

How to create IEEE in-line references in Microsoft Word

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Overview

This instruction set is intended for students in the Technical Writing Program at Algonquin College. It will instruct the user to create an in-line reference in a Microsoft Word document using Microsoft Word's built-in referencing function. Using Microsoft Word's built-in referencing function will save the user time on not only writing out IEEE references, but also save time in keeping track of IEEE's numbering system for all references used in a document.

This instruction set requires basic Microsoft Word navigation skills, such as opening Microsoft Word, left-clicking buttons, navigating through Microsoft Word's "Home", "Insert", "Design" tabs, etc. This instruction set is broken into three sections: Opening the reference source window, creating a reference source, and additional information.

Requirements

The following items are necessary for completing this instruction set:

- Microsoft Windows operating system installed on your computer
- Microsoft Word installed on your computer

Opening the reference source window

The following steps will instruct you to create a reference source:

1. Click the *References* button at the top of Microsoft Word's interface, in-between *Layout* and *Mailings* (see *Figure 1* to the right).
2. Click the *downward-pointing arrow*, on the right side of *Style* to choose *IEEE* as a style from the drop-down menu (see *Figure 2* to the right).
3. Click *Insert Citation* (see *Figure 3* to the right).



Figure 1: a screenshot of the "References" button outlined in red



Figure 2: a screenshot of IEEE selected as a reference style

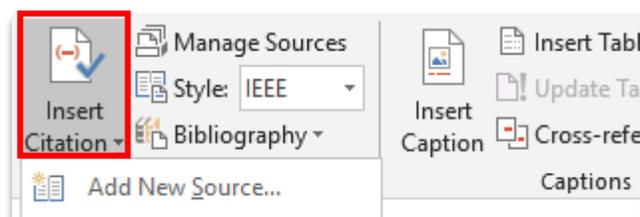


Figure 3: a screenshot of the "Insert Citation" button outlined in red

4. Click *Add New Source...* (see *Figure 4* to the right).

Note: If you made citations in the past, they will appear here.

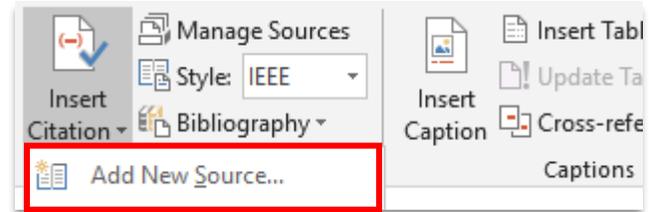


Figure 4: a screenshot of the "Add New Source..." button outlined in red

Creating a reference source

1. Click the *downward-pointing arrow*, beside the current *Type of Source* to choose a source from the drop-down menu (see *Figure 5* to the right).
2. Fill out all necessary input fields (see *Figure 6* to the right).

Note: Depending on what you chose as your *Type of Source*, the input fields may vary.

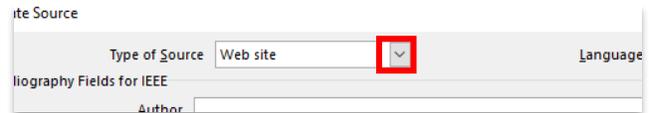


Figure 5: a screenshot of "Web site" selected as a "Type of

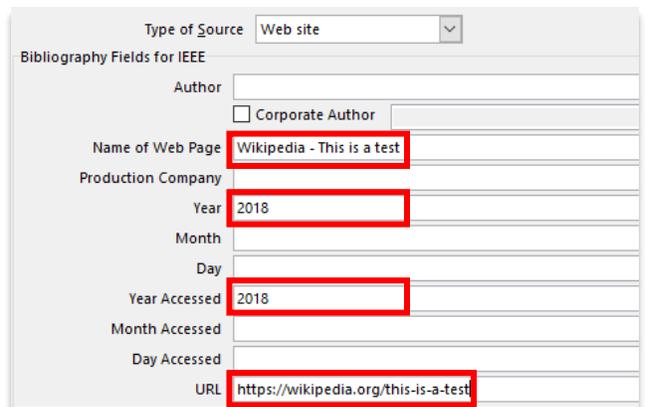


Figure 6: a screenshot of examples filled out inside input fields outlined in red for the "Web site" "Type of Source"

3. Click *OK* (see *Figure 7* to the right).

Note: The references window should close and an IEEE in-line reference style number should display in your document at your last cursor position.

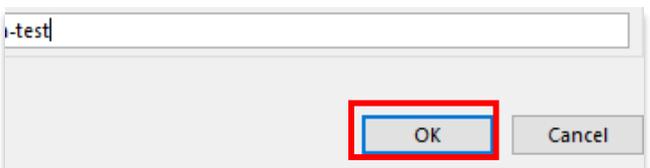


Figure 7: a screenshot of the "OK" button outlined in red

End of instruction set

Additional information

For more information, please visit:

- Microsoft Office website: <https://support.office.com/en-us/article/create-a-bibliography-citations-and-references-17686589-4824-4940-9c69-342c289fa2a5>
- YouTube: https://www.youtube.com/watch?v=CnVq_BpwP2E
- wikiHow: <https://www.wikihow.com/Cite-in-Word>