# IEEE Formatting Quick Guide

GENERAL:

IEEE format, used for math and computer-science papers, journal papers, and patents, consists mostly of rules for citations and references. General formatting should follow the *The Chicago Manual of Style* guidelines:

- 11 or 12 point serif typeface (Times New Roman, Georgia, Garamond, etc.)
- 1 to 1.5 inch margins
- Page numbers in the top, right corner, *except* on cover page
- Double-space entire paper *except* block quotes (over 5 lines long)
- A title page (as shown at with:
  - ALL-CAPITAL title in the upper third of the page
  - Author name, class/institution, and date on three lines in the bottom third of the page.

> PAPER TITLE
>
> Name O. Author
> Lewis University
> March 27, 2014
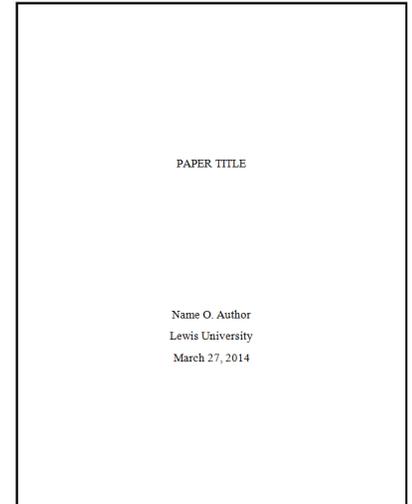
IN-TEXT CITATIONS:

As you write your paper, any referenced material must be cited with a square-bracketed number. The citations should be sequential from the beginning of the paper through its end. Examples:

- The reference number follows a name:
  Smith [3] found that pterodactyls were allergic to maize.

- The reference number follows paraphrased material:
  Triceratopses were not allergic to anything [8].

- The reference number follows a specific work:
  The study [78] showed that herbivorous dinosaurs were less choosy.

- The reference numbers are used as nouns in the sentence:
  According to [6] and [16], the sky is red.

- Reuse a number for work previously cited (do not use a new number for an old source):
  Regrettably, Smith [3] also found that pterodactyls loved cornbread.

HEADINGS:

Heading Level	Numbering Style	Header Format
1	I. II. III.	Capitalize First Letters, Center Text, Use Roman Numerals
2	A. B. C.	*Capitalize First Letters, Italicize, Align to Left Margin*
3	1) 2) 3)	*Capitalize First Letters, Italicize, Indent One Em (about 3 spaces).* Keep header on same line as beginning of paragraph.
4	1) 2) 3)	*Do **not** capitalize. Italicize, indent two ems (about 6 spaces).* Keep header on same line as first line of paragraph.

EN AND EM DASHES:

An **en dash** (a short dash) is used to represent a *range*, such as "Pages 5-10" or "1996-2004". If you use "from", you *must* use "to"; do not write "from 1996-2004".

An **em dash** (a long dash) is used to represent a parenthetical comment or interjectory phrase—like this one—in the middle of a sentence.

REFERENCE LIST:

Hanging indents should be used to align *numerals* along *their* right edges and the other text with its left, one em to the right of the numerals, as shown below. Omit information which does not apply to the particular source you are referencing.

Books:

[1] F. M. Lastname, "Title of chapter in the book," in *Title of Book,* #th ed., vol. #, City of Publisher, Country if not USA: Publisher, year, ch. #, sec. #, pp. ###-###.

[8] A. B. Author, "Ostriches," in *Birds With Funny Names,* 4th ed., vol. 3, Buenos Aires, Argentina: Bob's Big Books, 1772, ch. 213, sec. 4, pp. 401–411.

[13] L. F. Winner, "Aging," in *Mudhouse Sabbath*, Orleans, MA: Paraclete Press, 2007, pp. 89–97.

> In this citation, chapter and section number are omitted because they are not applicable to this particular book.

Periodicals:

[17] F. M. Lastname, "Title of article," *Title of Journal/Publication,* vol. #, pp. ###-###, Mo. Year.

[20] P. C. Author, "Ostriches," *Journal of Funny-Looking Flying Things,* vol. 42, pp. 121–131, Oct. 2040.

Wesbite:

[24] F. L. Author. (year, month day published). Article Title. *Website or Magazine* [Online]. pp ###-###. Available: Full URL.

[25] P. C. Author. (2009). Ostriches. *Birds Online* [Online]. Available: http://www.birdsonline.com/articles/pcauthor/ostriches.html.

IEEE provides guidelines for almost all other types of publications, including patents, theses, and emails. The general guidelines for books and journals above should be followed when applicable.

MISCELLANIOUS:

Figures and tables are labeled "Fig. #". When referring to a figure or table in a sentence, refer to it as "Fig. #", *not* "Figure #".

Lists follow the numbering/lettering format shown at right (numbers, letters, lower-case Roman numerals for first, second, and third-level list items, respectively).

Initialisms and acronyms do NOT get an apostrophe unless they are possessive. **The airplane had two separate *IPUs*; the *IPU's* functions were disabled**. Indefinite articles (a/an) preceding an initialism or acronym follow normal English rules, thus: **an FCC regulation**, **a BTU issue**.

List Levels
1) First-level
a) Second-level
i) Third-level
b) Second-level
i) Third-level
ii) Third-level
2) First-level

Plurals require just adding an "s":
- Years/ages: **in the 1990s** and **in his early 50s** (no apostrophe!)
- Quantities: **3 gallons** is abbreviated as **3 gal.**
- Only use an apostrophe when necessary to avoid confusion: **the student got straight A's** (to avoid confusing for the word "As").

Unlike in standard English, **multiple adjectives** do not need to be separated by commas.