

## Reference Style for Engineering Reports

The style and format for citing and listing references is determined by the professional field. The Modern Language Association (MLA) style and format is often used by liberal arts fields. Citation by footnote is commonly used in the legal and humanities field. There is only one acceptable style and format for citing references in Mechanical Engineering Department laboratory report. That style and format is known as the Author-Date format, and is very similar to the American Psychological Association (APA) citation format.

The Author-Date format cites a reference in the text of the document by placing the author's last name and year of publication at the end of an appropriate sentence in the body of the document. The author's last name and year of publication are enclosed in parentheses, e.g. (Peck, 2002). Append a lower case letter to the end of the year of publication to distinguish two separate references published by the same author in the same year, e.g. (Peck, 2003a) and (Peck, 2003b). For reference with multiple authors, use the *et. al.* format, e.g. (Peck, *et. al.*, 2004).

Each citation must have a corresponding reference in the List of References section of the document, and the references are placed in alphabetical order. If it is necessary to insert a citation and reference during editing of a draft document, simply insert the appropriate information at the appropriate location. Other citations and references are not changed during the insertion of new citations and references. For this reason, many engineering authors find the author-date format quite convenient.

The four most common types of references are books, journal articles/periodicals, internet information, and private conversations:

### Reference List Format for Books

#### ***Author-Date format:***

*Author(s), Year, Title, Publisher, relevant page number(s).*

Jeter, Sheldon and Donnell, Jeffery, 2004, Writing Styles and Standards in Undergraduate Reports, College Publishing, Glen Allen, VA, p. 141-142.

Corresponding citation: (Jeter, *et. al.*, 2004)

## Reference List Format for Journal Articles

### *Author-Date format:*

*Author(s), year, article title, journal title, volume (with number if appropriate), relevant page numbers.*

Wepfer, W. J. and Oehmke, R. L. T., 1985, "Computers in the Mechanical Engineering Instrumentation Laboratory at Georgia Tech," Intl. J. Appl. Engng. Ed., Vol.1 No. 6, p. 415-421.

Corresponding citation: (Wepfer, *et. al.*, 1985)

## Reference List Format for Internet Information

### *Author-Date format:*

*Author(s), year, title of page, full URL, date viewed, organization.*

Pascal, C. C., 1995, "ME 4054: Thermal Sciences Laboratory," [Http://sk19.me.gatech.edu/laseb/me4054/me4054.thm](http://sk19.me.gatech.edu/laseb/me4054/me4054.thm), Jan. 8, 1998, George Woodruff School of Mechanical Engineering, Atlanta, GA.

Corresponding citation: (Pascal, 1985)

## Reference List Format for Personal Communication

### *Author-Date format:*

*Author(s), year, private communication, author location, date of communication.*

Coon, D. N., 2004, private communication, Laramie, WY, August 19, 2004.

Corresponding citation: (Coon, 2004)