

References and Citation Structure in Technical Reports

1. In-Text Citation Formats

Technical reports typically require one of two main citation styles: **numerical** (Vancouver/IEEE) or **author-date** (APA/Harvard). The method used should be consistent throughout the report.

- **Numerical Citation Example:**

...as shown in recent studies [3].

- **Author-Date Citation Example:**

...as shown in recent studies (Smith, 2020).

2. Reference List Structure

All sources cited in the text must be listed at the end of the report. Arrange references in order of citation (numerical) or alphabetically by author (author-date).

Sample Reference List (Numerical/Vancouver/IEEE Style)

1. Smith J. *Introduction to Technical Writing*. 2nd ed. New York: TechPress; 2020.
2. Doe A, Lee R. "Recent Advances in Networking," *IEEE Transactions on Communications*, vol. 65, no. 8, pp. 123-130, 2021.
3. World Health Organization. *Global Technical Report 2023*. Geneva: WHO; 2023. Available: <https://www.who.int/reports/2023>

Sample Reference List (Author-Date/APA Style)

- Doe, A., & Lee, R. (2021). Recent advances in networking. *IEEE Transactions on Communications*, 65(8), 123–130.
- Smith, J. (2020). *Introduction to Technical Writing* (2nd ed.). New York, NY: TechPress.
- World Health Organization. (2023). *Global Technical Report 2023*. <https://www.who.int/reports/2023>

3. Structure Summary

1. Use consistent citation style as per organization guidelines.
2. Cite all sources referred to in the text.
3. Include complete bibliographic details in the reference list.
4. Number references (numerical style) or order alphabetically (author-date style).

Important Notes

- Double-check citation style requirements as specified by your organization or client.
- Ensure that every in-text citation has a corresponding full reference entry.
- Use clear, accessible sources — prioritize peer-reviewed, reputable, or official publications.

- Maintain consistency in formatting throughout the report.
- Regularly update the reference list to avoid outdated or broken links.