggested that ...</li> </ul>	[2] B. Klaus and P. Horn, <i>Robot Vision</i> . Cambridge, MA, USA: MIT Press, 1986.
3 or 5 authors	<ul style="list-style-type: none"> <li>Li <i>et al.</i> [3] pointed out the trends ... <i>or</i></li> <li>... the latest technology [3]. <i>or</i></li> <li>As mentioned in [3, pp. 25] ...</li> </ul>	[3] L. Li, J. Yang, and C. Li, “Super-resolution restoration and image reconstruction for passive millimeter wave imaging,” in <i>Image Restoration—Recent Advances and Applications</i> , A. Histace, Ed., Rijeka, Croatia: InTech, 2012, pp. 25–45.
6 or more authors	<ul style="list-style-type: none"> <li>... as previously demonstrated [4] ... <i>or</i></li> <li>Harris <i>et al.</i> [4] suggested that ...</li> </ul>	[4] A. Harris <i>et al.</i> , <i>Management skills</i> . Oxford, UK: Oxford, 2006.
Edited books	<ul style="list-style-type: none"> <li>According to Bennett [5], ...</li> </ul>	[5] C. Bennett, “What happens when you book an airline ticket? The collection and processing of passenger data post-9/11,” in <i>Global Surveillance and Policing: Borders, Security, Identity</i> , E. Zureik and M. Salter, Eds., Cullompton, U.K.: Willan, 2005, pp. 113–138.

<sup>1</sup> If Title of chapter is not available, omit “in”.

Reference Type	In-text Examples	Reference List Examples
Book series	<ul style="list-style-type: none"> <li>In [6], ...</li> </ul>	[6] R. L. Myer, "Parametric oscillators and nonlinear materials," in <i>Nonlinear Optics</i> , vol. 4, P. G. Harper and B. S. Wherret, Eds., San Francisco, CA, USA: Academic, 1977, pp. 47–160.
E-books	<ul style="list-style-type: none"> <li>In Young's book [7], ...</li> </ul>	[7] G. O. Young, "Synthetic structure of industrial plastics," in <i>Plastics, vol. 3, Polymers of Hexadromicon</i> , J. Peters, Ed., 2nd ed. New York, NY, USA: McGraw-Hill, 1964, pp. 15–64. [Online]. Available: <a href="http://www.bookref.com">http://www.bookref.com</a>
Translated books	<ul style="list-style-type: none"> <li>Ichiro [8] points out ...</li> </ul>	[8] K. Ichiro, <i>Thai Economy and Railway 1885-1935</i> , Tokyo: Nihon Keizai Hyoronsha (in Japanese), 2000.
Books with chapter title	<ul style="list-style-type: none"> <li>According to Ogura [9] ... or</li> <li>According to [9] ...</li> </ul>	[9] T. Ogura, "Electronic government and surveillance-oriented society," in <i>Theorizing Surveillance: The Panopticon and Beyond</i> . Cullompton, U.K.: Willan, 2006, ch. 13, pp. 270–295.

## JOURNAL ARTICLES

### Elements of citation:

[No.] Author(s) of article – initials and surname, "Name of paper – with double quotation mark," *Title of Journal (abbreviated) – italicised & the first letter of each word capitalised (in Language if from other Language)*, vol. Volume number, no. Issue number, Page number(s) (if applicable), Month. – abbreviated Year, Art. no. Article number (if available), doi: DOI. or [Online]. Available: URL – if it is electronic resource

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Reference Type	In-text Examples	Reference List Examples
Published journal articles	<ul style="list-style-type: none"> <li>According to Chiampi and Zilberti [10] ... or</li> <li>... helps to effectively cope with the electrical problems [10].</li> </ul>	<p>[10] M. M. Chiampi and L. L. Zilberti, "Induction of electric field in human bodies moving near MRI: An efficient BEM computational procedure," <i>IEEE Trans. Biomed. Eng.</i>, vol. 58, no. 10, pp. 2787-2793, Oct. 2011, doi: 10.1109/TBME.2011.2158315.</p>
Electronic journal articles	<ul style="list-style-type: none"> <li>... the system was designed [11].</li> </ul>	<p>[11] W. P. Risk, G. S. Kino, and H. J. Shaw, "Fiber-optic frequency shifter using a surface acoustic wave incident at an oblique angle," <i>Opt. Lett.</i>, vol. 11, no. 2, pp. 115–117, Feb. 1986. [Online]. Available: <a href="http://ol.osa.org/abstract.cfm?URI=ol-11-2-115">http://ol.osa.org/abstract.cfm?URI=ol-11-2-115</a></p>
Virtual journal	<ul style="list-style-type: none"> <li>... in [12].</li> </ul>	<p>Name of Ed., "Title of Issue," in <i>Title of journal</i>, Month (abbrev). Year. [Online]. Available: URL</p> <p>[12] J. Smith, T. Jones, and B. Simpson, Eds., "IEEE Biometrics Compendium Issue 30 December 2017," in <i>IEEE Biometrics Compendium</i>, Dec. 2017. [Online]. Available: <a href="http://ieeexplore.ieee.org/virtual-journals/biocomp/issue/30/">http://ieeexplore.ieee.org/virtual-journals/biocomp/issue/30/</a></p>
Journal article with Article ID	<ul style="list-style-type: none"> <li>... the system was designed [13].</li> </ul>	<p>[13] J. Zhang and N. Tansu, "Optical gain and laser characteristics of InGaN quantum wells on ternary InGaN substrates," <i>IEEE Photon. J.</i>, vol. 5, no. 2, Apr. 2013, Art no. 2600111.</p>

# CONFERENCE PAPERS AND PROCEEDINGS

## Elements of citation: *Printed conference paper*

[No.] Author(s) of paper – initials and surname, "Title of paper – with double quotation mark," presented at the Abbreviated Name of Conf. – the first letter of each word capitalised, City of Conf., State – abbreviated (only for U.S. State), Country, Month – abbreviated. Date, Year, Paper number.

Reference Type	In-text Examples	Reference List Examples
Published conference papers	<ul style="list-style-type: none"> <li>• Caratelli <i>et al.</i> [14] emphasized ...</li> </ul>	[14] D. Caratelli, M. C. Viganó, G. Toso, and P. Angeletti, “Analytical placement technique for sparse arrays,” presented at the 32nd ESA Antenna Workshop, Noordwijk, The Netherlands, Oct. 5–8, 2010.

### Elements of citation: *Online conference paper*

[No.] Author(s) of paper – initials and surname, Title of paper – with double quotation mark. Presented at the Abbreviated Name of Conf.<sup>2</sup> – the first letter of each word capitalised., City of Conf. (if available), State – abbreviated (only for U.S. State) – abbreviated (if available), Country (if available) [Online]. Available: URL

Reference Type	In-text Examples	Reference List Examples
Electronic conference articles	<ul style="list-style-type: none"> <li>• ... In a previous study of Taylor [15], ...</li> </ul>	[15] J. A. Taylor. (Nov. 2006). Assessment: A tool for development and engagement in the first year of university study. Presented at Engaging Students: 9th Pacific Rim in Higher Education (FYHE) Conf., Griffith, Australia. [Online]. Available: <a href="http://www.fyhe.com.au/past_papers/2006/Papers/Taylor.pdf">http://www.fyhe.com.au/past_papers/2006/Papers/Taylor.pdf</a>

### Elements of citation: *Printed conference proceedings*

[No.] Author(s) of paper – initials and surname, “Title of paper – with double quotation mark,” in the Abbreviated Name of Conf. –italicised & the first letter of each word capitalised, author(s) of Editor – initials and surname, Ed(s). in Volume Title, in Series Title, Edition., City of Conf. , State – abbreviated (only U.S. State), Country, Month – abbreviated, Year, Page number(s) (if applicable), doi: DOI. or [Online]. Available: URL – if it is electronic resource

<sup>2</sup> Omit articles and prepositions like “of the” and “on” in the title of the conference. Find common abbreviations for words in Appendix I.

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Reference Type	In-text Examples	Reference List Examples
Published conference Proceedings	<ul style="list-style-type: none"> <li>Armstrong <i>et al.</i> [15] emphasized ...</li> </ul>	<p>[15] D. B. Armstrong, G. J. Fogarty, and D. Dingsdag, "Scales measuring characteristics of small business information systems," in <i>Proc. Res., Relevance Rigour: Coming of Age: 18th Australasian Conf. Inf. Syst.</i>, WG. Tan, Ed., Hiroshima, Japan, 2007, pp. 163–171, doi: 10.1145/2333660.2333752.</p>
Conference proceedings with series title, volume title, and edition	<ul style="list-style-type: none"> <li>In a previous study of Taylor [16], ...</li> </ul>	<p>[16] A. Amador-Perez and R. A. Rodriguez-Solis, "Analysis of a CPW-fed annular slot ring antenna using DOE," in <i>Proc. IEEE Antennas Propag. Soc. Int. Symp.</i>, in Slot Ring Antennas II, vol. 3, 2nd ed., Jul. 2006, pp. 4301–4304.</p>

# DISSERTATIONS AND THESES

### Elements of citation:

[No.] Author of thesis/dissertation – initials and surname, "Title of thesis – with double quotation mark," M.S. thesis or Ph.D. dissertation, Dept. (abbreviated), Univ. (abbreviated), City of Univ., State – abbreviated, Year of publication (if available). [Online]. Available: URL – if it is electronic resource

Reference Type	In-text Examples	Reference List Examples
M.S. Theses	<ul style="list-style-type: none"> <li>Kawasaki [17] once suggested that ...</li> </ul>	<p>[17] N. Kawasaki, "Parametric study of thermal and chemical nonequilibrium nozzle flow," M.S. thesis, Dept. Electron. Eng., Osaka Univ., Osaka, Japan, 1993.</p>
Ph.D. Dissertations	<ul style="list-style-type: none"> <li>Williams [18] developed a similar system ...</li> </ul>	<p>[18] J. O. Williams, "Narrow-band analyzer," Ph.D. dissertation, Dept. Elect. Eng., Harvard Univ., Cambridge, MA, USA, 1993.</p>



<i>Reference Type</i>	<i>In-text Examples</i>	<i>Reference List Examples</i>
<i>Online Dissertations</i>	<ul style="list-style-type: none"> <li>Jensen [19] developed a similar system ...</li> </ul>	[19] F. Jensen, "Electromagnetic near-field far-field correlations," Ph.D. dissertation, Dept. Elect. Eng., Tech. Univ. Denmark, Lyngby, Denmark, 1970. [Online]. Available: <a href="http://www.tud.ed/jensen/diss">www.tud.ed/jensen/diss</a>

## REPORTS

### **Elements of citation:**

[No.] Author of report – initials and surname, "Title of report – with double quotation mark," Name of Co. – abbreviated, City of Co., State – abbreviated, Country, Report number – Rep. Optional: vol./issue, Date (if available). Accessed: Date. [Online]. Available: URL – if it is electronic resource

<i>Reference Type</i>	<i>In-text Examples</i>	<i>Reference List Examples</i>
<i>Published reports</i>	<ul style="list-style-type: none"> <li>... are described and discussed [20].</li> </ul>	[20] E.E. Reber, R. L. Michell, and C. J. Carter, "Oxygen absorption in the earth's atmosphere," Aerospace Corp., Los Angeles, CA, USA, Tech. Rep. TR-0200 (4230-46)-3, Nov. 1988.
<i>Online reports</i>	<ul style="list-style-type: none"> <li>In a latest study, researchers found that ... [21].</li> </ul> <p>Use descriptive phrases in citation.</p>	[21] R. J. Hijmans and J. van Etten, "Raster: Geographic analysis and modeling with raster data," R Package Version 2.0-12, Jan. 12, 2012. Accessed: Feb. 30, 2014 [Online]. Available: <a href="http://CRAN.R-project.org/package=raster">http://CRAN.R-project.org/package=raster</a>

## WEB PAGES

### **Elements of citation:**

[No.] Author(s) of page – initials and surname. "Title of page – with double quotation mark." Website Title. Web Address (accessed Date).

Reference Type	In-text Examples	Reference List Examples
Web pages	<ul style="list-style-type: none"> <li>... pioneering studies of the thermal conductivity of grapheme [22].</li> </ul>	<p>[22] J.Smith. "Obama inaugurated as President." CNN.com.  <a href="http://www.cnn.com/POLITICS/01/21/obama_inaugurated/index.html">http://www.cnn.com/POLITICS/01/21/obama_inaugurated/index.html</a>          (accessed Feb. 1, 2009).</p>

## MANUALS/ SOFTWARE

### Elements of citation: *Published Manuals*

[No.] *Name of Handbook/Manual* – italicised & the first letter of each word capitalised, Edition. (if not the 1st edition), Name of Co., City of Co., State – abbreviated, Country, year of publication, Page number(s) (if applicable).

Reference Type	In-text Examples	Reference List Examples
Published Manuals	<ul style="list-style-type: none"> <li>... according to the manual [23:12-13].</li> </ul>	<p>[23] <i>Transmission Systems for Communications</i>, 3rd ed., Western Electric Co., Winston-Salem, NC, USA, 1985, pp.44-60.</p>

### Elements of citation: *Online Manuals*

[No.] Author(s) of Manuals or Software – initials and surname or Name of Co., City of Co., State – abbreviated, Country. *Name of Handbook/Manual* – italicised & the first letter of each word capitalised, Edition (if not the 1st edition) ed. (Year). Accessed: Date. [Online]. Available: URL

Reference Type	In-text Examples	Reference List Examples
Online Manuals	<ul style="list-style-type: none"> <li>... In the manual [24:12-13], ...</li> </ul>	<p>[24] L. Breimann. <i>Manual on Setting Up, Using, and Understanding Random Forests v4.0</i>. (2003). Accessed: Apr. 16, 2014. [Online]. Available: <a href="http://oz.berkeley.edu/users/breiman/Using_random_forests_v4.0.pdf">http://oz.berkeley.edu/users/breiman/Using_random_forests_v4.0.pdf</a></p>

## Elements of citation: *Software*

[No.] *Title of software* – italicised & the first letter of each word capitalized. (version or year), Publisher Name. Accessed: Date when applicable. [Type of Medium]. Available: URL

Reference Type	In-text Examples	Reference List Examples
<i>Software</i>	<ul style="list-style-type: none"> <li>... the software [25:12-13] shows ...</li> </ul>	<p>[25] <i>Antenna Products</i>. (2011). Antcom. Accessed: Feb. 12, 2014. [Online]. Available: <a href="http://www.antcom.com/documents/catalogs/L1L2GPSAntennas.pdf">http://www.antcom.com/documents/catalogs/L1L2GPSAntennas.pdf</a></p>

# UNPUBLISHED MATERIALS

## Elements of citation:

[No.] Author – initials and surname, “Title– with double quotation mark,” unpublished.

Reference Type	In-text Examples	Reference List Examples
<i>Unpublished materials</i>	<ul style="list-style-type: none"> <li>... in which this approach is also used [26].</li> </ul>	<p>[26] B. Smith, “An approach to graphs of linear forms,” unpublished.</p>

# PERSONAL COMMUNICATION

## Elements of citation:

[No.] Author – initials and surname, private communication, Month – abbreviated, Year.

Reference Type	In-text Examples	Reference List Examples
<i>Personal communications</i>	<ul style="list-style-type: none"> <li>... in a conversation with Harrison [27].</li> </ul>	[27] A. Harrison, private communication, May 1995.

## STANDARDS AND PATENTS

### Elements of citation: *Standards*

[No.] *Title of Standard* – italicised & the first letter of each word capitalised, Standard number, Corporate author (if available), Location (if available), Date (if available). [Online]. Available: URL

Reference Type	In-text Examples	Reference List Examples
<i>Published standards</i>	<ul style="list-style-type: none"> <li>IEEE Criteria for Class IE Electric Systems [28] define ...</li> </ul>	[28] <i>IEEE Criteria for Class IE Electric Systems</i> , IEEE Standard 308, 1969.
<i>Online standards</i>	<ul style="list-style-type: none"> <li>Criteria for NERC Reliability [29] define ...</li> </ul>	[29] <i>Frequency Response and Bias</i> , NERC Reliability Standard BAL-003-0.1b, May 2009. [Online]. Available: <a href="http://www.nerc.com/files/BAL-003-0_1b.pdf">http://www.nerc.com/files/BAL-003-0_1b.pdf</a>

### Elements of citation: *Patents*

[No.] Author of patent – initials and surname, “Title of patent – with double quotation mark,” Country Patent Number, Month – abbreviated, Day, Year.

Reference Type	In-text Examples	Reference List Examples
<i>Patents</i>	<ul style="list-style-type: none"> <li>Wilkinson [30] invented the modular computer system ...</li> </ul>	[30] J. P. Wilkinson, “Nonlinear resonant circuit devices,” U.S. Patent 3 624 125, Jul. 16, 1990.

# ONLINE VIDEO

## Elements of citation:

[No.] Video Owner/Creator, Location (if available). Title of Video: In Initial Caps. (Release date). Accessed: Month Day, Year. [Online Video]. Available: URL

Reference Type	In-text Examples	Reference List Examples
Online video	<ul style="list-style-type: none"> <li>According to Fazi Mosque in mtaOnline 1 [31], it is ...</li> </ul>	<p>[31] mtaOnline1, Fazi Mosque, U.K. An Occasionally Accurate History of Australia: Part I. (Oct. 23, 2006). Accessed: Oct. 6, 2010. [Online Video]. Available: <a href="http://www.youtube.com/watch?v=IJjNsCVHc34">http://www.youtube.com/watch?v=IJjNsCVHc34</a></p>

# LECTURE

## Elements of citation:

[No.] Author – initials and surname. (Year). Title of lecture [Type of Medium]. Available: URL

Reference Type	In-text Examples	Reference List Examples
Lecture Note	<ul style="list-style-type: none"> <li>According to Barney [32], it is ...</li> </ul>	<p>[32] J. Barney. (2011). Documenting literature [PowerPoint slides]. Available: <a href="http://moodle.cotr/english/gill">http://moodle.cotr/english/gill</a></p>
Lecture Online	<ul style="list-style-type: none"> <li>According to Argosy University Online [33], it is ...</li> </ul>	<p>[33] Argosy University Online. (2012). Information literacy and communication: Module 2 filing and organization. [Online]. Available: <a href="http://www.myeclassonline.com">http://www.myeclassonline.com</a></p>

# HANDBOOK

## Elements of citation:

[No.] *Name of Manual/Handbook – italicised & the first letter of each word capitalised*, Edition ed. (if not the 1st edition), Name of Co. – abbreviated, City of Co., State – abbreviated, Country, year of publication, Page number(s) of (if applicable).

Reference Type	In-text Examples	Reference List Examples
<i>Handbooks</i>	<ul style="list-style-type: none"> <li>According to <i>Transmission Systems for Communications</i> [34], it is ...</li> </ul>	[34] <i>Transmission Systems for Communications</i> , 3rd ed., Western Electric Co., Winston-Salem, NC, USA, 1985, pp. 44–60.

# COURSE

## Elements of citation: *Standards*

[No.] Name of University. (Year). Title of course. [Online]. Available: URL

Reference Type	In-text Examples	Reference List Examples
<i>Courses</i>	<ul style="list-style-type: none"> <li>Argosy University Online [35] invented the course ...</li> </ul>	[35] Argosy University Online. (2012). Information literacy and communication. [Online]. Available: <a href="http://www.myeclassonline.com">http://www.myeclassonline.com</a>

# DATASET

## Elements of citation: *Dataset with author*

[No.] Author, "Title." (Date, Year). Distributed by Publisher/Distributor. doi: DOI. or URL

Reference Type	In-text Examples	Reference List Examples
Online Dataset Reference Using a DOI	<ul style="list-style-type: none"> <li>According to Ansolabehere <i>et al.</i> [36], it is ...</li> </ul>	[36] S. Ansolabehere, M. Palmer, and A. Lee. "Precinct-level election data. V1." January 20, 2014. Distributed by Harvard Election Data Archive. <a href="http://hdl.handle.net/1902.1/21919">http://hdl.handle.net/1902.1/21919</a> UNF:5:5C9UfGjdLy2ONVPtgr45qA==

### Elements of citation: Dataset from archives

[No.] Title – italicised & the first letter of each word capitalised, Source, Date. doi: DOI. or [Online]. Available: URL

Reference Type	In-text Examples	Reference List Examples
Online Dataset Reference Using a Website Address	<ul style="list-style-type: none"> <li>According to Treatment episode dataset [37], it is ...</li> </ul>	[37] <i>Treatment episode dataset: Discharges (TEDS-D): Concatenated, 2006 to 2009</i> , U.S. Department of Health and Human Services, Substance Abuse and Mental Health Services Administration, Office of Applied Studies, Aug. 2013. [Online]. Available: <a href="http://www.icpsr.umich.edu/icpsrweb/SAMHDA/studies/30122/version/2">http://www.icpsr.umich.edu/icpsrweb/SAMHDA/studies/30122/version/2</a>

## NON-ENGLISH TEXTS

In the reference list, you should provide the original title in square brackets [ ] following the English title.

If the original title is unprintable (e.g. the original title is in Japanese), you should provide a note in round brackets () in the end of the reference.

E.g. [30] E. P. Wigner, "On a modification of the Rayleigh–Schrodinger perturbation theory," (in German), *Math. Naturwiss. Anz. Ungar. Akad. Wiss.*, vol. 53, p. 475, 1935.

## FURTHER HELP AND CONTACTS

If you have any difficulties using any of the reference schemes mentioned above, or any other referencing format which you have been asked to use by your instructors, please contact your librarian (<https://libguides.lib.xjtlu.edu.cn/c.php?g=655374>). Remember, it is always helpful to consult the person for whom you are writing, whether it is a tutor or an editor, as to which style of referencing they want you to use.

## ACKNOWLEDGEMENT

This guide is inspired by the following pieces of work and excellent sites:

Transactions/Journals Department, "IEEE Reference Guide," IEEE Periodicals, pp.1-40, Dec. 2018. [Online]. Available: <http://ieeauthorcenter.ieee.org/wp-content/uploads/IEEE-Reference-Guide.pdf>



# APPENDIX I

## Advice on creating links to e-resources in the bibliography

The following notes provide some general tips on obtaining a direct link to e-resources.

The most important thing is to make the bibliography functional. If the resource is part of an online collection subscribed by Xi'an Jiaotong-Liverpool University, it can be directly accessed on campus or accessed via VPN when off-campus. The link you create should be stable and accessible to the audience if they access the item on any University campus which has a subscription for the item. They may also be able to access the resource off-campus.

You should take care when simply copying and pasting the URL from the address bar of your Web browser. If the website you are using is available via public WWW pages then you can probably use the URL of the resource you are viewing. If the site is a subscribed collection then you will probably not be able to copy and paste the URL, since the URL may contain 'session' information and may be invalid when used later. Many systems such as Discover provide tools to create a stable link to individual e-resources.

If you conduct a search in Discover and choose one of the references to view the Detailed Record, the page will be shown as the first screenshot here. The URL in Web browser is invalid for you to cite. Discover enable you to get the stable link via 'permalink' function in the Tools panel. After you click 'permalink', you will be directed to a new page with a stable link which is derived from the website of the e-journal collection (see the second screenshot).

The image displays two screenshots of a library search interface. The left screenshot shows a search result for "One hand or the other? Effector selection biases in right and left handers". The browser address bar shows the URL [http://lib.xjtlu.edu.cn/lib/discover\\_search.aspx](http://lib.xjtlu.edu.cn/lib/discover_search.aspx), which is highlighted in red. The right screenshot shows the same search result, but the "Permalink" button in the "Tools" panel is highlighted in red, indicating the process of generating a stable link.

**Search Result Details:**

- Title:** One hand or the other? Effector selection biases in right and left handers
- Authors:** Main, Julie C. <sup>a</sup>, Carey, David P. <sup>b,\*</sup>
- Affiliation:** <sup>a</sup> School of Psychology, University of Aberdeen, Old Aberdeen AB24 3FX, Scotland, United Kingdom; <sup>b</sup> Perception, Action and Memory Research Group, School of Psychology, Bangor University, Bangor LL57 2AS, Gwynedd, Wales, United Kingdom
- Source:** In *Neuropsychologia* November 2014 64:300-309
- Publisher:** Elsevier Ltd
- Abstract:** Much debate in the handedness literature has centred on the relative merits of questionnaire-based measures assessing **hand** preference versus simple movement tasks such as peg moving or finger tapping, assessing **hand** performance. A third paradigm has grown in popularity, which assesses choices by participants when either **hand** could be used to execute movements. These newer measures may be useful in predicting possible "reversed" asymmetries in proportions of non-right handed ("adextral") people. In the current studies we examine **hand** choices in large

## APPENDIX II

### *Common abbreviations*

Use the following abbreviations in the titles of periodicals, conferences, and when naming publishing institutions:

<b><i>Abbreviation</i></b>	<b><i>Meaning</i></b>	<b><i>Abbreviation</i></b>	<b><i>Meaning</i></b>	<b><i>Abbreviation</i></b>	<b><i>Meaning</i></b>
<b>Admin.</b>	Administration	<b>Elect.</b>	Electrical	<b>Proc.</b>	Proceeding
<b>Amer.</b>	American	<b>Electron.</b>	Electronic	<b>Quart.</b>	Quarterly
<b>Annu.</b>	Annual	<b>Eng.</b>	Engineering	<b>Rep.</b>	Report
<b>Appl.</b>	Applied	<b>Found.</b>	Foundation	<b>Sci.</b>	Science
<b>Assoc.</b>	Association	<b>Fed.</b>	Federal	<b>Soc.</b>	Society
<b>Bus.</b>	Business	<b>Govt.</b>	Government	<b>Symp.</b>	Symposium
<b>Commun.</b>	Communications	<b>Graph.</b>	Graphics	<b>Syst.</b>	System(s)
<b>Conf.</b>	Conference	<b>Inst.</b>	Institute	<b>Tech.</b>	Technical
<b>Comput.</b>	Computer(s)	<b>Int.</b>	International	<b>Trans.</b>	Transaction(s)
<b>Congr.</b>	Congress	<b>J.</b>	Journal	<b>Univ.</b>	University
<b>Dept.</b>	Department	<b>Math.</b>	Mathematic(s)		
<b>ed. (eds.)</b>	Edition/Editor(Editors)	<b>Nat.</b>	National		

## APPENDIX III

### *Abbreviations for IEEE periodicals*

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