

# Citation Guide for Business Students

## APA Style

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### Introduction

#### About this Guide

This Citation Guide is based on the Publication Manual of the American Psychological Association (APA) 7<sup>th</sup> Ed published 2019.

#### Purpose of Citations

Within the scholarly / academic environment, there are three primary reasons to include citations in your research papers:

- To give credit to the author(s) of the source materials you used when writing your research paper.
- To enable the readers of your research paper the ability to follow up on the source materials you used.
- To demonstrate that your research paper is well-researched.

#### What to Cite

Any words, ideas, pictures, etc. that originate somewhere other than with you must be cited. Every source cited in your text – and only those sources – are provided in the Reference List. Generally speaking, you can regard something as common knowledge (and therefore not create a citation) if you find the same information undocumented in at least five credible sources. When in doubt, cite your source.

#### Types of Citations

In APA style there are two types of citations that must be used in a research paper, each with its own syntax rules.

- The first type is the In-Text Citation, which appears in the body of the paper where the material from the source is used. The citation information provided here is limited and leads the reader to the complete-citation found in the Reference List.
  - There are two main ways to cite a source as you write: narrative and parenthetical.
  - Narrative citation is when you write out the author's name as you write their quote, or paraphrase their work. Ex: Instead, Grady et al. (2019) suggest that “.....[quote]” (p. 215).

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- Parenthetical citation is how you use the author-date citation system. Use this type of citation when it is not easy to use narrative citation, and identify authors' names in-text. Include names, dates, and pages in parentheses. Ex: (Grady et al., 2019).
- The second type is the Reference List entry, which contains the complete citation for all sources used in the body of the paper.

### In-Text Citation Guidelines

- No Author – If the author of the source is unknown, use the first few words of the Reference List entry (usually the title). For example: (Study Finds, 1992).
- Three or more authors – Regardless of the medium of the source, all sources with three authors or more are now attributed using the name of the first author followed by “et al.” (Andrews et al., 1993)
- Corporate Author – If the group is readily identifiable by its acronym, spell it out the first time and include the acronym in square-brackets, then use the acronym for all subsequent citations. For example: (National Science Foundation [NSF], 2005) for first use; (NSF, 2005) all subsequent uses.
- If you use more than one work by the same author, use the letters a, b, etc., after the year: (Seuss, 2007a, pp.7-8).
- You must always provide page numbers for a citation after the use of quotations. For example: “...there’s a jertain in the curtain” (Seuss, 1974, p.4). And for multiple pages: “...jumped over the lazy dog” (Seuss, 2007, pp.7-8).
- When quoting electronic documents without page numbers, cite paragraph numbers. For example: (Baker, 2006, para. 4). If there are no paragraph numbers in the document, cite the nearest preceding section heading and count the paragraphs from there. For example: (Baker, 2006, Analysis section, para. 7).
- Use an ampersand (&) in the Reference List and parenthetical citations only. Use the word “and” for an in-text reference. For example: “Blake and Fry (2001) explained...” or (Blake & Fry, 2001).
- If there are two or more citations that shorten to the same lead-author and date, give as many additional names as needed to identify them. For example: (Smith, Jones, et al., 1999) and (Smith, Burt, et al., 1999).

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### In-Text Authors' Names

Type of Citation	Narrative Format	Parenthetical Format
One work by one author	Walker (2007)	(Walker, 2007)
One work by two authors	Walker and Allen (2004)	(Walker & Allen, 2004)
One work by three or more authors	Bradley et al. (1999)	(Bradley et al., 1999)

### Reference List Citation Guidelines

List references in **alphabetical order based on the first-author name**. When there are multiple sources by the same author, list the references by date, with the most recent last. For example: Smith, M. (2007)... comes before Smith, M. (2008)...

- If Smith has two publications in the same year, first check if there is a more specific date (Month, etc.). **This recommendation is new to APA 7.** Works with only a year should be listed before those with a more specific date.
- Use **prefixes** if they are commonly part of the author's surname. For example: *de Chardin* comes before *Decker*, and *MacGill* comes before *McGill*. However, do not use *von* as a prefix. For example: *Helmholtz, H. F. von*.
- Disregard apostrophes, spaces, and capitals in alphabetizing references. For example: *D'Arcy* comes after *Dagwood*, and *Decker* comes after *de Chardin*.
- Alphabetize corporate authors by the first significant word (e.g. skip A, An, The, etc.). Do not use the abbreviation of a corporate name for alphabetizing purposes.
- Capitalize the first word of the titles and subtitles of journal articles, as well as the first word after a colon or a dash in the title, and any proper nouns.
- **APA 7<sup>th</sup> edition no longer requires the use of "Retrieved from" before URLs or DOIs unless a retrieval date is given.**

With **two to twenty authors**, use an ampersand (&) before the last author. For example:

Author, A., Author, B., Author, C., & Author, D. (2011). Title of article. *Title of Journal*, 9(12). doi: 10.000000000

When there are more than **twenty authors**, use an ellipsis (but no ampersand) after the 19th author, and then add the final author's name

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Author, A., Author, B., Author, C., Author, D., Author, E., Author, F., ... Author, Z.  
(2011). Title of article. *Title of Journal*, 9(13). doi: 10.000000000

If the **reference list includes different authors with the same surname and first initial**, the authors' full first names may be given in brackets. For example:

Author, A. [Alfonzo]. (2010).....  
Author, A. [Alfred]. (2011).....

If the **author's first name is hyphenated**, retain the hyphen and include a period after each initial.

Bardot, J.-P. for Jean-Paul Bardot

If **authors are listed with the word *with***, include them in the reference in parentheses.

Author, A. (**with** Author, B.). (2009)....

The titles of all references must be entered in the "sentence cap" style regardless of how they appear in the original work. The sentence cap style requires that all words be in lowercase except for a) the first word, b) the first word after a colon, and c) proper nouns. For example: the book "In Search of Excellence" is entered as "In search of excellence."

- Article titles are **not** placed in quotes in the reference list.
- Italicize the names of books, journals, working and conference papers, dissertations, and similar works.

**Document Object Identifiers (DOIs)** that has been adopted by many publishers to provide a means of persistent identification of digital works or copies. It is now standard to provide the DOI of a reference, if one has been assigned to the content.

- APA 7<sup>th</sup> edition no longer requires 'DOI' before the DOI number.
- **Do not** end the DOI with a period as it may be confused as part of the DOI.
- When a DOI is used, no further retrieval information is needed to identify or locate the content. Ex:

Drollinger, T., Comer, L. B., & Warrington, P. T. (2006). Development and validation of the active empathetic listening scale. *Psychology & Marketing*, 23(2), 161-180. <https://doi.org/10.1002/mar.20105>

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### General Examples of Citations

#### Advertisements

Newspaper, Magazine, etc. Advertisements

Stamps.com Inc. (2008). Don't let your postage meter rob you blind [Magazine advertisement]. *Supply & Demand Chain Executive*, 2(9), p. 2.

Television Advertisements

Suddenlink Corp. (2008, April 17, 8:30 pm). "Storm" [Television advertisement].

#### Analyst Reports

Signed (on the Web)

Weinstein, S. (2003, November 4). *High growth in search creates opportunities for niche players*. Pacific Crest Securities. <http://www.pacific-crest.com>

Unsigned (on the Web)

Pacific Crest Securities. (2003, November 4). *High growth in search of niche players*. <http://www.pacific-crest.com>

#### Annual Report

Microsoft Corporation. (2007). *Annual Report*.  
<http://www.microsoft.com/msft/reports/ar07/staticversion/index.html>

#### Articles

Article in Journal

*One Author*

Maritz, A. (2008). Entrepreneurial services marketing initiatives facilitating small business growth. *Journal of Small Business & Entrepreneurship*, 21(4), 493-503. DOI

*Two Authors*

Wegener, D. T., & Petty, R. E. (1994). Mood management across affective states: The hedonic contingency hypothesis. *Journal of Personality and Social Psychology*, 66, 1034-1048.

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### *Three or More*

Kernis, M. H., Cornell, D. P., Sun, C. R., Berry, A., Harlow, T., & Bach, J. S. (1993). There's more to self-esteem than whether it is high or low: The importance of stability of self-esteem. *Journal of Personality and Social Psychology*, 65, 1190-1204.

### Article in Magazine

Henry, W. A., III. (1990, April 9). Making the grade in today's schools. *Time*, 135, 28-31.

### Article in Newspaper

#### *With Author*

Schultz, S. (2005, December 28). Calls made to strengthen state energy policies. *The Country Today*, pp. 1A, 2A.

#### *No Author*

Corrosion on truck frames prompts warranty extension. (2008, March 10). *Wall Street Journal – Eastern Edition*, p. A12.

### Article with DOI

Podsakoff, N. P., Whiting, S. W., Podsakoff, P. M., & Mishra, P. (2011). Effects of organizational citizenship behaviors on selection decisions in employment interviews. *Journal of Applied Psychology*, 96, 310–326. <http://dx.doi.org/10.1037/a0020948>

### Article without DOI

Beraldi, P., Conforti, D., & Violi, A. (2008). A two-stage stochastic programming model for electric energy producers. *Computers & Operations Research*, 35(10), 3360-3375.

## **Books (Print & Electronic)**

### One Author

Author's Last Name, First Initial. Second Initial if Given. (Year of Publication). *Title of book: Subtitle if given* (edition if given and is not first edition). Publisher Name often shortened.

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Watson, J. (2012). *Human caring science: A theory of nursing* (2nd ed.). Jones & Bartlett Learning.

Nightingale, F. (1860). Notes on nursing: What it is, and what it is not. Harrison and Sons. <http://www.gutenberg.org/files/17366/17366-h/17366-h.htm>

### Two to Twenty Authors

Last Name of First Author, First Initial. Second Initial if Given, & Last Name of Second Author, First Initial. Second Initial if Given. (Year of Publication). *Title of book: Subtitle if given* (edition if given and is not first edition). Publisher Name often shortened.

Case, L. P., Daristotle, L., Hayek, M. G., & Raash, M. F. (2011). *Canine and feline nutrition: A resource for companion animal professionals* (3rd ed.). Mosby.

Allen, G. M., & Tozzer, A. M. (1910). *Animal figures in the Maya codices*. Salem. <http://www.gutenberg.org/ebooks/19042>

### No Author

*Consumer behavior* (2007). Loganville, GA: Richard K. Miller.

### Corporate or Group Author

Name of Corporate Author. (Year of Publication). *Title of book: Subtitle if given* (edition if given and is not first edition). Publisher Name often shortened.

American Psychological Association. (2010). *Publication manual of the American Psychological Association* (6th ed.).

### Editors, no Author

Editor's Last Name, First Initial. Second Initial if Given. (Ed.). (Year of Publication). *Title of book: Subtitle if given* (edition if given and is not first edition). Publisher Name often shortened.

Leitch, M.G. (Ed.). (2019). *A new companion to Malory*. D.S. Brewer.

### Multivolume Works

Schlager, N. (Ed.). (2005). *International directory of business biographies* (Vols. 1-4). Detroit, MI: Thomson Gale.

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### Chapter in a book or entry in a reference book

Author's Last Name, First Initial. Second Initial if Given. (Year of Publication). Title of chapter, article, essay or short story. In Editor's First Initial. Second Initial if Given. Editor's Last Name (Ed.), *Title of book* (edition if given and is not first edition, pp. first page number-last page number). Publisher Name often shortened.

Stockert, P.A. & Taylor, C. (2014). Sleep. In P.A. Potter, A.G. Perry, J.C. Ross-Kerr & M.J. Wood (Eds.), *Canadian fundamentals of nursing* (5<sup>th</sup> Cdn. ed., pp. 993-1016). Elsevier.

### Case Study

Eisenmann, T., & Herman, K. (2006). Google, Inc. HBS No. 9-806-105. Boston, MA: Harvard Business School Publishing.

### Conference Papers / Proceedings

#### Conference Paper in Proceedings

Fink, K., and Ploder, M. C. (2007). Knowledge diffusion through SME websites. In Stary, C., Barachini, F., and Hawamdeh, S. (Eds.). (2007). *Knowledge management: Innovation, technology and cultures. Proceedings of the 2007 International Conference on Knowledge Management. Vienna, Austria, 27-28 August 2007* (pp. 91-100). Singapore: World Scientific Pub. Co.

#### Proceedings

Stary, C., Barachini, F., and Hawamdeh, S. (Eds.). (2007). *Knowledge management: Innovation, technology and cultures. Proceedings of the 2007 International Conference on Knowledge Management. Vienna, Austria, 27-28 August 2007*. Singapore: World Scientific Pub. Co.

### Data sets, Software, or Apps

#### Data set

Pew Hispanic Center. (2004). Changing channels and crisscrossing cultures: A survey of Latinos on the news media [Data file and code book]. <http://pewhispanic.org/datasets/>

#### Software

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Borenstein, M., Hedges, L., Higgins, J., & Rothstein, H. (2005). *Comprehensive Meta-Analysis (Version 2)* [Computer software]. <http://www.meta-analysis.com/index.html>

Mobile application software (app), group or corporate author

Skyscape. (2010). *Skyscape Medical Resources (Version 1.9.11)* [Mobile application software]. <http://itunes.apple.com/>

### Databases

#### Non-Proprietary Content Databases (EBSCO, JSTOR, ProQuest)

- **Do not include the database or platform name** in the reference list entry
- **Do** include the journal name
- **Do not include URLs** from these academic research databases in reference list entries because these URLs will not resolve for readers.
- Instead of a database URL, **include a DOI if the work has one**.
- If a widely available work (e.g., journal article, book, book chapter) from an academic research database **does not have a DOI**, treat the work as a print version.

Hallion, M., Taylor, A., Roberts, R., & Ashe, M. (2019). Exploring the association between physical activity participation and self-compassion in middle-aged adults. *Sport, Exercise, and Performance Psychology*, 8(3), 305–316. <https://doi.org/10.1037/spy0000150>

#### Proprietary Content Databases (Ad\$pende, Bloomberg)

- **Do** provide the name of the database or archive, **unless the author and publisher/database are the same**
- The name of the database or archive is **written in italic title case** in the source element, the same as a periodical title, and followed by a period. After the database or archive information, also **provide the DOI or URL** of the work.
- If it is from a subscription database, it is probably not a stable URL, so (usually) **include the database name and the homepage of the database itself**. The exception is if the content is easily accessible from multiple sources -- e.g., press releases, stock quotes, and the like -- which needs no database retrieval information at all.

Stein, M. B., & Taylor, C. T. (2019). Approach to treating social anxiety disorder in adults. *UpToDate*. Retrieved September 13, 2019, from

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<https://www.uptodate.com/contents/approach-to-treating-social-anxiety-disorder-in-adults>

### Films / Movies / TV

#### Basic Format

ProducerName, P. P. (Producer), & DirectorName, D. D. (Director). (Date of publication). *Title of work* [Type of work]. Country of origin: Studio or distributor.

#### Television Broadcast

Rather, D. (Producer). (2007, April 16). *The BCN Nightly News* [Television broadcast]. New York: Boring Commentator Network.

### Focus Group Research

*Name-or-topic-of-focus-group*. (Date-of-focus-group). [Focus group]. Location-of-focus-group. Participants: Names-of-participants-in- alphabetical-order.

*Snack food preferences*. (2008, February 14). [Focus group]. College Station, Texas. Participants: Smith, J. A., Smith, J. B., Smith, J. C., Smith, J. D., Smith, J. E.

### Government Documents

U.S. Census Bureau. (2007). *Statistical abstract of the United States*. Washington, DC: U.S. Government Printing Office.

### Graphic Data

Solar Radiation and Climate Experiment. (2007). [Graph illustration the SORCE Spectral Plot May 8, 2008]. *Solar Spectral Data Access from the SIM, SOLSTICE, and XPS Instruments*. [http://lasp.colorado.edu/cgi-bin/ion-p?page=input\\_data\\_for\\_spectra.ion](http://lasp.colorado.edu/cgi-bin/ion-p?page=input_data_for_spectra.ion)

### Interviews

#### In-Person

Interviewee's-name. (date(s)-of-interview). [Interview]. Interviewee's-title, Interviewee's-company-affiliation.

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Black, M. G. (2008, March 17 and 24). [Interview]. Marketing Director, M&M Co.

### Maps

Lewis County Geographic Information Services (Cartographer). (2002). Population density, 2000 U.S. Census [Demographic map]. [http://maps.lewiscountywa.gov/maps/Demographics/census-popdens\\_2000.pdf](http://maps.lewiscountywa.gov/maps/Demographics/census-popdens_2000.pdf)

### Observational Research

*Name-or-topic-of-research*. (Date(s)-of-observation). [Observation research]. Location(s)-of-observation.

*Laundry detergent purchases*. (2008, April 1-10). [Observation research]. Bryan / College Station, Texas. Albertson's (615 University Dr.); HEB (1900 Texas Ave.); Krogers (3835 Longmire).

### Patent

Author. (Issue-date). *Patent-Number*. Place-of-publication: Publisher.

Wynne, B. M. (2003). *U.S. Patent No. EP 2178546 (A1)*. Washington, DC: U.S. Patent and Trademark Office.

### Podcast

Author. (Date-of-podcast). *Name-of-podcast*. [Audio podcast]. URL

BusinessWeek (2008, April 17). *Most innovative companies*. [Audio podcast]. [http://www.businessweek.com/mediacenter/podcasts/cover\\_stories](http://www.businessweek.com/mediacenter/podcasts/cover_stories)

### Press Release

American Psychological Association. (2010, August 15). Today's superheroes send wrong image to boys, say researchers [Press release]. <http://www.apa.org/news/press/releases/2010/08/macho-stereotype-unhealthy.aspx>

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### Reports (Technical & Research)

General Reference Format

Author, A. A. (year). *Title of work* (Report No. xxx) [Description of form]. URL

Corporate author, government report

U.S. Department of Health and Human Services, National Institutes of Health, National Heart, Lung, and Blood Institute. (2003). *Managing asthma: A guide for schools* (NIH Publication No. 02-2650).  
[http://www.nhlbi.nih.gov/health/prof/lung/asthma/asth\\_sch.pdf](http://www.nhlbi.nih.gov/health/prof/lung/asthma/asth_sch.pdf)

Corporate author, task force report filed online

American Psychological Association, Task Force on the Sexualization of Girls. (2007). *Report of the APA Task Force on the Sexualization of Girls: Executive summary*. Retrieved from  
<http://www.apa.org/pi/women/programs/girls/report.aspx>

### SEC Filing

Company name. (date of submission). *Form number*. URL

Dell, Inc. (2008, April 17). *Form 8-K*. <http://www.sec.gov/>

### Streaming Video / Video Podcast

PsycINFO. (2009, November 23). *How to find DOIs in APA PsycINFO* [Video file].  
<http://www.youtube.com/watch?v=D9Afmknkzeo>

BusinessWeek (2008, April 17). *Most innovative companies*. [Video webcast].  
[http://www.businessweek.com/mediacenter/podcasts/cover\\_stories](http://www.businessweek.com/mediacenter/podcasts/cover_stories)

### Survey Research

Each survey used in the research requires an appendix that summarizes the information collected by the survey, including the demographic profile of the respondents, as well as a copy of the survey or coverage of the questions asked by the survey.

*Survey title*. (Date(s) of survey). [Survey]. Location(s) of survey. See Appendix \_\_\_ for full details.

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*Candy bar preferences.* (2008, April 7-18). [Survey]. Bryan/College Station, Houston. See Appendix \_\_ for full details.

### Web Sites / Web Page

General Reference Format

Author, A. A. (year). *Title of document* [Format]. URL

With no Author or Date

*5 trends for 2018.* (n.d.). <http://trendwatching.com/quarterly/2017-11/5-trends-2018/>

Corporate Author

U.S. Census Bureau. (2005). *Establishment and firm size: 2002; (Including legal form of organization); Utilities; Subject series.*  
<http://www.census.gov/prod/ec02/ec0222sssz.pdf>

### White Paper

Furst, M., & DeMillo, R. A. (2006). *Creating symphonic-thinking computer science for an increasingly competitive global environment* [White paper].  
<http://www.cc.gatech.edu/sites/default/files/Threads%20Whitepaper.pdf>

### Working Papers

Printed

Nanda, Ashish. (1996). *Implementing organizational change.* HBS Working Paper No. 96-034.

Online

Lerner, Josh. (1999). *150 years of patent protection.* HBS Working Paper No. 00-040.  
<http://www.hbs.edu/research/facpubs/workingpapers/abstracts/9900/00-040.html>

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### Examples of Database Citations

#### ABI/Inform Complete

*Article Database*

Use DOI or treat as print resource

#### ABI/Inform Trade & Industry

*Article Database*

Use DOI or treat as print resource

#### Academic Search Ultimate

*Article Database*

Use DOI or treat as print resource

#### Accounting Research Manager (ARM)

American Institute of Certified Public Accountants (AICPA). (2003, May 1). Audits of airlines. *Audit and Accounting Guides*. Accounting Research Manager. [www.accountingresearchmanager.com](http://www.accountingresearchmanager.com)

#### ACM Digital Library

*Article Database*

Use DOI or treat as print resource

#### Ad\$ponder

With databases such as this one, which displays results in a spreadsheet format as a result of a query, the title of the document must be created from elements of the query.

Kantar Media. (n.d.). *Internet display: Peloton exercise equipment/Peloton Tread: treadmill* [Peloton digital advertising spend for April 2020] [Data set]. Ad\$ponder Online. Retrieved June 15, 2020, from <http://products.kantarmediana.com/security/default.aspx>

#### American City Business Journals

*Article Database*

Use DOI or treat as print resource

#### Applied Science and Technology Source

*Article Database*

Use DOI or treat as print resource

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## APA Style

### Associations Unlimited

*eBook Database*

Use copyright information to fill in citation

### BCC Research

BCC Research. (2019, March). *Wearable medical devices: Technologies and global markets*. <https://www.bccresearch.com/>

### BizMiner

BizMiner. (2020). Industry financial profile (5 year): [611610.04] Dance schools and instruction: Greensboro-Winston-Salem-High Point, NC; sales class: \$1 - \$499,999 [Data set]. [www.bizminer.com](http://www.bizminer.com)

BizMiner. (2020, June). Startup profit & loss profile (5 year version): [441228.0202] Snowmobiles, parts and accessories retail [Data set]. [www.bizminer.com](http://www.bizminer.com)

### Bloomberg

Bloomberg. (2019). *Company analysis for Bank of Canada*. <https://www.bloomberg.com/>

Bloomberg. (2017). *Environmental, social, and governance analysis for Bank of Canada 11/10/12 to 11/10/17*. <https://www.bloomberg.com/>

### BMI Research

Fitch Solutions Group Limited. (n.d.). *Mexico agribusiness report Q1 2020* [Industry profile]. BMI Research. <https://www.fitchsolutions.com/bmi-research>

### Business Abstracts with Full Text

*Article Database*

Use DOI or treat as print resource

### Business Analyst Online

Detailed Age Profile, Brazos County, Texas, Census 2010/2014/2019. (n.d.). Business Analyst Online. [www.Bao.arcgis.com](http://www.Bao.arcgis.com)

# Citation Guide for Business Students

## APA Style

### Business Insights: Global

Citing a company profile:

Gale Cengage Learning. (2020). *Facebook, Inc.* [Company profile]. Business Insights: Global. <https://www.gale.com/c/business-insights-global>

Industry report:

Gale Cengage Learning. (2020). Alternative Vehicle Fuels [Industry report]. *Encyclopedia of emerging industries*. Business Insights: Global. <https://www.gale.com/c/business-insights-global>

SWOT analysis:

Gale Cengage Learning. (2019, October). *The Hershey Co. -- financial and strategic analysis review* [SWOT analysis]. Business Insights: Global. <https://www.gale.com/c/business-insights-global>

### Business Source Ultimate

Citing an article:

Mockaitis, A. I., Zander, L., & De Cieri, H. (2018). The benefits of global teams for international organizations: HR implications. *International Journal of Human Resource Management*, 29(14), 2137–2158. <https://dx.doi.org/10.1080/09585192.2018.1428722>

A MarketLine company profile:

MarketLine. (2020, January 14). *Facebook company profile*. Business Source Ultimate. <https://www.ebsco.com/products/research-databases/business-source-ultimate>

A Political Risk Yearbook country report:

PRS Group. (2017, August). *Brazil country report*. Political Risk Yearbook. Business Source Ultimate. <https://www.ebsco.com/products/research-databases/business-source-ultimate>

### Canadian Intellectual Property Office

Treat items from the Trademarks, Patents, and Copyrights databases as standalone documents. Treat other material as a website /webpage.

# Citation Guide for Business Students

## APA Style

Category: Patent Database

URL: <http://www.ic.gc.ca>

### Trademark

Maple Leaf Gardens Limited. (1970). Canadian Trademark Registration No. TMA168399. Gatineau, Quebec, Canada: Canadian Intellectual Property Office.

### Patent

Goldsmith, E. M. and Delap, C. K. (2010). Canadian Patent No. CA 2357331. Gatineau, Quebec, Canada: Canadian Intellectual Property Office.

### Copyright

Canadian Amateur Hockey Association. (1988). Canadian Copyright Registration No. 425230. Gatineau, Quebec, Canada: Canadian Intellectual Property Office.

### **CCH Capital Changes Reporter**

Travis, H.H. (2020, May 5). *Guidance on loans from the Paycheck Protection Program*. CCH AnswerConnect. <https://lrus.wolterskluwer.com/>

### **China Data Online**

All China Data Center. (2006). *China statistical year book 2006*. China Data Online. [www.china-data.online.com](http://www.china-data.online.com)

### **Communication Source**

*Article Database*

Use DOI or treat as print resource

### **Compact D SEC / Global Researcher SEC**

*This is a CD-ROM product*

Disclosure. (2006, July). *Cavalier Homes Inc., company profile* [CD-ROM]. Compact D SEC.

### **Compact D Worldscope / Global Researcher Worldscope**

*This is a CD-ROM product*

# Citation Guide for Business Students

## APA Style

Disclosure. (2006, July). *Canterbury Foods Group PLC, company profile* [CD-ROM]. Compact D Worldscope.

### Computer and Information Systems Abstracts

The Computer & Info Systems database is only an index. If you retrieved an article by using the “Find Text @ TAMU” button, you ultimately retrieved your article from another of our full-text databases. Check your article.

*Article Database*

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### Computer Source

*Article Database*

Use DOI or treat as print resource

### Comscore Networks

With databases such as this one, which displays results in a spreadsheet format as a result of a query, the title of the document must be created from elements of the query.

Comscore. (2008). *CNN demographic profile spreadsheet: United States; April 2008; total audience*. <https://www.comscore.com/>

### Conference Board

Stewart, S. (2007, July). *Connecting emotions and personality to your corporate image and brands, no. 243*. Conference Board. [www.conference-board.org](http://www.conference-board.org)

### Derwent Innovations Index

Bryant, S. J. (1998). *European Patent No. EP GB2322334*. Munich, Germany: European Patent Office. Derwent Innovations Index.

### Direction of Trade Statistics

With databases such as this one, which displays results in a spreadsheet format as a result of a query, the title of the document must be created from elements of the query.

International Monetary Fund (IMF). (2008). *Australia exports; 1998-2007*. Direction of Trade Statistics database. <https://data.imf.org/>

# Citation Guide for Business Students

## APA Style

### EconLit with Full Text

*Article Database*

Use DOI or treat as print resource

### U.S. Economic Census

U.S. Census Bureau. (2017). *Construction: Summary statistics for the US, states, and selected geographies* (Table EC1723BASIC) [Data set]. U.S. Department of Commerce. <https://data.census.gov/>

U.S. Census Bureau. (n.d.). *Census business builder: Small business edition - 3.0.1* [Map showing restaurants in the Dane County, WI area and surrounding counties]. U.S. Department of Commerce. Retrieved June 18, 2020, from <https://cbb.census.gov/sbe/#>

### Economist Intelligence Unit (EIU)

Economist Intelligence Unit. (2018). *China* [Country analysis]. <https://www.eiu.com>

### Eikon with Datastream

Thomson Reuters. (2008). *Prime Media Group – equity report*. Eikon with Datastream. [www.eikon.thomsonreuters.com](http://www.eikon.thomsonreuters.com)

### eMarketer

Briggs, P., Dolliver, M., Kim, A., Koch, L., & Wurmser, Y. (2020, February). *Canada digital habits by generation: Identifying key distinctions across age groups, from teens to baby boomers*. eMarketer. <https://www.emarketer.com/>

### Entrepreneurial Studies Source

*Article Database*

Use DOI or treat as print resource

### ERIC

[Author last name], [First initial]. [Middle initial]. [Publication year]. [Title of Document] ([Document or Report number]). [Place of Publication]: [Publishing Agency Name] (ERIC Document Reproduction Service No. [ED# or EJ#]).

# Citation Guide for Business Students

## APA Style

Naples, N. A. (2000). *Economic restructuring and racialization: Incorporation of Mexicans and Mexican-Americans in the rural midwest*. Working Paper. (Report WP-7). California Univ., San Diego, La Jolla: Center for Comparative Immigration Studies. (ERIC Document Reproduction Service No. ED466345).

### **FACCTS (Faulkner's Advisory on Computer & Communications Technologies)**

#### Company Profile

Drumheller, R. (2008, February). *Comcast* [Company profile]. Faulkner's Advisory on Computer and Communications Technologies (FACCTS). <http://www.faulkner.com/>

#### Market Report

Vosevich, K. (2007, October). *Optical networking market trends* [Market report]. Faulkner's Advisory on Computer and Communications Technologies (FACCTS). <http://www.faulkner.com/>

### **Factiva**

Hudson, K. (2006, September 28). Wal-Mart to trim options for health coverage. *The Wall Street Journal*, p. B2. Factiva. <https://professional.dowjones.com/factiva/>

FactSet Research Systems Inc. (2016). *Facebook, Inc.* [Company snapshot]. Factiva. <https://professional.dowjones.com/factiva/>

### **FAOSTAT**

With databases such as this one, which displays results in a spreadsheet format as a result of a query, the title of the document must be created from elements of the query.

FAO Statistics Division. (2008). *Producer price (USD/tonne), USA, apples & artichokes, 2000-2005*. [www.fao.org](http://www.fao.org)

### **Foundation Directory Online**

#### Grantor/Grantmaker Profile

# Citation Guide for Business Students

## APA Style

Foundation Center. (2017, November 19). *Wells Fargo Foundation profile*. Foundation Directory Online. <https://fconline.foundationcenter.org/>

### Grant Profile

Foundation Center. (2017). *Voice for the animals grant profile*. Foundation Directory Online. <https://fconline.foundationcenter.org/>

### FRED – Economic Data

Bureau of Economic Analysis. (2020). *Real gross domestic product (A191RL1Q225SBEA)* [Data set]. FRED, Federal Reserve Bank of St. Louis. <https://fred.stlouisfed.org/series/A191RL1Q225SBEA>

Federal Reserve Bank of St. Louis. (2020). *Industrial production index and industrial production: Durable consumer goods* [Data set]. <https://fred.stlouisfed.org/graph/?id=INDPRO,IPDCONGD>

### Gale Business Insights: Global

Gale. (n.d.). *CarMax Inc. Company Profile*. <https://www.gale.com/c/business-insights-essentials>

### GlobalComms Database (TeleGeography)

Telegeography. (2009, August 31). *Saudi Arabia wireless regulations*. GlobalComms database. <https://www2.telegeography.com/our-research>

### GlobalData

GlobalData. (2018, February 16). *Trader Joe's – baked churro bites*. <https://www.globaldata.com/>

### Government Finance Statistics

International Monetary Fund. (2008). *Arguilla – Taxes on Payroll and Workforce, Cash, 2004-2012*. Government Finance Statistics. [www.data.imf.org](http://www.data.imf.org)

### GuideStar Premium

#### Organization Profile

GuideStar. (2008). *Bill & Melinda Gates Foundation Trust*. [www.guidestar.org](http://www.guidestar.org)

# Citation Guide for Business Students

## APA Style

### Form 990

Bill & Melinda Gates Foundation Trust. (2007, November 21). *Form 990-PF, return of private foundation, 2006*. GuideStar. [www.guidestar.org](http://www.guidestar.org)

### HeinOnline

HeinOnline. (2017, March), *National survey of state laws – quick reference guide – adoption*. [www.heinonline.org](http://www.heinonline.org)

### Hospitality and Tourism Complete

*Article Database*

Use DOI or treat as print resource

### Human Resources Abstracts

Many of the articles in the Human Resources Abstracts database are only an index listing. If you retrieved an article by using the “Find Text @ TAMU” button, you ultimately retrieved your article from another of our full-text databases. Check your hardcopy.

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### IBISWorld USA

If the report has a unique identifier number, use it in parentheses after the title. In this case, include a more specific description in the brackets than just [Industry report] as is often used elsewhere, because IBIS has risk and other reports as well as global, state, and other levels of industry reports, and sometimes the titles and numbers are the same.

Diment, D. (2019, December). *Corporate wellness services (OD4621) [U.S. specialized industry report]*. IBISWorld USA. <https://www.ibisworld.com>

### IDC

Pike, S. (2018, February 17). *Olympic destroyer serves as lesson in motivation risk dynamics*. IDC. [www.idc.com](http://www.idc.com)

### IEEE Xplore

# Citation Guide for Business Students

## APA Style

*Article Database*

Use DOI or treat as print resource

### **International Abstracts in Operations Research**

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### **International Financial Statistics (IMF)**

With databases such as this one, which displays results in a spreadsheet format as a result of a query, the title of the document must be created from elements of the query.

International Monetary Fund. (2008). *Argentina – international liquidity, 1945-2006*. International Financial Statistics. <https://data.imf.org/regular.aspx?key=62771448>.

### **International Trade Statistics**

With databases such as this one, which displays results in a spreadsheet format as a result of a query, the title of the document must be created from elements of the query.

World Trade Organization (WTO). (2008). *Merchandise trade by commodity, China & U.S., agriculture products & textiles, 2003-2007*. International Trade Statistics database. <https://data.imf.org>

### **IRS Tax Forms and Publications**

IRS. (2017). *Form 1040, U.S. individual income tax return*. <http://www.irs.gov>

### **Key Business Ratios**

With databases such as this one, which displays results in a spreadsheet format as a result of a query, the title of the document must be created from elements of the query.

Dun & Bradstreet. (2016). *Agricultural production – crops, key business ratios*. Key Business Ratios. <https://www.mergentkbr.com/>

### **Leadership Connect**

# Citation Guide for Business Students

## APA Style

Leadership Connect (2008). *Accenture Ltd.* [Directory listing].  
[www.leadershipconnect.io](http://www.leadershipconnect.io)

### LexisNexis Corporate Affiliations

Corporate Affiliations. (2015, September 25). *McDonald's Corporation.*  
[www.corporateaffiliations.com](http://www.corporateaffiliations.com)

### MarketLine

MarketLine. (2019). *Renewable energy in Mexico* [Industry profile].  
<https://www.marketline.com>

MarketLine. (2019). *Immunology influencer network: Influencer analytics*  
2/27/2020 - 5/27/2020. <https://www.marketline.com>

Example when retrieved from Business Source Complete:

MarketLine. (2020). *Air freight in Australia* [Industry profile]. Business Source Complete. <https://www.ebsco.com/products/research-databases/business-source-complete>

### Marquis' Who's Who

Marquis Who's Who. (N.D.). *Willie Howard Mays, Jr.* [www.marquiswhowho.com](http://www.marquiswhowho.com)

### Mental Measurements Yearbook

Sherman, E. S., & Brooks, B. L. (2015). *Memory Validity Profile*. Mental Measurements Yearbook. [www.buros.org](http://www.buros.org)

### Mergent Archives

Dun and Bradstreet, Inc. (2011). *Industry norms and key business ratios*. Mergent Archives. [www.mergentarchives.com](http://www.mergentarchives.com)

### Mergent Intellect

Mergent. (2016). *Stryker Corporation: Financial details - income statement*. Retrieved October 25, 2016 from [www.mergentintellect.com](http://www.mergentintellect.com)

### Mergent Online

# Citation Guide for Business Students

## APA Style

Mergent. (n.d.). *Hain Celestial Group* [Company profile]. Retrieved June 3, 2020, from <https://www.mergentonline.com/login.php>

### Mint Global

Wachovia CEO: Wells Fargo merger won't be quick. (2008, November 20). *McClatchy-Tribune Regional News – The Charlotte Observer*. Mint Global. [www.mintglobal.bvdinfo.com](http://www.mintglobal.bvdinfo.com)

### Mintel Market Sizes

Mintel. (n.d.). *Shampoo & conditioners: Retail market segmentation by values*. Retrieved May 28, 2020, from <https://marketsizes.mintel.com/>

### Mintel Reports

Failla, J. (2020, April). *Quick service restaurants - US*. Mintel Reports. <https://reports.mintel.com/display/986928/#>

### Morningstar Investment Research Center

Morningstar. (2014, February 28) *Fidelity Blue Chip Growth: Rating and risk*. [www.library.morningstar.com](http://www.library.morningstar.com)

### MSCI ESG Ratings

MSCI ESG Research. (2018, February 15). *3M company (MMM) governance metrics tear sheet*. [www.msci.com](http://www.msci.com)

### NBER Working Papers

#### Article

Fletcher, J.M. & Mayer, A. (2014). Tracing The Effects Of Guaranteed Admission Through The College Process: Evidence From A Policy Discontinuity In The Texas 10% Plan. *Contemporary Economic Policy, Western Economic Association International*, 32(1), 169-186. DOI: 10.3386/w18721

#### Working Paper

Fletcher, J.M. & Mayer, A. (2014). *Tracing The Effects Of Guaranteed Admission Through The College Process: Evidence From A Policy Discontinuity In The Texas 10% Plan*. NBER Working Paper No. 18721. <http://www.nber.org>

# Citation Guide for Business Students

## APA Style

### NetAdvantage (Standard & Poor's)

#### Industry Report

Agnese, J. & Bahari, H. (2018, February 12). *Food & staples retailing*. NetAdvantage. [www.capitaliq.com](http://www.capitaliq.com)

#### Stock & Mutual Fund Reports

S&P Global. (2018, February 17). *T Rowe Price credit opportunities fund (PRCPX)*. NetAdvantage. [www.capitaliq.com](http://www.capitaliq.com)

### New York Stock Exchange Facts & Figures

Intercontinental Exchange, Inc. (2018). *NYSE group volume in all stocks traded, 2010-2017*. Transactions, Statistics and Data Library. [www.nyse.com](http://www.nyse.com)

### Nexis Uni

This database has many different types of materials, from articles, news, and specialty content such as court cases and patents. Take note of the type of material you are citing and use the appropriate format.

#### Company dossier

LexisNexis. (n.d.). *Ford Motor Company* [Company profile]. Retrieved May 28, 2020, from <https://www.lexisnexis.com/>

#### Company lists or directories

LexisNexis. (n.d.) [List of automobile companies in Germany, over \$200M in sales]. Retrieved June 22, 2020, from <https://www.lexisnexis.com>

### Orbis

Bureau van Dijk. (April 27, 2017). [Latest operating revenue for active, publicly-listed companies with headquarters in British Columbia]. Orbis. <https://orbis.bvdinfo.com/>

### Passport

Euromonitor. (n.d.) *Apparel and footwear dashboard: Store-based retailing* [Chart]. Retrieved June 4, 2020, from <https://go.euromonitor.com/passport.html>

# Citation Guide for Business Students

## APA Style

Homma, A. (2020, February 24). *Apparel and footwear in the US* [Country report]. Passport. <https://go.euromonitor.com/passport.html>

### Plunkett Research Online

Plunkett Research, Ltd. (2007). *Banking, mortgages & credit industry: Trends*. <https://www.plunkettresearchonline.com/>

### PrivCo

#### Company Profile

PrivCo. (n.d.). *PopSockets* [Company profile]. Retrieved May 26, 2020, from <https://system.privco.com/auth/login>

#### Company lists or directories

PrivCo. (n.d.). [List of VC-backed companies in the Boulder, CO, area with up to \$500M in revenue]. Retrieved June 29, 2020, from <https://system.privco.com/auth/login>

### ProQuest Statistical Abstract of the United States

American Veterinary Medical Association. (2010). Table 1204: Household Pet Ownership: 2006. In U.S. Census Bureau (Ed.), *Statistical Abstract of the United States* (129th ed.). ProQuest. <http://www.census.gov/compendia/statab/2010/tables/10s1204.pdf>

### ProQuest Entrepreneurship

This database has many different types of materials, from articles, news, and specialty content such as court cases and patents. Take note of the type of material you are citing and use the appropriate format.

### PsycArticles

*Article Database*

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### PsycBooks

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### Psychology and Behavioral Sciences

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### ReferenceUSA

#### Company Profile

If the title of the company profile is sufficiently unique to identify the company profile (i.e. there is only one of that company in that city & state), then the company name with city is the title:

Infogroup. (2020, June). *Jackson Hewitt Tax Svc-Walmart, Kenai, AK* [Company profile]. ReferenceUSA. Retrieved June 26, 2020, from <https://www.referenceusa.com>

If there are multiple locations of that business in that city/state, include the exact address in parentheses as a form of unique number identifier:

Infogroup. (2020, June). *Jackson Hewitt Tax Svc-Walmart (3101 A. St, Anchorage, AK)* [Company profile]. ReferenceUSA. Retrieved June 26, 2020, from <https://www.referenceusa.com>

#### Company lists or directories

Infogroup. (n.d.). [List of companies in Walworth county, Wisconsin with 5 or more employees]. ReferenceUSA. Retrieved May 26, 2020, from <https://www.referenceusa.com>

### Refinitiv

Blackstone Group LP. (2012, June 18). *Microsoft - overview of company performance*. Refinitiv. <https://www.refinitiv.com/en>

### Regional Business News

*News Database*

Use DOI or treat as print resource

### RIA Checkpoint / Thomson Reuters Checkpoint

Batter, A. (2016, November/December). The impact of a double trigger on the section 162(m) deduction. *Journal of Corporate Taxation*, 34-38.

# Citation Guide for Business Students

## APA Style

RIA. (2020). 2301 Business Incentive Credits—General Business Credit (GBC)—Form 3800. *Federal tax handbook*. RIA Checkpoint.  
[www.checkpoint.riag.com](http://www.checkpoint.riag.com)

### Risk Management Reference Center

*Article Database*

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### RKMA Publications

*eBook Database*

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### Safari Tech Books Online

*eBook Database*

Use copyright information to fill in citation

### Simmons OneView

With databases such as this one, which displays results in a spreadsheet format as a result of a query, the title of the document must be created from elements of the query.

MRI-Simmons. (2017). *Spring 2017 NHCS adult study 12 month* [Cell phones / smartphones brands owned by consumer demographics - age, gender, household income] [Data set]. <https://simmonsinsights.com/>

MRI-Simmons. (2017). *Spring 2017 NHCS adult study 6 month* [Computer software types owned by age] [Data set]. <https://simmonsinsights.com/>

### SimplyAnalytics

With databases such as this one, which displays results as a result of a query, the title of the document must be created from elements of the query. Look at the Variable Metadata or View Metadata section in order to get the Source information -- which agency collected the data. The Date is whatever year the data were collected.

SimplyAnalytics. (2019). [% households consuming imported beer/ale: Drank in last 6 months, for ZIP codes 55416, 55401, and Minneapolis metro area] [Data set]. MRI Consumer Survey US. <http://app.simplyanalytics.com>

SimplyAnalytics. (2019). [Map of Minneapolis, MN metro with family income \$200,000 and over]. Census US. <http://app.simplyanalytics.com>

# Citation Guide for Business Students

## APA Style

### Small Business Reference Center

*Article/E-Books Database*

Use DOI or treat as print resource

### Sports Market Analytics (SBRnet)

SBRnet. (n.d.). *Basketball: College fan market summary*. Sports Market Analytics. Retrieved June 3, 2020, from <https://sportsmarketanalytics.com/home.aspx>

### SRDS Media

Media outlet profiles

SRDS Media Solutions. (n.d.). *Beloit Daily News* [Publication profile]. Retrieved May 22, 2020, from <https://next.srds.com/>

DMA profiles & maps

SRDS Media Solutions. (2018). *Atlanta, GA* [DMA profile]. <https://next.srds.com/>

SQAD ratings for TV and radio

Don't include anything like Inc., LLC, etc. in the author name -- SQAD and not SQAD, Inc. even though it's listed with Inc. on the PDF report. See p. 296 in the Manual.

SQAD. (2020). *Augusta, GA* [SQAD TV report]. SRDS Media Solutions. Retrieved May 22, 2020, from <https://next.srds.com/>

### Statista

Statistics, dossiers, and reports

Look under the Source section for "Survey by" -- that is the author

Daniel Research Group. (2019, September). *Unit shipments of mobile personal computers (PCs) and laptops in the United States, from 2013 to 2023 (in millions)* [Chart]. Statista. <https://www.statista.com/>

Anything without a named author:

Statista. (2020, May). *Laptops & tablets* [Consumer market outlook]. <https://www.statista.com/>

Infographics

# Citation Guide for Business Students

## APA Style

Armstrong, M. (2020, June 4). *UK government approval on the slide* [Infographic]. Statista. <https://www.statista.com/>

### **Stratfor Premium**

U.S.: Rescue plan for Citigroup. (2008, November 24). Stratfor. [www.stratfor.com](http://www.stratfor.com)

### **Tax and Accounting Center (BNA)**

Bureau of National Affairs. (n.d.). *Tax Prep Guides – 2013; Business Tips*. Bloomberg Tax and Accounting Center. [www.taxandaccounting.bna.com](http://www.taxandaccounting.bna.com)

### **Trade Policy Reviews**

World Trade Organization. (2017, November 16). *Trade policy review, Plurinational State of Bolivia*. Trade Policy Reviews. [www.wto.org](http://www.wto.org)

### **Uniworld Directories**

With databases such as this one, which displays results in a spreadsheet format as a result of a query, the title of the document must be created from elements of the query.

Uniworld. (n.d.). [United States firms with subsidiaries in Norway]. Retrieved June 15, 2020, from <http://uniworldonline.com/>

### **U.S. Securities and Exchange Commission SEC Filings (EDGAR)**

Dell Inc. (2008, April 24). *Form 8-K*. U.S. Securities & Exchange Commission SEC Filings EDGAR database. [www.sec.gov](http://www.sec.gov)

### **USA Trade Online**

U.S. Census Bureau. (n.d.). *U.S. Exports – Fertilizers – 2013*. USA Trade Online. [www.usatrade.census.gov](http://www.usatrade.census.gov)

### **USPTO Patent Reference Database**

USPTO. (2014). *Process for Obtaining a Utility Patent* [diagram]. <http://www.uspto.gov/patents/process/>

# Citation Guide for Business Students

## APA Style

### USPTO Trademark Reference Database

USPTO. (2014). *Trademark Process*. <http://www.uspto.gov/trademarks/process/>

### ValueLine

Look at the bottom of the company's stock page for the dates of the PDF reports -- usually approximately quarterly. Those are the archived reports and should be the preferred date.

Value Line. (2020, May 22). *Delta Air Lines*. <https://jump.valueline.com/>

### WestLaw

This database has many different types of content including Articles, Government Documents, and Legal Cases. Use the appropriate citation style for the content.

### Winmo Redbooks

List Partners. (n.d.). *The Wendy's Company*. Winmo. Retrieved May 21, 2020, from <https://www.winmo.com/>

### World Bank Data

With databases such as this one, which displays results in a spreadsheet format as a result of a query, the title of the document must be created from elements of the query.

World Bank Group. (2014). *Bananas, US, \$/kg, real 2010\$. 2010-2013*. [www.data.worldbank.org](http://www.data.worldbank.org)

### World Development Indicators

With databases such as this one, which displays results in a spreadsheet format as a result of a query, the title of the document must be created from elements of the query.

World Bank Group. (n.d.). *United Kingdom [Data]*. Retrieved December 12, 2010, from [www.datcatalog.worldbank.org](http://www.datcatalog.worldbank.org)

### World Intellectual Property Organization

*Trademark Database; Web Page* URL: <http://www.wipo.int>