References in the text must match the reference list both in number and style. All sources must be mentioned in the text.

REFERENCES IN THE TEXT

- References must be numbered in the order in which they appear in the text.
- Once you label the source, use the same number in all subsequent references.
- Each reference number should be enclosed by square brackets on the text line, with a space before the bracket, and before the punctuation: ". . . end of the line for my research [12]."
- It is not necessary to mention the author(s) of the reference unless it is relevant to your text. Do not mention the date of the reference in the text.
- It is not necessary to say "in reference [27]. . ." "In [27] . . ." is sufficient.
- To cite more than one source at a time:

<table>
<thead>
<tr>
<th>Vastly preferred</th>
<th>Acceptable</th>
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<tbody>
<tr>
<td>[1], [3], [5]</td>
<td>[1, 5, 7]</td>
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<td>[1] - [5]</td>
<td>[1-5]</td>
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</tbody>
</table>

- You may have to adjust your computer program format to get the preferred form.
- The names of all authors should be given in the references unless the number of authors is greater than six. If there are more than six authors, you may use et al. (no comma before et) after the name of the first author.

THE REFERENCE LIST

- References must be listed in the order they were cited (numerical order). The references must not be in alphabetical order.
- The bracketed number should be on the line, and the lines of each entry indented.
- List only one reference per bracketed number.
Footnotes and other words and phrases not part of the reference format should not be included in the reference list. Phrases such as "for example" should only be given in the text.

**Capitalization**

- Every (important) word in the title of a *book* must be capitalized.
- Every (important) word in the title of a *journal* or *conference* must be capitalized.
- Capitalize only the first word of an *article* title (except for proper nouns, acronyms, etc.).
- Capitalize only the first word of a *paper, thesis, or book chapter*.
- Capitalize the "v" in *volume* for a book title, but not for a periodical.

**Punctuation**

Punctuation goes *inside* the quotation marks. An example with a question mark is provided under periodicals.

**Abbreviations**

- You must *either* spell out the entire name of each periodical you reference or use accepted abbreviations. You must consistently do one or the other.
- You may spell words such as *volume, December*, etc., but you must either spell out all such occurrences or abbreviate all.
- You do not need to abbreviate *March, May, June, July*.
- To indicate a page range: pp. 111-222. But to reference one page only, use only one *p*: p. 111.

**Spacing**

Please note the correct spacing and punctuation for author names:

D. L. Tao, C. Siva Ram Murthy, and S. Al Kuran  
*but*  
T.-C. Hsu and L. A. Stein-Rosenberg

**BOOKS**


**PERIODICALS**


**ARTICLES FROM PUBLISHED CONFERENCE PROCEEDINGS**

The word *in* before the conference title is not italicized.


**PAPERS PRESENTED AT CONFERENCES, BUT UNPUBLISHED**


**REPORTS (technical reports, internal reports, memoranda)**

Provide number and month if available.


MANUAL


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PATENTS

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