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

References to sources should be 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 should appear in numerical order of mention as endnotes (see samples that follow).

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 and then follows with last name.

If the samples below are not adequate, contact the editor-in-chief.

If you have used Endnote or another citation manager for your paper, remove the tags or field codes, you should remove the tags or field codes when the editor sends you the final copy of your manuscript file for review before typesetting. To remove them within Microsoft Word:

**Book**


**Book Chapter, Essay in an Edited Collection, or Paper in a Conference Proceedings**


When citing papers in published conference proceedings, abbreviate the name of the conference publication in italics using the following standard abbreviations.
Article in a Journal


**NOTE:** If the article is available online, add the DOI or URL.


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

*Tech. Commun.*
*Tech. Commun. Quart.*

For other journal titles, see the list of abbreviations used by the Web of Science ([https://images.webofknowledge.com/images/help/WOS/J_abrvjt.html](https://images.webofknowledge.com/images/help/WOS/J_abrvjt.html)) and convert those title abbreviations from all caps to caps and lower case with periods after each abbreviated word as in the five titles above.

Magazine Article

Newspaper Article


Unpublished Presentation at a Meeting or Conference


Article, Document, or Short Work from a Web Site


Entire Web Site


Published Thesis or Dissertation


Unpublished Thesis or Dissertation


NOTE: If the thesis or dissertation is unpublished but there is a URL, include it.

Personal Communications and Interviews

A personal communication such as an interview, telephone conversation, letter, or email message is not included in the list of references. Instead, it is cited in the text, as follows:

J. Jones observed that research methods are also very difficult to teach (personal communication, October 31, 2017).

or

Research methods are also very difficult to teach (J. Jones, personal communication, October 31, 2017).