

Choosing a Citation Style

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Reference formats are basically of two types: **Name-date, or citation-sequence.**

Name-date style

- Cites references in the text with author's name and the date of publication.
- Works cited are listed at the end of the paper in alphabetical order.
- Examples of name-date styles: ACS (name-date version), APA, CSE (formerly CBE) (name-date version).

Note: MLA, another name-date style, is not generally used in scientific and technological papers.

Citation-sequence style

- Cites references in the text with a number in brackets, parentheses, or superscript.
- Works cited are listed at the end of the paper in numerical order.
- Examples of citation-sequence styles: IEEE, CSE (citation-sequence version), ACS (citation-sequence version), Chicago

Note: For in-text citations, numbers in [square brackets] are easier to interpret than numbers written as superscripts or in parentheses.

Superscript reference numbers can be confused with numbers referring to **footnotes**. A footnote is a note at the bottom of a text page which comments on the text of that page. In modern editorial style, **footnotes are not used for citation information**. (Using letters rather than numbers to indicate footnotes eliminates the possible confusion of footnotes with references.)

Choosing a style. Your professor may specify a particular style. However, if the instructions are “use a citation-sequence style” or “use a name-date style”, it's up to you to choose one style and to use it consistently throughout your paper and in your list of references. **Do not just copy source information from a journal without making sure the style conforms to that of your chosen style.**

If your professor leaves the choice of style completely up to you, consider these factors:

- When citing a source in the text of your paper, it's faster to type a number (citation-sequence style) than to type a name-date reference. However, readers generally prefer to find the List of References in alphabetical order, as with a name-date style. In addition, many readers prefer the added information a name-date citation gives in the text of a paper. Finally, if you eliminate or add a source, you'll have to re-number your references.
- APA has the best guidelines for citing on-line documents (which is why IEEE adopted it for on-line sources). If you are willing to use a name-date style, you can take advantage of APA's guidelines.

- In addition to the on-line library sources for APA, the following print sources are also useful:
 - **Publication Manual of the American Psychological Association (Fifth Edition, 2001)**: Available in the Engineering Library and elsewhere in the Penn Libraries system at call number BF76.7 .A46 2001
 - **Columbia Guide to Online Style** (New York: Columbia UP, 1998) For Scientific Style, follows APA. Gives detailed instructions for citing online publications. The 2006 edition is available online at <http://hdl.library.upenn.edu/1017.12/1216599>

Examples of citations in the two styles

APA style (a name-date style)

From a lab report, Determination of Facet Capsule Failure Strains (2004)

In-text citation (note that all authors are listed the first time a source is cited; *et al.* is used in later references):

The maximum principal strain at catastrophic failure reported by Winkelstein, Nightingale, Richardson, and Myers (2000) was 1.09 ± 0.83 , which is similar to the 0.94 ± 0.85 strain observed here. The sub-catastrophic strains observed in our data (0.35 ± 0.21) (see Table 2) were lower and more narrowly distributed than the sub-catastrophic strains observed by Winkelstein *et al.* (0.67 ± 0.77).

List of References entry (note the hanging indent):

Winkelstein B.A., Nightingale R.W., Richardson W.J., & Myers, B.S. (2000). The cervical facet capsule and its role in whiplash injury: A biomechanical investigation. *Spine*, 25(10),1238-1246.

CSE citation-sequence style (CSE notes that, in citation-sequence style, either superscripts or numbers in parentheses may be used (*CSE Manual*, p. 496*), but that the author must distinguish parenthetical citations from other numbers in parentheses. For example: “In a report of multiple cases (37 incidents), Jones (12) found....” The problem can be solved by using [square brackets] instead of parentheses for the in-text citation. See the example which follows.)

*Source (given using CSE style): Council of Science Editors, Style Manual Committee. Scientific style and format: the CSE manual for authors, editors, and publishers. 7th ed. Reston(VA): The Council; 2006.

(Available at the Engineering Library Circulation Desk at call number T11 .S386 2006)

In-text citation:

The maximum principal strain at catastrophic failure reported by Winkelstein *et al.* [1] was 1.09 ± 0.83 , which is similar to the 0.94 ± 0.85 strain observed here. The sub-catastrophic strains observed in our data (0.35 ± 0.21) (see Table 2) were lower and more narrowly distributed than the sub-catastrophic strains observed by (1) (0.67 ± 0.77).

List of References entry:

1. Winkelstein BA, Nightingale RW, Richardson WJ, Myers BS. The cervical facet capsule and its role in whiplash injury: A biomechanical investigation. *Spine*. 2000; 25(10):1238-1246.

Citation and reference style: Electronic resources

IEEE Style (combines name-date and numerical order)

- Uses numerical order style for print sources.
- Uses APA, or name-date, style for electronic sources, but lists them in numerical order in the List of References.

As of July 2013, instructions and examples are to be found in the author template provided by IEEE, *Preparation of Papers for IEEE Transactions and Journals (April 2013)*. The document is available at the following link:

http://www.ieee.org/publications_standards/publications/authors/author_templates.html. Look to the end of the 'Instructions only' document, where sample citations are given in IEEE format.

The online site, '**Research and Documentation Online**' (Hackerhandbooks.com.), contains clear guidelines for using many citation styles, including CSE and APA (but not IEEE). It also gives tips for finding sources. Go to

<http://bcs.bedfordstmartins.com/resdoc5e/>

This is the on-line version of a handbook:

Hacker, D. and Fister, B. (2010) *Research and Documentation in the Electronic Age, Fifth Edition*. Bedford/St. Martins.

Helps for formatting your List of References

Electronic bibliographic tools exist to help with the formatting of entries in your List of References. Names include Endnote, Mendeley, Refworks, and Zotero. The Penn Library system has a useful web page to help you select and use a tool:

<http://guides.library.upenn.edu/citationmgmt>

If your paper is formatted in LaTeX, you can use BibTeX to format your list of references in a standard style, or in one of the BibTeX styles. This note from MEAM Professor Katherine Kuchenbecker provides more detail:

BibTeX can format references in any manner. The publisher merely needs to provide a .bst (bibliography style file) that specifies their formatting. The IEEEtran format is what is usually used:

<http://www.michaelshell.org/tex/ieeetran/bibtex/>

Conferences will usually provide this to authors as part of the LaTeX paper template.