No.: F.13-16/1/2006(Acad)/ 636-A

Dated: 05|08|2016

NOTIFICATION

The 60th meeting of the Research Committee vide resolution No. RC. 60/2016/1/2.2 dated 07.4.2016 has approved the report of the committee constituted to suggest a uniform pattern of writing references in the Ph. D. thesis with a suggestion that '**Author year**' mode be followed by the Departments under the School of Management Sciences and School of Humanities & Social Sciences, and '**Numbering**' mode by the Departments under the School of Sciences and the School of Engineering with immediate effect. Further, **References/Works cited** be provided at the end of **each Chapter.**

Guidelines on writing references in the Ph. D. thesis are attached herewith.

(L. Boral)
Controller of Examinations

Copy to:-

1. Prof. M. Bhuyan, Pro Vice-Chancellor, T.U. for information.
2. Prof. D.K. Bhattacharyya, Dean, Academic Affairs, T.U. for information.
3. The Deans of Schools, T.U. for information.
4. The Dean, R&D, T.U. for information.
5. The Dean, Students 'Welfare, T.U. for information.
6. Prof. M. M. Sarma, Chairman of Committee constituted to suggest a uniform pattern of writing references in the Ph. D. thesis, Tezpur University.
7. The Heads of all Departments, T.U. for information & necessary action.
8. Concerned file

Controller of Examinations

Bibliography Style for Theses

2016

TEZPUR UNIVERSITY

Napaam, Sonitpur, Assam–784 028

INDIA

Contents

1 Modes of citation

Two modes are provided for citing documents in the contents of a thesis:

(1) Author-year mode, and

(2) Inline-numbering mode.

2 What and how to cite?

2.1 Materials to be cited

Any material or statement taken from already published documents should be presented with proper citations.

▷ Usually a statement taken from a document is to be presented in own language, but properly citing the original document as shown in some examples in §2.3.

▷ There might also be some statements or passages, which in their original forms would be more effective. Such a statement or passage can be presented in its exact wordings, quoting with " " in the running paragraph if it goes in a maximum of four lines, otherwise in a separate paragraph (without " ") with some indentation on the left side. In both the cases, the source of a statement or passage should be cited properly as shown in some examples in §2.3.

2.2 How to write authors' names in citations?

While citing documents in the contents of a thesis, authors are to be represented by their surnames (family names) only as follows:

(1) *Single author*: <Surname>[1]

(2) *Two authors*: <Surname 1> and <Surname 2>

(3) *More than two authors*: <Surname 1> et al.

Note: Documents by different groups of authors, having more than two authors in each group with the same surname of the first authors, are to be treated as by the same author, i.e., by <Surname 1> et al.

2.3 How to write dates or numbers in citations?

The author of a document, as stated in §2.2, is to be followed by its date[2] of publication, or serial number under which it is listed in the Bibliography.

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[1]Document-based terms or values are to inserted in the place of '<.>'.

[2]Date of publication of a document means *date-month-year* or *month-year* or *year* only, as applicable.

▷ Citations are an integral part of a statement:

Citation	Author-year mode	Numbering-mode
Single citation	\<Author\> (\<Date\>)	\<Author\> [\<number\>]
Multiple citations	\<Author 1\> (\<date 1\>), \<Author 2\> (\<date 2\>), ... and \<Author *n*\> (\<date *n*\>)	\<Author 1\> [\<number 1\>], \<Author 2\> [\<number 2\>], ... and \<Author *n*\> [\<number *n*\>]
Example	○ Rogers (2010) defined ... ○ It was shown by Sarma and Singh (2014). ○ Deb et al. (2008) claimed ... ○ Its applications can be found in AutoMaz (16–30 April 2014). ○ The report of Smith (17 June 2012) was analyzed by Wales (July 2012). ○ Gorg (2002) and Yan (2005) proved it to be an NP-hard problem. ○ Booth (2003) stated, "always beginning and closing off with double quotes".	○ Rogers [15] defined ... ○ It was shown by Sarma Singh [38] in 2004. ○ Deb et al. [5] claimed ... ○ Its applications can be found in AutoMaz [12] of 16–30 April 2014. ○ The report of Smith [45] was analyzed by Wales [93] in July 2012. ○ Gorg [13] and Yan [83] proved it to be an NP-hard problem. ○ Booth [3] stated, "always beginning and closing off with double quotes".

Note: In the case of a citation as an integral part of a statement, if it is essential in the numbering-mode to show its date also, the same may be done as \<Author\> [\<number\>] in \<Date\> as shown in above examples.

▷ Citations are provided as reference only:

Citation	Author-year mode	Numbering-mode
Single citation	(\<Author\>, \<Date\>)	(\<Author\> [\<number\>]) **or**, [\<number\>]
Multiple citations	(\<Author 1\>, \<date 1\>; \<Author 2\>, \<date 2\>; ...; \<Author *n*\>, \<date *n*\>)	(\<Author 1\> [\<number 1\>], \<Author 2\> [\<number 2\>], ... \<Author *n*\> [\<number *n*\>]) **or**, [\<number 1\>, \<number 2\>, ..., \<number *n*\>]
Example	○ It is an MILP problem (Das, 2002). ○ Scheduling is an NP-hard problem (Goldberg, 2002; Yan, 2005).	○ It is an MILP problem (Das [3]) or, It is an MILP problem [3]. ○ Scheduling is an NP-hard problem (Goldberg [13], Yan [83]) or, Scheduling is an NP-hard problem [13, 83].

Note: If a citation is provided as a reference only, author's name is not essential in numbering-mode. Further, if author's name is not used, more than two consecutive citation numbers should be compressed by hyphenating the first and last numbers, e.g., [5, 8–12, 20] instead of [5, 8, 9, 10, 11, 12, 20].

▷ In the author-year mode, multiple documents by the same author published on the same date are to be differentiated, both in citations and the Bibliographic

list, by appending the date with a, b, c, etc., as <Date>a, <Date>b, or <Date>c.

▷ Multiple documents by the same author are to be cited as follows:

Citations	Author-year mode	Numbering-mode
Part of a statement	<Author> (<date 1>, <date 2>, ...)	<Author> [<number 1>, <number 2>, ...]
Reference only	(<Author>, <date 1>, <date 2>, ...)	(<Author>, [<number 1>, <number 2>, ...])
		or, [<number 1>, <number 2>, ...]
Example	○ Pytel et al. (2009b, 2010) studied the problem. ○ GA is also applied to this problem (Chen, 2002; Yan, 2005a, 2005b).	○ Pytel et al. [15, 17] studied the problem. ○ GA is also applied to this problem (Chen [3], Yan [83, 87]) or, GA is also applied to this problem [3, 83, 87].

2.4   How to write page numbers in citations?

If a document is cited only once, or repeatedly for the same contents, the inclusive page numbers may be shown in the Bibliography. However, if different parts of a big document, such as a book, are referred in different places of a thesis, the inclusive page numbers of each case are to be shown in the respective citation as follows (see §3.1.18 for the style of writing page numbers):

Citations	Author-year mode	Numbering-mode
Part of a statement	<Author> (<date>, pages† <page numbers>)	<Author> [<citation number>, pages <page numbers>]
Provided as reference only	(<Author>, <date>, pages† <page numbers>)	(<Author>, [<citation number>, pages <page numbers>])

Example	○ Pytel et al. (2010, pages 32–35) studied the problem, or Pytel et al. (2010, 32–35) studied the problem.
	
	 ○ GA is also applied to this problem (Chen, 2002, pages 18–22), or GA is also applied to this problem (Chen, 2002, 18–22).
	
	 ○ Write long quotes as follows:
	
	    Long quotations may be marked as indented passages without quotation marks, ended by a period mark and then followed by the citation as shown here. (Booth 2003, 21)
		○ Pytel et al. [17, pages 32–35] studied the problem.
		
		 ○ GA is also applied to this problem (Chen [3, pages 18–22]) or, GA is also applied to this problem [3, pages 18–22].
		
		 ○ Write long quotes as follows:
		
		    Long quotations may be marked as indented passages without quotation marks, ended by a period mark and then followed by the citation as shown here. [3, page 21]

†In the author-year mode, the word 'pages' from citations may be omitted also.

3 How to prepare the Bibliography?

Since many departments may prefer to put some additional materials as further reference, apart from those cited in a thesis, documents are to be listed under the broad name of **Bibliography** instead of *References.* Further, the following pattern is to be followed in the Bibliographic list of a thesis:

(1) Documents are to be listed in alphabetical order of authors.

(2) In the case of multiple documents by the same author, chronological order of the dates of publications is to be maintained.

3.1 Fields to be included in the Bibliography

Each document in the Bibliography is to be specified by a combination of some mandatory and optional fields, which generally varies from document to document. The lists of such commonly used fields for various documents are shown in alphabetical order in the following tableau, as well as explained below.

	Documents										
Field	Article	Book	Booklet	Book unit	Collection	Conference Proceedings	Manual	Master/Ph.D Thesis	Miscellaneous	Proceedings	Technical Report
Address	$\times$	O	O	O	O	O	O	O	$\times$	O	O
Author	M	M_1	O	M_1	M	M	O	M	O	$\times$	M
Date	M	M	O	M	M	M	O	M	O	M	M
Edition	$\times$	O	$\times$	O	O	$\times$	O	$\times$	$\times$	$\times$	$\times$
Editor	$\times$	M_1	$\times$	M_1	O	O	$\times$	$\times$	$\times$	O	$\times$
How published	$\times$	$\times$	O	$\times$	$\times$	$\times$	$\times$	$\times$	O	$\times$	$\times$
Institution	$\times$	$\times$	$\times$	$\times$	$\times$	$\times$	$\times$	M	$\times$	$\times$	M
Issue number	O	O_1	$\times$	O_1	O_1	O_1	$\times$	$\times$	$\times$	O_1	O
Organization	$\times$	$\times$	$\times$	$\times$	$\times$	O	O	$\times$	$\times$	O	$\times$
Pages	O	$\times$	$\times$	M_2	O	O	$\times$	$\times$	$\times$	$\times$	$\times$
Publisher	$\times$	M	$\times$	M	M	O	$\times$	$\times$	$\times$	O	$\times$
Series	$\times$	O	$\times$	O	O	O	$\times$	$\times$	$\times$	O	$\times$
Title (document)	M	M	M	M	M	M	M	M	O	M	M
Title (periodical)	M	$\times$	$\times$	$\times$	M	M	$\times$	$\times$	$\times$	$\times$	$\times$
Type	$\times$	$\times$	$\times$	O	O	$\times$	$\times$	O	$\times$	$\times$	O
Unit	$\times$	$\times$	$\times$	M_2	O	$\times$	$\times$	$\times$	$\times$	$\times$	$\times$
Volume	O	O_1	$\times$	O_1	O_1	O_1	$\times$	$\times$	$\times$	O_1	$\times$

M $\rightarrow$ mandatory M_1 $\rightarrow$ any one is mandatory M_2 $\rightarrow$ any one or both is(are) mandatory

O $\rightarrow$ optional field O_1 $\rightarrow$ one of them (optional) $\times \rightarrow$ not required

3.1.1 Address

It could be the city or country of a publisher, venue of a conference/seminar/workshop, address of an institution or school, or URL of a webpage.

3.1.2   Author

▷ Names of all the authors of a document are to be inserted in the Bibliography in the same order as they appeared in the original document.

▷ An author is to be represented by his/her surname with a comma, followed by initials of the first and middle names, each with a period (full stop) mark.

(1) *Single author*: <Surname>, <Initial of first name>. <Initial of middle name>. Example: Singh, L. P.

(2) *Two authors*: <Surname 1>, <Initial of first name 1>. <Initial of middle name 1>. and <Surname 2>, <Initial of first name 2>. <Initial of middle name 2>. Example: Das, P. K. and Sarma, B.

(3) *More than two authors*: <Surname 1>, <Initial of first name 1>. <Initial of middle name 1>., <Surname 2>, <Initial of first name 2>. <Initial of middle name 2>., . . . , and <Surname n>, <Initial of first name n>. <Initial of middle name n>. Example: Datta, D., Saikia, S. C., Sen, B., and Deka, T. K.

▷ Writing difference between *two authors* and *more than two authors* may be noted. In the latter case, the name of every author (except the last one) is followed by a comma, even the penultimate one.

▷ The author(s) of some documents may not be available, e.g., a dictionary or an Internet-based document. In such a case, an appropriate word or acronym may be used as the name of the author, e.g., 'CALD' to represent *Cambridge Advanced Learner's Dictionary*, 'WSSD' for a report of the *World Summit on Sustainable Development*, or 'TKgear' for a document on gear system from `http://www.technoj.org`.

3.1.3   Date of publication

▷ Style and place of inserting the date of publication of a document in the numbering-mode vary from document to document (see §3.4 for detail).

▷ In the author-year mode, the list of authors of a document is to be followed by its date of publication in parenthesis.
Examples: Singh, L. P. (June 2010)
                Das, P. K. and Sarma, K. (2014a)
                Datta, D., Saikia, S. C., Sen, B., and Deka, T. K. (2013)

3.1.4   Digital object identifier (DOI)

Many Publishers publish documents online only or both online and in print, where an online document is usually marked by a `doi` (digital object identifier). If the volume, issue and page numbers of a document are yet to be assigned, the `doi` of the document should be inserted. If `doi` is also not available, an accepted document may be marked as 'in press'. In no case a communicated or under review document should be listed in the Bibliography[3].

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[3]An unpublished document, which is not available in any public domain for cross-verification, should not be listed in the Bibliography.

3.1.5 Edition

Edition generally appears with a book or a dictionary, like second edition, or 2nd edition. Edition is not required for a document published for the first time, but on its subsequent publication with some improvements.

3.1.6 Editor

Edited books or conference proceedings generally involve editors. The names of editors are written in the same style as the names of the authors of a document (see §3.1.2 for detail), followed by a comma and then the word 'editor' or 'editors' as applicable.

3.1.7 How published

Type of publication in the case of a manual or miscellaneous document.

3.1.8 Institution

Name of the Institute in the case of a technical report or a thesis.

3.1.9 Organization

Name of the organization, which organized or sponsored the event, like a conference/seminar/workshop.

3.1.10 Publisher

Name of the publisher or publishing company is necessary in the case of book, encyclopedia, dictionary, etc. For example, Academic Press.

3.1.11 Series of publication

Sometime publications on an area may come periodically under a particular series, e.g., *Studies in Computational Intelligence*. The title of such a series is written in *italic* fonts.

3.1.12 Technical report

Prior to publication, an ongoing work is sometime put in the Institutional archive as a technical report or a working paper. Such a document is to be listed with proper number, e.g., Technical Report No. TUMETR-20160612.

3.1.13 Title of the document

The title of a document is generally written in *italic* fonts. It is written in normal fonts if the document appears in a periodical or in another bigger document, in which case the title of the periodical (or the bigger document) is written in *italic* fonts (see §3.1.14 for detail).

(1) *Documents with title in normal fonts*: Articles in periodicals like edited book, conference proceedings, encyclopedia, journal, magazine, newspaper, series of a particular area, etc.

(2) *Documents with title in italic fonts*: Book, conference proceedings, dictionary, encyclopedia, journal, magazine, newspaper, series of a particular area, etc.

3.1.14   Title of the periodical

Periodicals include edited book, conference proceedings, encyclopedia, journal, magazine, newspaper, series of a particular area, etc., in which the listed document was published.

▷ The title of a periodical is always written in *italic* fonts.

▷ The title of a periodical in a thesis is to be written in full (unlike in some journals preferring compressed titles due to space limit).

▷ The title of a periodical is preceded by 'In' in some cases, like edited books, conference proceedings, encyclopedia, series of a publication, etc.

3.1.15   Type of the document

Type of the document, e.g., Ph.D thesis, Technical report, or Chapter or Section in the case of a book.

3.1.16   Unit

Name and serial number of the referred unit, like Chapter 5, Section 3.8, or Part II of a book.

3.1.17   URL and retrieval date

▷ If an Internet based document is listed in the Bibliography, its retrieval date and URL (Uniform Resource Locator) should be inserted as follows:

Retrieved on <Date> from <URL of the webpage>
Example: Retrieved on 08 June 2016 from `http://www.technoj.org`

▷ The URL of a website/webpage is generally written in typewriter fonts without any period mark after it.

3.1.18   Volume, issue and page numbers

Volume, issue and inclusive page numbers are written in different styles in different documents (refer §3.1.4 if these are not available).

▷ *Document in conference proceedings or other similar reports*: The style of volume and inclusive pages (such a document generally does not have an issue number) is give below:

    – *Single-page document*: volume <volume number>, page <page number>.
     Example: volume 02, page 15.

– *Multi-page document*: volume <volume number>, pages <starting page number>–<ending page number>.
Example: volume 03, pages 75–81.

▷ *Document in journals or other similar periodicals*: In this case, the information is compressed as follows:
<volume number>(<issue number>):<starting page number>–<ending page number>.
Example: 26:227 or 12(6):405–419.

▷ Also note that referred non-consecutive pages are to be written, e.g., as '18,25–29,32'; while not very clear pages, e.g., as 57+.

3.2   Arrangement of the Bibliographic list

▷ In the author-year mode, the listing of a document is to be started with its list of authors in such a way that the first line is started from the left margin and all other subsequent lines with some indentation on the left side (see examples in §3.4).

▷ In the numbering-mode, the listing of a document is to be started with its serial number in Arabic numerals in square bracket, and other texts are to be aligned in such a way that they do not come under any serial number (see examples in §3.4).

3.3   Chapter-wise Bibliography

Some departments may prefer to prepare Chapter-wise separate Bibliographic lists, instead of a single one at the end of a thesis. In that case, the following care should be taken:

▷ No document from the Bibliographic list of one Chapter is to be cited in the contents of another Chapter. If required, the same document can be inserted in the Bibliographic lists of two or more Chapters.

▷ Since chapter-wise separate Bibliographic lists are prepared, no common Bibliographic list is to be prepared additionally at the end of the thesis.

3.4   Bibliographic styles of some documents

The inserting order and writing style of fields vary from document to document, which for some standard cases are demonstrated on pages 9–13 (the shown fields are neither exhaustive nor inclusive, but indicative to insert relevant information as much as possible or available). Any other document may be listed in the pattern of a relevant document demonstrated here.

Document		Author-year mode	Numbering-mode
Book	Format	<Author> (<Date>). <*Title of the Book*>. <Publisher>, <Address>, <edition number> edition, pages <page numbers>.	[<SN>] <Author> <*Title of the Book*>. <Publisher>, <Address>, <edition number> edition, pages <page numbers>, <Date>.
	Example	Arora, J. S. (2004). *Introduction to Optimum Design*. Elsevier Inc., San Diego, CA, 2nd edition.	[1] Arora, J. S. *Introduction to Optimum Design*. Elsevier Inc., San Diego, CA, 2nd edition, 2004.
		Davis, L. S., Johsnon, K. N., Bettinger, P. S., and Howard, T. E. (2001). *Forest Management*. McGraw Hill, Boston.	[2] Davis, L. S., Johsnon, K. N., Bettinger, P. S., and Howard, T. E. *Forest Management*. McGraw Hill, Boston, 2001.
		Openshaw, S. and Abrahart, R. J. (2004). *Geocomputation: A Primer*. John Wiley & Sons, Chichester, UK.	[3] Openshaw, S. and Abrahart, R. J. *Geocomputation: A Primer*. John Wiley & Sons, Chichester, UK, 2004.
Book chapter	Format	<Author> (<Date>). <Title of the chapter>. In <Editors>, editor(s), <*Title of the book*>, volume <volume number> of <*Series of the publication*>, pages <page numbers>, <ISBN>. <Publisher>, <Address>.	[<SN>] <Author>. <Title of the chapter>. In <Editors>, editor(s), <*Title of the book*>, volume <volume number> of <*Series of the publication*>, pages <page numbers>, <ISBN>. <Publisher>, <Address>, <Date>.
	Example	Abdelhalim, M. B. and Habib, S. E. D. (2009). Particle swarm optimization for HW/SW partitioning. In *Particle Swarm Optimization*, pages 49–76, ISBN:978-953-7619-48-0. In-Tech Publication.	[1] Abdelhalim, M. B. and Habib, S. E. D. Particle swarm optimization for HW/SW partitioning. In *Particle Swarm Optimization*, pages 49–76, ISBN:978-953-7619-48-0. In-Tech Publication, 2009.
		Datta, D., Deb, K., and Fonseca, C. M. (2007a). Multi-objective evolutionary algorithm for university class timetabling problem. In Dahal, K., Tan, K. C., and Cowling, P. I., editors, *Evolutionary Scheduling*, volume 49 of *Studies in Computational Intelligence*, pages 197–236. Springer-Verlag.	[2] Datta, D., Deb, K., and Fonseca, C. M. Multi-objective evolutionary algorithm for university class timetabling problem. In Dahal, K., Tan, K. C., and Cowling, P. I., editors, *Evolutionary Scheduling*, volume 49 of *Studies in Computational Intelligence*, pages 197–236. Springer-Verlag, 2007.
		Datta, D., Deb, K., and Fonseca, C. M. (2007b). Multi-objective evolutionary algorithms for resource allocation problems. In *Lecture Notes in Computer Science* (LNCS), volume 4403, pages 401–416. Springer-Verlag.	[3] Datta, D., Deb, K., and Fonseca, C. M. Multi-objective evolutionary algorithms for resource allocation problems. In *Lecture Notes in Computer Science* (LNCS), volume 4403, pages 401–416. Springer-Verlag, 2007.
		Macmillan, W. and Pierce, T. (1994). Optimization modelling in a GIS framework: The problem of political redistricting. In Fotheringham, S. and Rogerson, P., editors, *Spatial Analysis and GIS*, pages 221–246. Taylor & Francis.	[4] Macmillan, W. and Pierce, T. Optimization modelling in a GIS framework: The problem of political redistricting. In Fotheringham, S. and Rogerson, P., editors, *Spatial Analysis and GIS*, pages 221–246. Taylor & Francis, 1994.

Document		Author-year mode	Numbering-mode
Conference proceedings	Format	\<Author\> (\<Date\>). \<Title of the article\>. In *\<Title of the Conference\>*, volume \<volume number\>, pages \<page numbers\>, \<Location of the Conference\>. \<Publisher\>, \<Address\>.	[\<SN\>] \<Author\>. \<Title of the article\>. In *\<Title of the Conference\>*, volume \<volume number\>, pages \<page numbers\>, \<Location of the Conference\>, \<Date\>. \<Publisher\>, \<Address\>.
	Example	Abbass, H. A. (2002). The self-adaptive Pareto differential evolution algorithm. In *IEEE Congress on Evolutionary Computation* (CEC'02), volume 2, pages 831–836, Piscataway, New Jersey, USA. IEEE Service Center.	[1] Abbass, H. A. The self-adaptive Pareto differential evolution algorithm. In *IEEE Congress on Evolutionary Computation* (CEC'02), volume 2, pages 831–836, Piscataway, New Jersey, USA, 2002. IEEE Service Center.
		Datta, D., Figueira, J. R., Fonseca, C. M., and Tavares-Pereira, F. (2008). Graph partitioning through a multi-objective evolutionary algorithm: A preliminary study. In *Genetic and Evolutionary Computation Conference* (GECCO-2008), pages 625–632, Atlanta, Georgia, USA.	[2] Datta, D., Figueira, J. R., Fonseca, C. M., and Tavares-Pereira, F. Graph partitioning through a multi-objective evolutionary algorithm: A preliminary study. In *Genetic and Evolutionary Computation Conference* (GECCO-2008), pages 625–632, Atlanta, Georgia, USA, 2008.
		Entriken, R. and Vössner, S. (1997). Genetic algorithms with cluster analysis for production simulation. In *Twenty ninth Conference on Winter Simulation*, pages 1307–1314, Atlanta.	[3] Entriken, R. and Vössner, S. Genetic algorithms with cluster analysis for production simulation. In *Twenty ninth Conference on Winter Simulation*, pages 1307–1314, Atlanta, 1997.
Dictionary and Thesaurus	Format	\<Author\> (\<Date\>). *\<Title of the document\>*. \<Publisher\>, \<Address\>, \<edition number\> edition, volume \<volume number\>, pages \<page numbers\>.	[\<SN\>] \<Author\>. *\<Title of the document\>*. \<Publisher\>, \<Address\>, \<edition number\> edition, volume \<volume number\>, pages \<page numbers\>, \<Date\>.
	Example	CALD (2009). *Cambridge Advanced Learner's Dictionary*. Cambridge University Press India Pvt. Ltd., 3rd edition, pages 101–102.	[1] CALD. *Cambridge Advanced Learner's Dictionary*. Cambridge University Press India Pvt. Ltd., 3rd edition, pages 101–102, 2009.
		Cassidy, F. and Hall, J. H., editors. (1985). *Dictionary of American Regional English*. Belknap-Harvard Up, Cambridge.	[2] Cassidy, F. and Hall, J. H., editors. *Dictionary of American Regional English*. Belknap-Harvard Up, Cambridge, 1985.
		Roget (2011). *Thesaurus of Synonyms and Antonyms*. Penguin Books Ltd., ISBN: 978-8183070713.	[3] Roget. *Thesaurus of Synonyms and Antonyms*. Penguin Books Ltd., ISBN: 978-8183070713, 2011.
		Sahai, R. N. and Kumar, S. (2008). *Oxford English-English-Hindi Dictionary*. Oxford University Press, 2nd edition, volume 1, page 73.	[4] Sahai, R. N. and Kumar, S. *Oxford English-English-Hindi Dictionary*. Oxford University Press, 2nd edition, volume 1, page 73, 2008.

Document		Author-year mode	Numbering-mode
Encyclo-pedia	Format	\<Author\> (\<Date\>). \<Title of the topic\>. In \<Editors\> editor(s), *\<Title of the encyclopedia\>*, \<edition number\> edition, volume \<volume number\>, pages \<page numbers\>. \<Publisher\>, \<Address\>.	[\<SN\>] \<Author\>. \<Title of the topic\>. In \<Editors\> editor(s), *\<Title of the encyclopedia\>*, \<edition number\> edition, volume \<volume number\>, pages \<page numbers\>. \<Publisher\>, \<Address\>, \<Date\>.
	Example	Jödicke, A. (2007). Alchemy. In Betz, H. D., Browning, D. S., Janowski, B., and Junqel, E., editors, *Religion Past and Present: Encyclopedia of Theology and Religion.* Brill, Leiden.	[1] Jödicke, A. Alchemy. In Betz, H. D., Browning, D. S., Janowski, B., and Junqel, E., editors, *Religion Past and Present: Encyclopedia of Theology and Religion.* Brill, Leiden, 2007.
		Lindgren, H. C. (2001). Stereotyping. In *The Corsini encyclopedia of psychology and behavioral science*, volume 4, pages 1617–1618. Wiley, New York.	[2] Lindgren, H. C. Stereotyping. In *The Corsini encyclopedia of psychology and behavioral science*, volume 4, pages 1617–1618. Wiley, New York, 2001.
		Pettingill, Jr., O. S. (1980). Falcon and Falconry. In *World book encyclopedia*, pages 150–155. World Book, Chicago.	[3] Pettingill, Jr., O. S. Falcon and Falconry. In *World book encyclopedia*, pages 150–155. World Book, Chicago, 1980.
Journal/ Magazine/ Newspaper	Format	\<Author\> (\<Date\>). \<Title of the article\>. *\<Title of the Periodical\>*, \<volume number\>(\<issue number\>):\<pages\>. DOI:\<DOI\>	[\<SN\>] \<Author\>. \<Title of the article\>. *\<Title of the Periodical\>*, \<volume number\>(\<issue number\>):\<pages\>, \<Date\>. DOI:\<DOI\>
	Example	Datta, D. (2013b). Unit commitment problem with ramp rate constraint using a binary-real-coded genetic algorithm. *Applied Soft Computing*, 13(9):3873–3883.	[1] Datta, D. Unit commitment problem with ramp rate constraint using a binary-real-coded genetic algorithm. *Applied Soft Computing*, 13(9):3873–3883, 2013.
		Kurtaran, H. and Erzurumlu, T. (2006). Efficient warpage optimization of thin shell plastic parts using response surface methodology and genetic algorithm. *International Journal of Advanced Manufacturing Technology*, 27(5-6):468–472.	[2] Kurtaran, H. and Erzurumlu, T. Efficient warpage optimization of thin shell plastic parts using response surface methodology and genetic algorithm. *International Journal of Advanced Manufacturing Technology*, 27(5-6):468–472, 2006.
		Martin, D., Nolan, A., and Tranmer, M. (2001). The application of zone-design methodology in the 2001 UK census. *Environment and Planning A*, 33:1949–1962.	[3] Martin, D., Nolan, A., and Tranmer, M. The application of zone-design methodology in the 2001 UK census. *Environment and Planning A*, 33:1949–1962, 2001.
		Palubeckis, G. (2015). Fast local search for single row facility layout. *European Journal of Operational Research*. DOI: `http://dx.doi.org/10.1016/j.ejor.2015.05.055`	[4] Palubeckis, G. Fast local search for single row facility layout. *European Journal of Operational Research*, 2015. DOI: `http://dx.doi.org/10.1016/j.ejor.2015.05.055`

Document		Author-year mode	Numbering-mode
Technical report	Format	<Author> (<Date>). <Title of the article>. Technical Report <Report number>, <Department>, <Institute>, <Address>.	[<SN>] <Author>. <Title of the article>. Technical Report <Report number>, <Department>, <Institute>, <Address>, <Date>.
	Example	Datta, D. (2013a). Corridor allocation problem using a permutation-based genetic algorithm. Technical Report No. TU-ME-WP-2013-001, Department of Mechanical Engineering, Tezpur University, `www.tezu.ernet.in/dmech/people/ddatta/tr13001.pdf`	[1] Datta, D. Corridor allocation problem using a permutation-based genetic algorithm. Technical Report No. TU-ME-WP-2013-001, Department of Mechanical Engineering, Tezpur University, `www.tezu.ernet.in/dmech/people/ddatta/tr13001.pdf`, 2013.
		Deb, K. and Jain, S. (2002). Running performance metrics for evolutionary multi-objective optimization. Technical Report 2002004, KanGAL, IIT-Kanpur.	[2] Deb, K. and Jain, S. Running performance metrics for evolutionary multi-objective optimization. Technical Report 2002004, KanGAL, IIT-Kanpur, 2002.
		Ghosh, D. and Kothari, R. (2012). Population heuristics for the corridor allocation problem. Technical Report W.P. No. 2012-09-02, Indian Institute of Management, Ahmedabad, India.	[3] Ghosh, D. and Kothari, R. Population heuristics for the corridor allocation problem. Technical Report W.P. No. 2012-09-02, Indian Institute of Management, Ahmedabad, India, 2012.
		Zhang, W. (2002). Modeling and solving a resource allocation problem with soft constraint techniques. Technical Report WUCS-2002-13, Department of Computer Science and Engineering, Washington University in St. Louis.	[4] Zhang, W. Modeling and solving a resource allocation problem with soft constraint techniques. Technical Report WUCS-2002-13, Department of Computer Science and Engineering, Washington University in St. Louis, 2002.
Thesis (Master)	Format	<Author> (<Date>). <Title of the Thesis>. Master's thesis, <Department>, <Institute>, <Address>.	[<SN>] <Author>. <Title of the Thesis>. Master's thesis, <Department>, <Institute>, <Address>, <Date>.
	Example	Frias, A. D. S. (2010). A Configuração da Cadeia Logística Inversa para o Tratamento dos Pneus Usados – Um Problema de Optimização de Localização. Master's thesis, Universidade dos Açores, Ponta Delgada.	[1] Frias, A. D. S. A Configuração da Cadeia Logística Inversa para o Tratamento dos Pneus Usados – Um Problema de Optimização de Localização. Master's thesis, Universidade dos Açores, Ponta Delgada, 2010.
		Schott, J. R. (1995). Fault Tolerant Design Using Single and Multi-Criteria Genetic Algorithms. Master's thesis, Department of Aeronautics and Astronautics, Massachusetts Institute of Technology.	[2] Schott, J. R. Fault Tolerant Design Using Single and Multi-Criteria Genetic Algorithms. Master's thesis, Department of Aeronautics and Astronautics, Massachusetts Institute of Technology, 1995.

Document		Author-year mode	Numbering-mode
Thesis (Ph.D)	Format	<Author> (<Date>). *<Title of the Thesis>*. PhD thesis, <Department>, <Institute>, <Address>.	[<SN>] <Author>. *<Title of the Thesis>*. PhD thesis, <Department>, <Institute>, <Address>, <Date>.
	Example	Datta, D. (2007). *Multi-Objective Evolutionary Algorithms for Resource Allocation Problems*. PhD thesis, Department of Mechanical Engineering, Indian Institute of Technology Kanpur (IIT-Kanpur), India.	[1] Datta, D. *Multi-Objective Evolutionary Algorithms for Resource Allocation Problems*. PhD thesis, Department of Mechanical Engineering, Indian Institute of Technology Kanpur (IIT-Kanpur), India, 2007.
		Zitzler, E. (1999). *Evolutionary Algorithms for Multiobjective Optimization: Methods and Applications*. PhD thesis (Dissertation ETH No. 13398), Swiss Federal Institute of Technology, Zürich, Switzerland.	[2] Zitzler, E. *Evolutionary Algorithms for Multiobjective Optimization: Methods and Applications*. PhD thesis (Dissertation ETH No. 13398), Swiss Federal Institute of Technology, Zürich, Switzerland, 1999.
Website/ webpage	Format	<Author> (*<date>). *<Title of the document>*. Retrieved on <Date> from <URL>[†] * 'no date' may be written if the publication date is not available. [†] No period to be used at the end of <URL>.	[<SN>] <Author>. *<Title of the document>*. Retrieved on <Date> from <URL>[†], *<date> * 'no date' may be written if the publication date is not available. [†] No period to be used at the end of <URL>.
	Example	Brasil Rural (November 2013). *Rede Brasil Rural*. Retrieved on 23 Apr. 2015 from `http://www.redebrasilrural.mda.gov.br`	[1] Brasil Rural. *Rede Brasil Rural*. Retrieved on 23 Apr. 2015 from `http://www.redebrasilrural.mda.gov.br`, November 2013.
		FunFarm (2001). *Deciduous Trees*. Retrieved on 16 Oct. 2001 from `http://www.kids.organics.org/deciduous.htm`	[2] FunFarm. *Deciduous Trees*. Retrieved on 16 Oct. 2001 from `http://www.kids.organics.org/deciduous.htm`, 2001.
		Hopwood, N. and Cohen, J. (2005). *Greenhouse Gases and Society*. Retrieved on 15 Jan. 2006 from `http://www.umich.edu/~gs265/society/greenhouse.htm`	[3] Hopwood, N. and Cohen, J. *Greenhouse Gases and Society*. Retrieved on 15 Jan. 2006 from `http://www.umich.edu/~gs265/society/greenhouse.htm`, 2005.

4   Tips for LaTeX users

LaTeX users can adopt different processes for automatically obtaining the suggested patterns of Bibliography and citations. Possibly the best way would be to design own `.bst` or `.sty` file. Still, some tips are provided here for the same based upon the standard BibTeX program with the `natbib.sty` package (preparation of the Bibliography manually in the `thebibliography` environment may be avoided).

4.1   Preparation of the Bibliography

Insert `\renewcommand{\refname}{Bibliography}` in the *preamble* for replacing the Bibliography heading 'References' by 'Bibliography', if required.

4.1.1   Bibliography in author-year mode

For obtaining the suggested Bibliographic pattern in the author-year mode, use the `apalike` bibliographic style along with the `natbib` package. Further, the `sort` option of the `natbib` package may be used for automatically arranging the citations in alphabetical order of authors, if multiple citations are inserted in a single `\citet{}` or `\citep{}` command (see §4.2 for detail).

An illustrative skeleton of the LaTeX input file is shown below, where `mybib` is the name of the user's bibliographic database file `mybib.bib`.

```
\documentclass[a4paper,12pt,twoside]{book}
...
\usepackage[sort]{natbib}
\renewcommand{\refname}{Bibliography}
...
\begin{document}
...
\bibliographystyle{apalike}
\bibliography{mybib}
\end{document}
```

4.1.2   Bibliography in numbering-mode

In numbering-mode, there is no standard LaTeX macro for obtaining the list of authors with surname first and then initials of the first and middle names as suggested here. However, the same can be obtained by modifying just a single line of the `abbrvnat.bst` file defined in the `natbib` package.

For doing the above modification, copy the `abbrvnat.bst` file from the LaTeX distribution folder in your computer and save it in your working folder with another name, say `myabbrvnat.bst`. Alternatively, download the `abbrvnat.bst` file from `http://tug.ctan.org/macros/latex2e/contrib/natbib/abbrvnat.bst` and rename it as `myabbrvnat.bst`. Then search for the following line (most likely line 222):

```
{ s nameptr "{f.~}{vv~}{ll}{, jj}" format.name$ 't :=
```

and replace it by

```
{ s nameptr "{vv~}{ll}{, jj}{, f.}" format.name$ 't :=
```

Further, the `sort` option of the `natbib` package may be used for automatically arranging the citations in ascending order of their serial numbers, if multiple citations are inserted in a single `\citet{}` or `\citep{}` command. Additionally, the `compress` option may also be used for compressing more than two consecutive citations by hyphenating them (see §4.2 for detail).

An illustrative skeleton of the LaTeX input file is shown below, where `mybib` is

```
\documentclass[a4paper,12pt,twoside]{book}
...
\usepackage[numbers,sort&compress]{natbib}
\renewcommand{\refname}{Bibliography}
...
\begin{document}
...
\bibliographystyle{myabbrvnat}
\bibliography{mybib}
\end{document}
```

the name of the user's bibliographic database file `mybib.bib`, and `myabbrvnat` is the name of the modified `abbrvnat.bst` file.

4.1.3 Inclusion of non-cited documents

In order to include some non-cited documents in the Bibliographic list, insert the `\nocite{`<identifier 1>,<identifier 2>,...`}` command somewhere in the contents of a thesis. Alternatively, insert the `\nocite{*}` command for listing all the documents from your bibliographic database file.

4.1.4 Editing the `.bbl` file

The BibTeX program internally uses the `thebibliography` environment for preparing the Bibliographic list and then it is stored in a `.bbl` file. If the BibTeX generated Bibliographic list differs from the suggested one in some cases, make the required changes in the `.bbl` file. For this, follow the following steps:

▷ Save the `.bbl` file with another name, e.g., `mybbl.bib`.

▷ Make the necessary changes in the `mybbl.bib` file.

▷ In the LaTeX input file, replace `\bibliographystyle{}` and `\bibliography{}` by `\input{mybbl.bib}`.

▷ Recompile the LaTeX input file.

4.1.5   Chapter-wise Bibliography

If the chapters of a thesis are prepared in separate `.tex` files and included in a root file using the `\include{}` command, then chapter-wise separate Bibliographic lists can be produced with the support of the `chapterbib` package. For this, the following additional jobs will be required:

▷ Load the `chapterbib` package in the preamble.

▷ At the end of each `.tex` file containing a chapter, insert the required bibliographic database file as follows:

     1. `\begingroup`
     2. `\let\clearpage\relax`
     3. `\renewcommand{\bibname}{Bibliography}`
     4. `\vskip 5mm`
     5. `\bibliographystyle{}`
     6. `\bibliography{}`
     7. `\endgroup`

For implementing the optional local effects of lines 2–4, the commands are grouped by `\begingroup` and `\endgroup` in lines 1 and 7 respectively. The set of commands in line 2 removes intermediate blank pages, if any, and starts the Bibliographic list on the same page with the contents of the chapter. The command in line 3 is to produce the Bibliographic list under the heading `Bibliography`, while the command in line 4 is to maintain some vertical blank space (manually set) on the top of the heading `Bibliography`. Finally, the set of `\bibliographystyle{}` and `\bibliography{}` commands is to insert the required bibliographic style and the name of the bibliographic database file, respectively.

▷ Compile the root file, along with compiling each chapter file, containing an individual Bibliographic list, with the `bibtex` command.

4.2   Citing documents

▷ In the author-year mode, if the root file is prepared as shown in §4.1.1, the suggested pattern of citations can be obtained through the `\citet{<identifier>}` and `\citep{<identifier>}` commands. If required, multiple documents can also be cited through a single command, separating identifiers of two documents by a comma, e.g., `\citep{<identifier 1>, <identifier 2>,... }`.

▷ In the numbering-mode, if the root file is prepared as shown in §4.1.2, the `\citet{}` command will produce the author's name of a document followed by its serial number, while the `\citep{}` command will produce only the serial number of the document.

▷ An optional argument in `[]` may be added to both the `\citet{}` and `\citep{}` commands if a note, say page number, is also to be shown in a citation, e.g.,

\citet[pages 10--13]{Datta-ea08}. In this case, however, only one document can be cited through a \citet[]{} or \citep[]{} command.

Some examples of citations through the \citet[]{} and \citep[]{} commands in both the author-year and numbering modes are shown below:

Command	Output	
	Author-year mode	**Numbering-mode**
\citet{Datta-ea08}	Datta et al. (2008)	Datta et al. [1]
\citet[pages 10--13] {Datta-ea08}	Datta et al. (2008, pages 10–13)	Datta et al. [1], pages 10–13[†]
\citet{Datta-et08, En-Von97}	Datta et al. (2008); Entriken and Vössner (1997)	Datta et al. [1], Entriken and Vössner [2]
\citet{Datta-et08, Fra-10, En-Von97}	Datta et al. (2008); Entriken and Vössner (1997); Frais (2010)	Datta et al. [1], Entriken and Vössner [2], Frais [3]
\citep{Datta-ea08}	(Datta et al., 2008)	[1]
\citep[pages 10--13] {Datta-ea08}	(Datta et al., 2008, pages 10–13)	[1, pages 10–13]
\citep{Datta-et08, En-Von97}	(Datta et al., 2008; Entriken and Vössner, 1997)	[1, 2]
\citep{Datta-et08, Fra-10, En-Von97}	(Datta et al., 2008; Entriken and Vössner, 1997; Frais, 2010)	[1–3]

[†] The .bbl file may be edited, as in discussed in §4.1.4, for getting the citation in the form of 'Datta et al. [1, pages 10–13]'.