

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. Separate multiple citations with commas, e.g. [1], [2].

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.

Book

- [1] R. Willerton, *Plain Language and Ethical Action: A Dialogic Approach to Technical Content in the Twenty-first Century*. New York, USA: Routledge, 2015.
- [2] G. F. Hayhoe and P. E. Brewer, *A Research Primer for Technical Communication: Methods, Exemplars, and Analyses*, 2nd ed. New York, USA: Taylor & Francis, 2021.

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

- [3] Aristotle, “The rhetoric, Book I,” in *The Rhetoric and the Poetics of Aristotle*, W. R. Roberts and I. Bywater, Trans., Edward P. J. Corbett, Intro. New York, USA: Random House, 1984, pp. 19–89.
- [4] J. Henry, “How can technical communicators fit into contemporary organizations?” in *Solving Problems in Technical Communication*, J. Johnson-Eilola and S. A. Selber, Eds. Chicago, IL, USA: University of Chicago Press, 2013, pp. 75–97.
- [5] J. S. Weedon, “Putting engineering judgment in conversation with engineering communication,” in *Proc. IEEE Int. Commun. Conf.*, 2017, pp. 1–8.

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

Word	Abbreviation	Word	Abbreviation
Conference	Conf.	Record	Rec.
Colloquium	Colloq.	Symposium	Symp.
Convention	Conv.	First	1st
International	Int.	Second	2nd
National	Nat.	Third	3rd
Proceedings	Proc.	Fourth/nth...	4th/nth...

Article in a Journal

- [6] S. Zhou, H. Jeong, and P. A. Green, “How consistent are the best-known readability equations in estimating the readability of design standards?” *IEEE Trans. Prof. Commun.*, vol. 60, no. 1, pp. 97–111, Mar. 2017.

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

- [7] S. Zhou, H. Jeong, and P. A. Green, “How consistent are the best-known readability equations in estimating the readability of design standards?” *IEEE Trans. Prof. Commun.*, vol. 60, no. 1, pp. 97–111, Mar. 2017. [Online]. Available: <http://ieeexplore.ieee.org/stamp/stamp.jsp?arnumber=7839917>

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. Tech. Writ. Commun.*
- 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) 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

- [8] M. Breker, “Aim and THEN fire: The business value of content strategy,” *Intercom*, pp. 6–8, Sept. 2017.

Newspaper Article

- [9] J. Rutenberg, "As the world tweets: Social media chiefs remain tight-lipped," *New York Times*, p. B1, Oct. 15, 2017. [Online]. Available: www.nytimes.com/2017/10/15/business/social-media-transparency.html.

Unpublished Presentation at a Meeting or Conference

- [10] B. Price, "Peeling back the layers of the information onion: Using complex layered visuals for knowledge management," presented at the IEEE Int. Prof. Commun. Conf., Limerick, Ireland, 2015.

Article, Document, or Short Work from a Web Site

- [9] US Government Services Administration. Create accessible products, Jan. 2020. [Online]. Available: www.section508.gov/create/documents

Entire Web Site

- [9] US Government Services Administration, Section 508.gov. [Online]. Available: www.section508.gov

Published Thesis or Dissertation

- [10] R. Andersen. The diffusion of content management technologies in technical communication work groups: A qualitative study on the activity of technology transfer, Ph.D. dissertation, Dept. Engl., Univ. of Wisconsin-Milwaukee, Milwaukee, WI, 2009. ProQuest Dissertations Publishing, Publ. No. 3363411.

Unpublished Thesis or Dissertation

- [11] R. Homburg. "The influence of company-produced and user-generated instructional videos on perceived credibility and usability." M.S. thesis, Dept. Commun. Studies, Univ. of Twente, Enschede, the Netherlands, 2017.

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

Book or Article with More Than Three Authors

These works are cited in the reference list exactly as they would be otherwise, but the list of authors includes only the first author's name followed by "et al."

- [12] R. Walton, et al., "Social justice across the curriculum: Research-based course design," *Programmatic Perspectives*, vol. 8, no. 2, pp. 1191-1141, 2017.

Similarly, references to these works in the text only cite the first author's name, followed by "et al."

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).