# Citation Guide – IEEE

Citation is made easy by the use of Microsoft Word's in-built citation feature. You no longer need to worry about proper formatting, or ensuring that all your in-text citations have a bibliographic entry, as Word will take care of it for you.
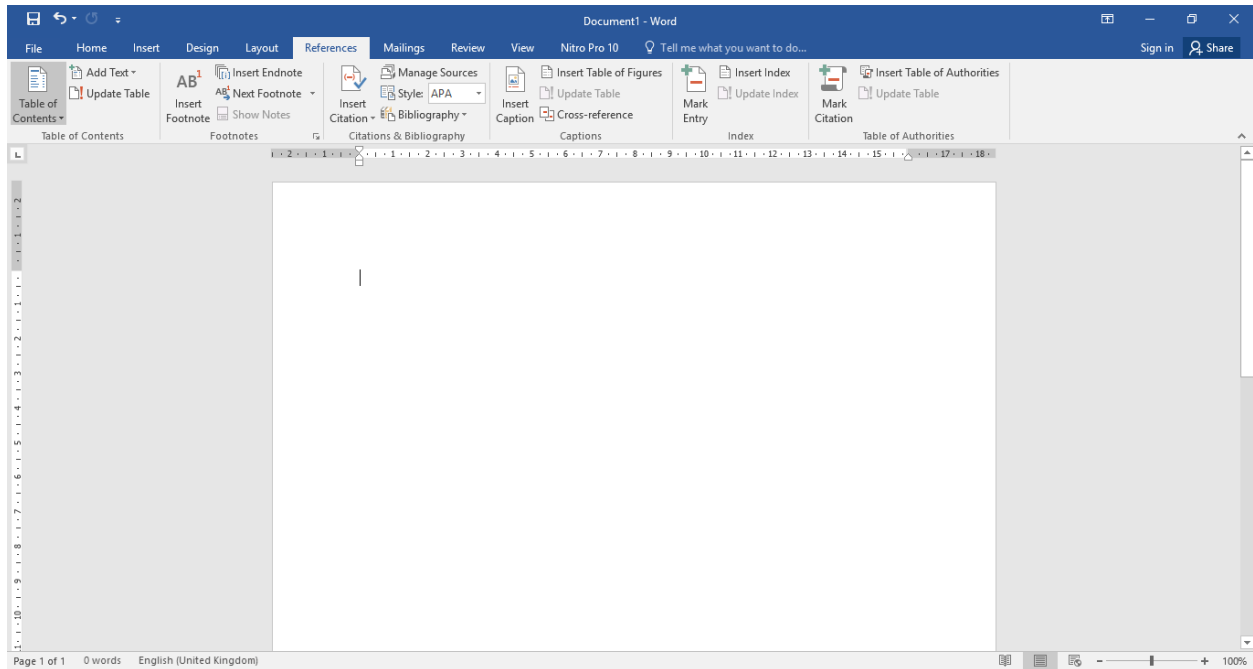
Moreover, keep in mind that citations are simply formulas. Thus, you need only place the right piece of information in the right place. Also, as a rule of thumb, it's always good to include as much information as possible when citing so that it's easier for others to locate the source material.
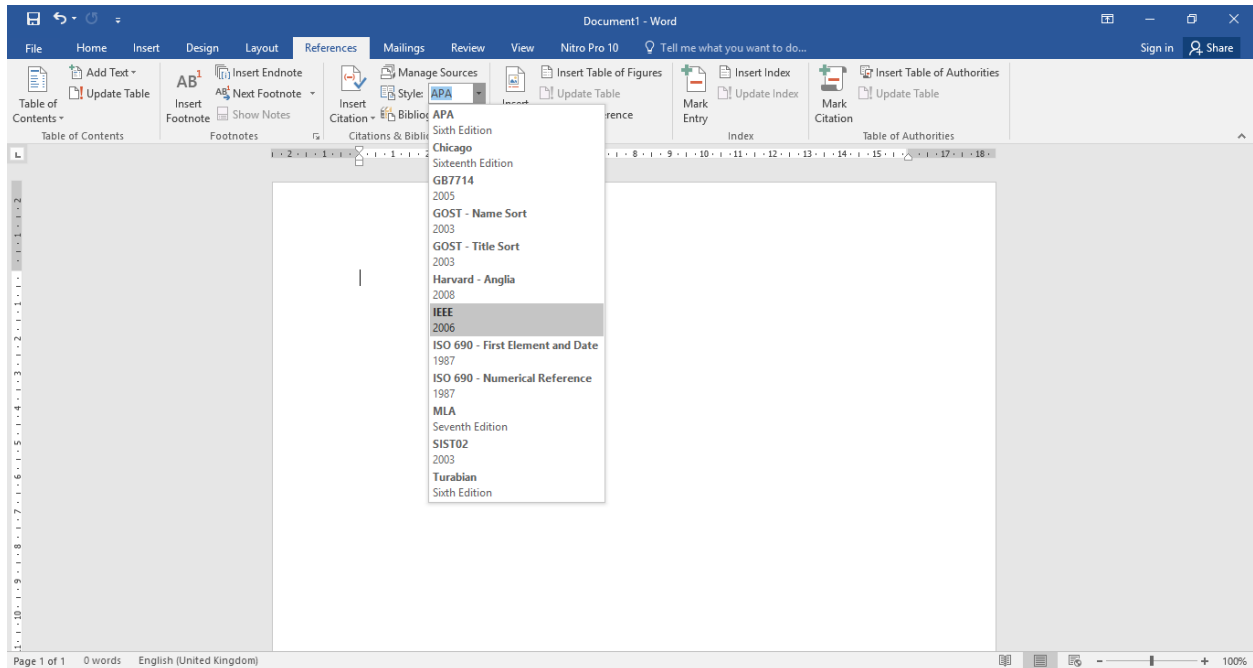
How to Cite Using Word

Step 1: Open Word
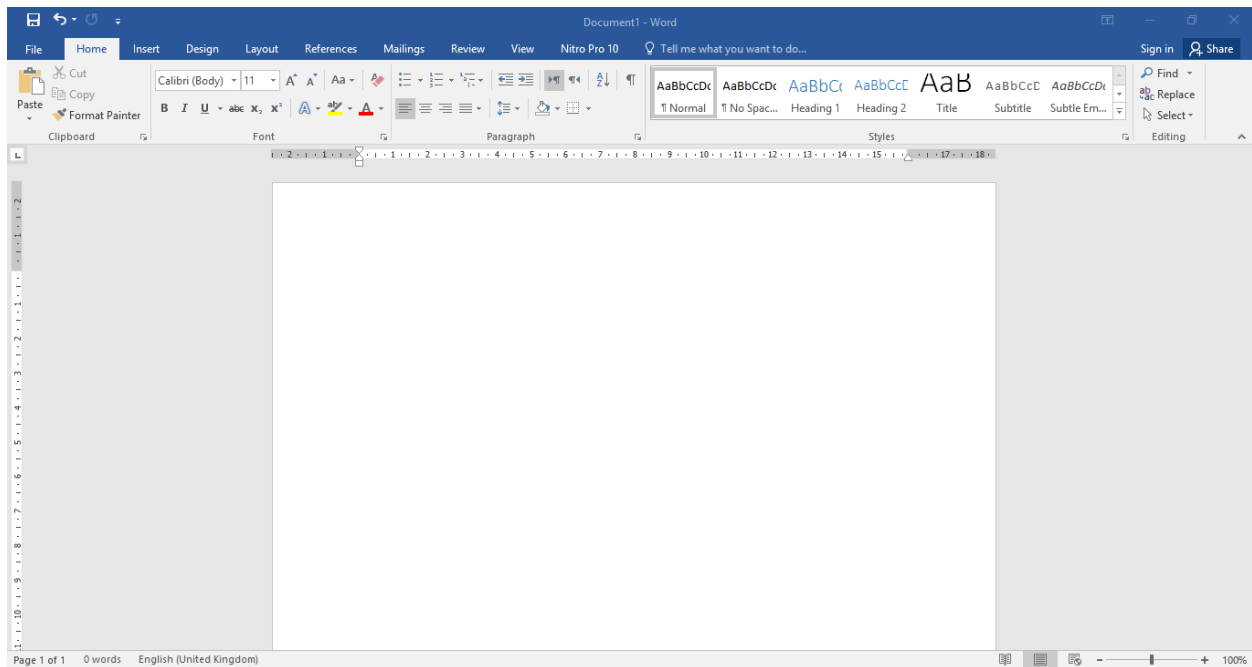
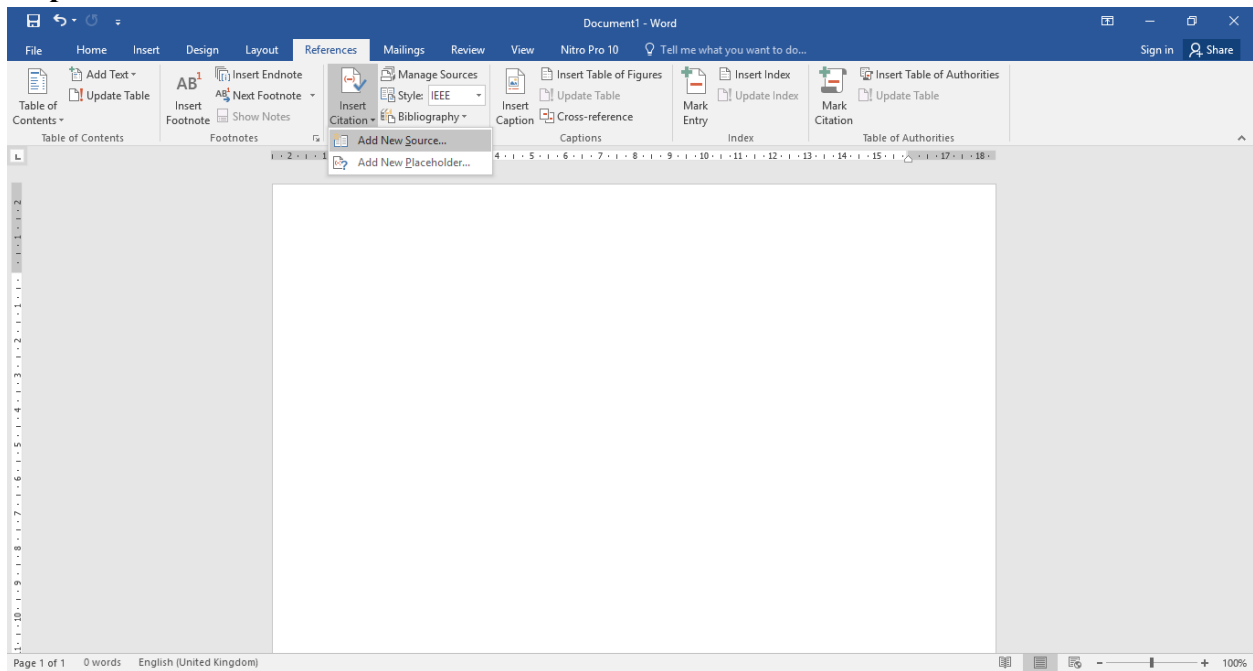## Step 2: Go to the "Reference" tab

Step 3: Select the correct citation style, which in our case is IEEE
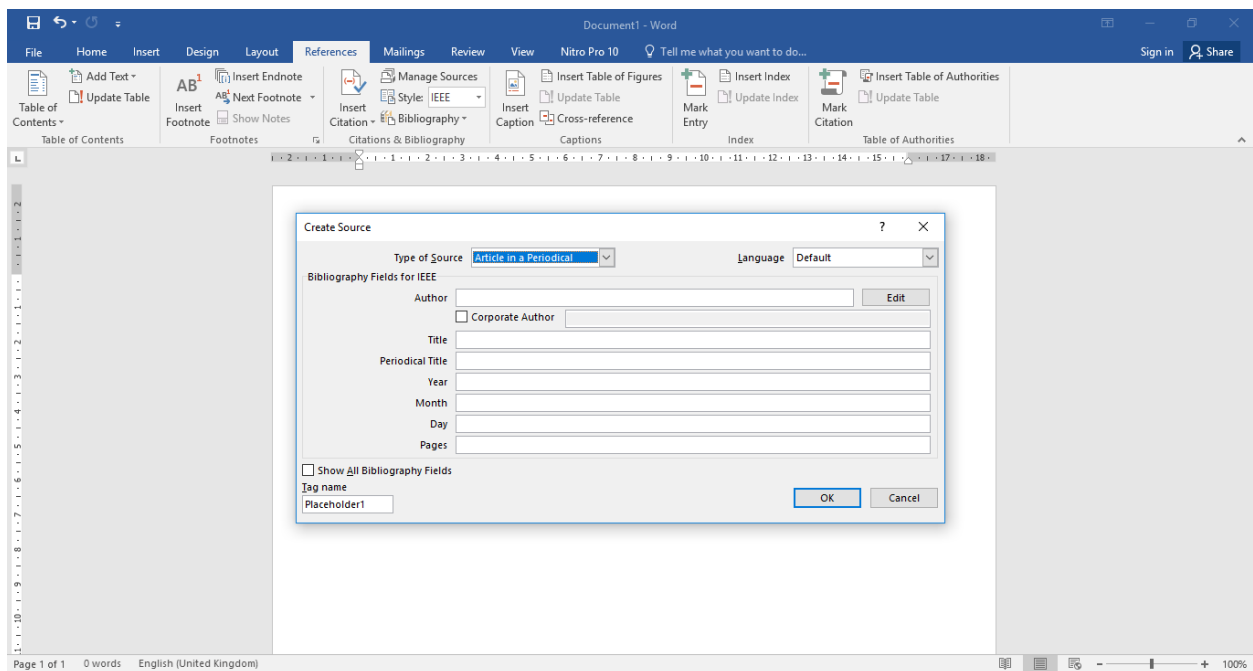

You will notice that there is a date or edition number underneath each citation system. As such, do check that the Word which you are using has the latest citation edition installed.
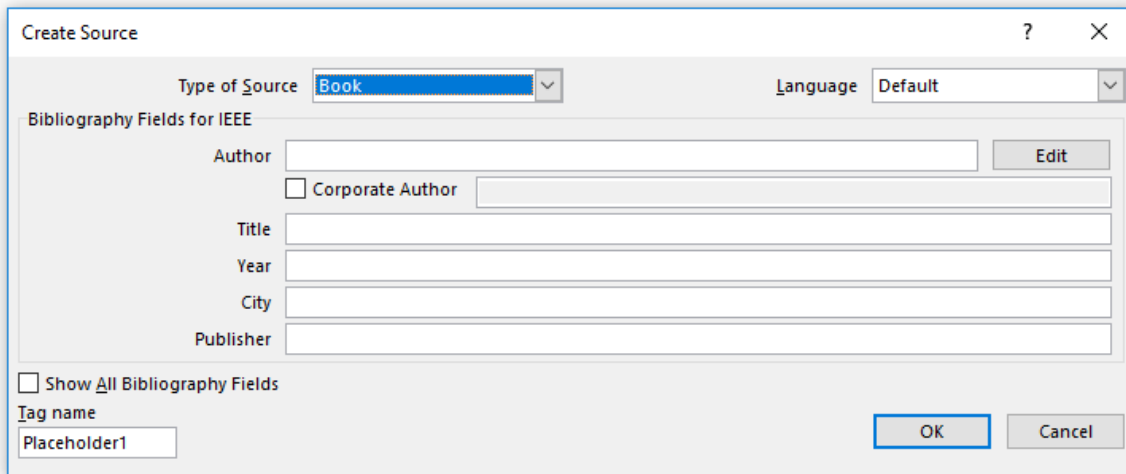
Step 4: Click on "Insert Citation" and then "Add New Source"

Step 5: After you click on "Add New Source" the following will pop up

Step 6: Select the correct type of course from the list of drop down menu. I selected "Book."

Step 7: Fill in the fields shown

Step 8: Click on "Ok" and the relevant entry will be generated

[1] Has argued that the current state of power distribution within ....|
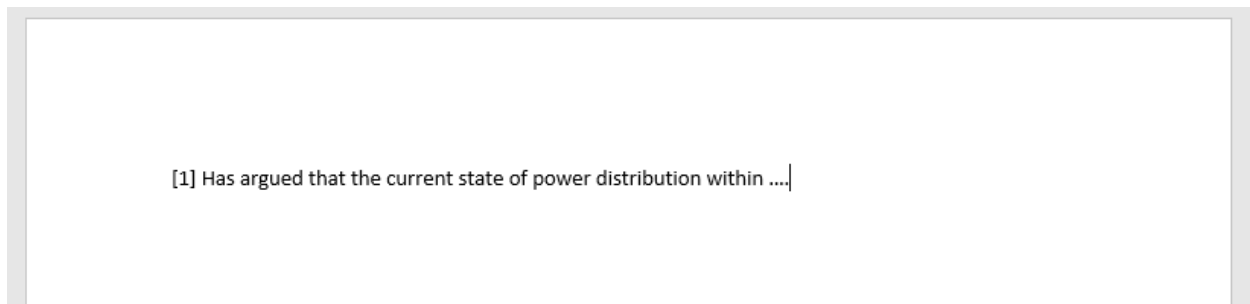
Step 9: Click on the "bibliography" to generate your required type of reference list

Your bibliography section can either be works cited, reference list, or a bibliography entry. The difference between the three is that a bibliography contains all the material that you came across in doing your research, even if that particular piece of information is not cited in-text. References, on the other hand, only includes works that you have used in the writing of your research paper. Works cited is similar to References, however the latter is usually used in APA (American Psychological Association) format. Therefore, confirm with your instructor whether you should be selecting "Works Cited" or "References" as both have different formatting that Word will automatically do for you.
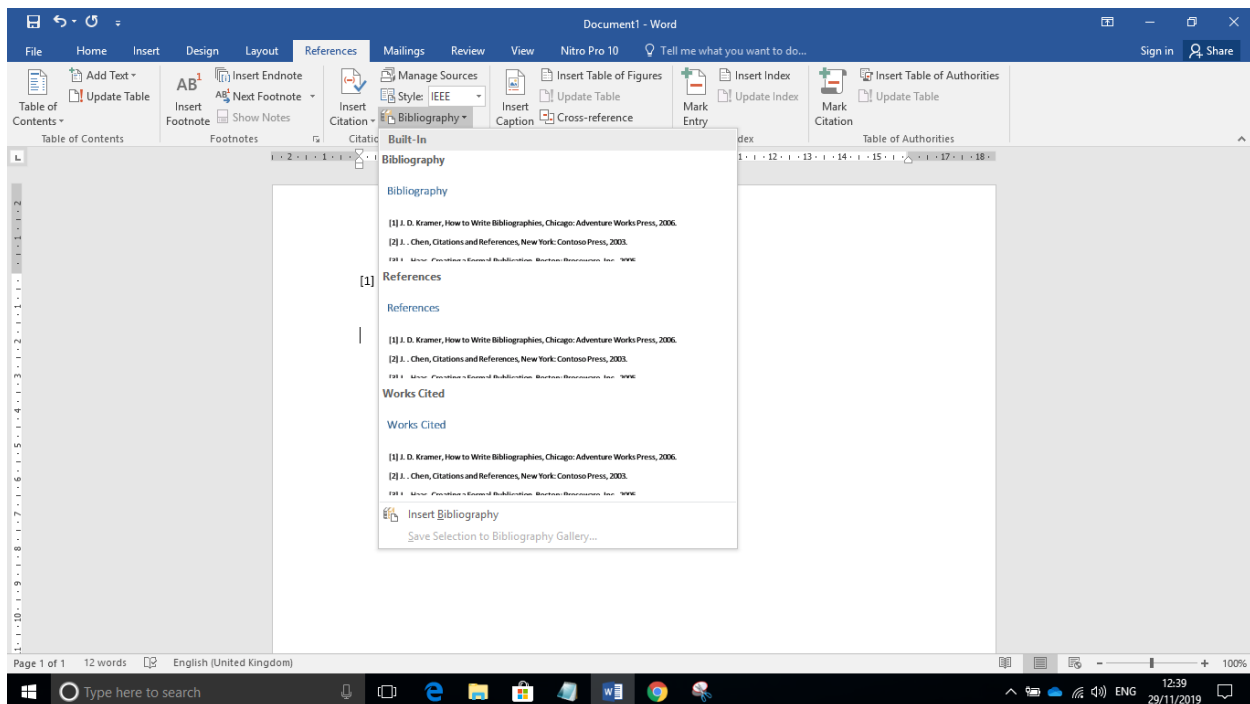
◢ References

[1] A. Alamgir, The Electric Age in Pakistan, Karachi: Oxford Press, 2018.

You are done!

These 9 steps can be easily followed for any other sort of resource that you may wish to cite as well. If you wish to cite a journal article then simply select "journal article" in the "Type of Source" section, and Word will prompt you to fill out the recommended fields.

Moreover, notice how there is an option for "Show All Bibliography Fields" on which you can click, and the following will pop up:

If you have more information for the source being cited then you should include it as well. For electronic sources especially, you should always include an accessed date.