

Citation Style for Reference Lists in the *IEEE Transactions on Professional Communication*

References to sources are numbered sequentially by order of mention in the text, with the number placed in brackets and printed on line (not as a superscript)—for example, [1]. Only one reference should be listed per reference number.

Other types of footnotes and endnotes may not be used. The list of all references cited in the text appears in numerical order of mention as endnotes (see samples that follow).

If the samples below are not adequate, see the *Chicago Manual of Style*, 16th edition.

Reference entries use “down”-style (sentence-style) capitalization for article and chapter titles and headline-style capitalization for book and periodical titles. Each reference begins with the first initial of the author, middle initial (if provided), and then last name.

Book

[1] M. S. MacNealy, *Strategies for Empirical Research in Writing*. Boston: Allyn & Bacon, 1999.

[2] J. H. Watt and S. A. van den Berg, *Research Methods for Communication Science*. Boston, MA: Allyn & Bacon, 1995.

NOTE: The **edition** should be specified after the title of the book for second and subsequent editions. Just place a comma after the title of the book, then insert “2nd ed.” (with a period after it).

Chapter in a Book

[3] S. Kleinmann, “The reciprocal relationship of workplace culture and review,” in *Writing in the Workplace: New Research Perspectives*. R. Spilka, Ed. Carbondale, IL: Southern Illinois University Press, 1993, pp. 56–70.

Article in a Periodical

[4] I. Thompson, “Women and feminism in technical communication,” *J. Bus. Tech. Commun.*, vol. 13, no. 2, pp.154–178, 1999.

Note: Use the following abbreviated versions of titles of common journals in technical and professional communication:

IEEE Trans. Prof. Commun.
J. Bus. Tech. Commun.
J. Tec. Writing & Commun.

Tech. Commun.
Tech. Commun. Q.

For other journal titles, see the list of abbreviations used by the Web of Science at http://images.webofknowledge.com/WOK46/help/WOS/T_abrvjt.html, and convert those title abbreviations to sentence style capitalization.

Article in a Periodical—Two Issue Numbers

[5] M. L. Maznevski and J. J. DiStefano, “Global leaders and team players: Developing global leaders through membership on global teams,” *Human Res. Manage.*, vol. 39, no. 2–3, pp. 195–208, 2000.

Article in an Online Journal

[6] M. B. Sarkar, B. Butler, and C. Steinfield. (1995). “Intermediaries and cybermediaries: A continuing role for mediating players in the electronic marketplace.” *J. Comput.-Mediat. Comm.* [Online]. Available: <http://jcmc.indiana.edu/vol1/issue3/sarkar.html>

Paper Published in Conference Proceedings

[7] K. St.Amant, “Virtual office communication protocols: A system for managing international virtual teams,” in *Proc. IEEE Prof. Commun. Soc. Int. Prof. Commun. Conf.*, 2005, pp. 703–717.

Unpublished Conference Presentation

[8] K. Riley, “Language theory: Application versus practice,” presented at the Conf. of the Modern Language Association, Boston, MA, December 27–30, 1990.

Website

[9] Structural Engineering Society—International. [Online]. Available: <http://www.seaint.org>

Technical or Government Report

[10] V. Khatri, S. Ram, R. T. Snodgrass, and I. Vessey, “Strong vs. weak approaches to conceptual design: The case of temporal data semantics,” TR 147-1, Kelley School of Business, Bloomington, IN, 2006.

Multimedia Products

[11] R. S. Kaplan and D. P. Norton, *Balancing the Corporate Scorecard*. [CD-ROM]. Harvard, MA: Harvard Business School Publishing, 1999.

Grant

[12] National Science Foundation grant SBR-9601905 (1997–1999).

Dissertation

[13] J. O. Williams, “Narrow-band analyzer,” PhD dissertation, Harvard Univ., Cambridge, MA, 1993.

Please Note

1. **Personal communications to authors and interviews**—Letters, e-mails, telephone conversations, and interviews should not be included in the reference list at the end of the manuscript. Instead, this information should be incorporated into the text, giving the person's name and the date of the item in the text itself whenever information is used from one of these sources.
2. **Endnote and other citation managers**—If you have used a citation manager for your paper, you should **remove the tags or field codes when the editor sends you the final copy of your manuscript file for review before typesetting**. Refer to the documentation for your citation manager for instructions on how to remove the tags or codes from your Microsoft Word file.