

# IEEE STYLE FORMATTING

## WHAT IS IT?

The Institute for Electrical and Electronics Engineers (IEEE) style is used for formatting and documenting work in a variety of disciplines, including engineering, computer science, and information technology. Correctly using IEEE style increases your credibility as a writer and researcher. For more information, consult the KSU Writing Center's IEEE "CITING SOURCES" handout, the IEEE website at [ieeauthorcenter.ieee.org](http://ieeauthorcenter.ieee.org), the [IEEE Editorial Style Manual for Authors](#), or visit us for one-on-one help.

## GENERAL FORMAT

- Use 10-point Times New Roman font.
- Set margins to one inch on all sides. Tabs (for indenting) should be set to 0.5".
- IEEE papers have six distinct sections/elements: 1) Title Page, 2) Abstract, 3) Main Body, 4) Appendix, 5) Acknowledgements, and 6) References.

Like other style guides (APA, MLA, etc.), IEEE specifies a general format for written work. *However*, IEEE also provides on its website [Article Templates](#) that writers may be instructed to use. The most widely used of these Templates are referred to as "Transactions" templates. General Format guidelines and some Template variations are summarized below. Always consult *your* assignment guidelines or publication requirements for format specifications.

## PAPER TITLE (FIRST PAGE)

IEEE papers do not include a separate title page. In your title, capitalize all nouns, pronouns, adjectives, verbs, adverbs, subordinating conjunctions, and prepositions longer than three letters; do not use nicknames.

General Format for first page:

- title: 24-point type, centered at top of page
- byline: 10-point type, centered below title (after line break). List the following information on separate lines:
  - author name(s)
  - author institutional affiliation(s)
  - author city and country location(s)
  - author e-mail address(es)

Article Template (Transactions) for first page:

- title (centered, 24-point type)
- author name(s)
- an unnumbered footnote (referred to in IEEE as the "first footnote") consisting of two or more indented "paragraphs" in 8-point type:
  - The first paragraph includes all dates associated with the paper (submitted, revised, and accepted) as well as all sponsors and financial support.
  - In a separate paragraph for each author, state author's name, affiliations, address, and email: i.e., Sturgis Owl is with the Department of Avian Engineering, Kennesaw State University, Marietta, GA 30144 USA (sowl@kennesaw.edu).

## ABSTRACT

- The abstract provides a simple overview of your paper in *one* paragraph of 150-250 words. Concisely summarize your topic, research questions, methodology, results, and conclusions.
- Indent and type "***Abstract*** –" (bold, italicized, with an em-dash). Begin the abstract immediately after the dash.
- The abstract cannot include nonstandard abbreviations, acknowledgments of support, references, or footnotes.

## INDEX TERMS

- An index of key terms aids other researchers in locating your work.
- In a new paragraph immediately after the abstract, indent and type “***Key Terms***—” (bold, italicized, with an em-dash); after the em-dash, alphabetically list keywords representative of the main ideas of the paper.

## HEADINGS

Dividing a paper into labelled sections (i.e., Introduction, References, Acknowledgements, etc.) increases readability. IEEE includes four distinct *levels* of section/subsection headings, which should be formatted as follows:

### I. PRIMARY HEADING

(Primary headings are labeled with Roman numerals, in small caps, centered above the text, followed by a line break.)

#### A. *Secondary Heading*

(Secondary headings are labeled with capital letters, italicized in title case, flush left, followed by a line break.)

1) *Tertiary Heading*: (Tertiary [third-level] headings are labeled with Arabic numerals and close-parenthesis, italicized in title case, flush left, indented, followed by a colon, with *no* line break.)

a) *Quaternary heading*: (Quaternary [fourth-level] headings are labeled with lowercase letters and close-parenthesis, italicized in title case, flush left, indented two tabs, followed by a colon, with *no* line break.)

## MAIN BODY & GRAMMAR

- Acronyms must be defined the first time they appear in the abstract as well as the body.
- Conclusions highlight the significance of the work and suggest future research and applications. A dedicated section for the conclusion is not required.
- For grammar issues that are not specified in the IEEE manual, refer to *The Chicago Manual of Style*.
  - *Past tense* is used to discuss previous/published research (i.e., write “Durante found” not “Durante finds”).
  - *First person singular and plural* are appropriate when discussing your research. However, do focus on the research as much as possible (i.e., write “the data demonstrated” rather than “I demonstrated”).
  - *Active voice* is preferred (i.e., write “lunar data contradicted participant accounts” not “participant accounts were contradicted by lunar data”).
  - Data is plural (i.e., The data were collected). Datum is singular.
  - Always use the oxford comma when listing items in a series.

## APPENDIX & ACKNOWLEDGEMENTS

- The Appendix begins on a separate page and is formatted as a PRIMARY HEADING *without* a preceding Roman numeral (i.e., APPENDIX). No title is required for a single appendix.
- For multiple appendices, include a Roman numeral or capital letter *after* the heading (i.e., APPENDIX I). Include a title for each appendix on the next line (still formatted as a PRIMARY HEADING).
- When referring in the paper to items in the Appendix, note “given in the Appendix.”
- Acknowledgments, if included, follow the Appendix and are written in third person.

## REFERENCES

- The References section begins on a separate page and is formatted as a PRIMARY HEADING *without* a preceding Roman numeral (i.e., REFERENCES).
- Each source should be listed and numbered in order of appearance in your paper (not alphabetically). Align numbers flush against the left margin and separated from the text of the reference entry.
- Consult the KSU Writing Center IEEE CITING SOURCES handout for guidelines on creating in-text citations and reference entries.