MEMORIAL UNIVERSITY

Faculty of Engineering and Applied Science

CITING INTERNAL SOURCES FOR WORK TERM COMMUNCATIONS COMPONENTS

During your work term, you will be asked to write technical reports. In these reports, you may have to reference internal documents that are not available to the general public. The information below will help you cite such documents in the way that your ASM-CE requires.

IEEE GUIDANCE REGARDING INTERNAL SOURCES

According to IEEE guidelines, an important factor in determining how to reference a document is if the information is "recoverable" or not. By this, they mean can the source be reasonably found by a researcher, professor, scholar, or other interested person using the end reference listing that you have provided. In situations where the document cannot be accessed, IEEE's guidance is to treat the source as a personal (private) communication. In such case, a citation or equivalent phrase should appear in the text, but no end reference will be included. Information on this can be found here:

https://www.mun.ca/engineering/media/production/memorial/academic/faculty-of-engineering/faculty-of-engineering-and-applied-science/technicalcommunications/PersonalCommunications.pdf

However, for the purposes of your technical reports, it is necessary for you to include ==BOTH AN IN-TEXT CITATION AND AN END REFERENCE== for internal sources. Each internal source will be assigned an in-text citation number as you would for any other source. The end reference listings will vary based on the medium. Examples of how to reference correspondence, printed documents, and online pages/files are listed below.

PRIVATE CORRESPONDENCE

In some cases, you will need to cite information that you received through communications that you had with co-workers, supervisors, or other work-related contacts. This could include e-mail, telephone conversations, interviews, or any other type of exchange. For these, you will use the following format:

- J. K. Author, private communication, Abbrev. Month, year.

[1]   B. Gernet, private communication, Apr. 2020.

Regardless of the type of exchange, the term "private communication" will be used. However, in the text itself, it is useful to indicate the medium of communication. The Personal Communications resource above explains this in more detail.

PRINTED, INTERNAL DOCUMENTS

Some documents, like operation manuals or a list of internal procedures, might exist in only in printed form, and are not published in a traditional sense. In such cases, you will use the normal reference style for the medium, but at the end you will insert ", unpublished." Examples of a manual and a report in this style follow:

- *Name of Manual/Handbook*, x ed., Abbrev. Name of Co., City of Co., Abbrev. State, Country, year, pp. xxx–xxx, unpublished.

[2]   *Motorola Semiconductor Data Manual*, Motorola Semiconductor Products Inc., Phoenix, AZ, USA, 1989, unpublished.

- J. K. Author, "Title of report," Abbrev. Name of Co., City of Co., Abbrev. State, Country, Rep. xxx, year, unpublished.

[3]   P. Diament, S. L. Richert, and W. L. Lupatkin, "V-line surface-wave radiation and scanning," Dept. Elect. Eng., Columbia Univ., New York, NY, USA, Sci. Rep. 85, Aug. 1991, unpublished.

To determine which format to use for your specific source, consult the <u>IEEE Reference Guide</u>. Many of the examples in this document were taken from this reference guide.

WEBPAGES OR FILES ON AN INTRANET

For information accessed on a secure, private network, such as an Intranet, a format similar to what you would use for any online source will be employed. The main difference is that instead of saying "[Online].", you will write "[Intranet]." Additionally, the "Available: URL" will be omitted. An example of this (for an "online" manual) can be seen below:

- J. K. Author (or Abbrev. Name of Co., City of Co. Abbrev. State, Country). Name of Manual/Handbook, x ed. (year). Accessed: Date. [Intranet].

[4]   Antcom, Torrance, CA, USA. Antenna Products. (2011). Accessed: Feb. 12, 2014. [Intranet].

As with printed documents, there are different types of online sources that each have distinct citations formats, as per the <u>IEEE Reference Guide</u>. Use whichever matches the medium of the source but making the changes as outlined above.