

**Texas A&M University
West Campus Business Library**

Citation Guide for Business Students

APA Style

Updated September 2014

Citation Guide for Business Students

APA Style

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Acknowledgements

This publication has drawn from many sources providing information on the APA Style. Please see the reference list at the end of this document for specific sources.

A special acknowledgement must be given to the Harvard Business School, from which the structure of this guide was borrowed.

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A. Introduction

1. About this Guide

This Citation Guide is based on the Publication Manual of the American Psychological Association (APA) 6th Ed published 2010.

2. 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.

“Failure to give credit to the words and ideas of an original author is plagiarism. Most people do not intend to commit plagiarism but may do so inadvertently because they are in a hurry or because of sloppy work habits.” (APA, 2001)

3. What to Cite

“You should cite all direct quotations, paraphrased factual statements, and borrowed ideas. The only items that do not need to be cited are facts that seem to be common knowledge, such as the date of the stock market crash. However, if you present facts in someone else’s words, you should cite the source of those words.” (HBS, 2007)

Every source cited in your text – and only those sources – are given in the Reference List.

4. 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 (often called the parenthetical 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.
- The second type is the Reference List entry, which contains the complete citation for all sources used in the body of the paper.

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5. In-Text Citation Rules

- 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 to Five Authors – If there are 3-5 authors for the source, list all authors in the first Text Citation and use the lead-author *et al.* notation in all subsequent Text Citations. For example: (Andrews, Smith, Baker, Jones, & Charles, 2003) for first use; (Andrews et al., 2003) all subsequent uses.
- Six or more Authors – If there are six or more authors use the lead-author *et al.* notation in all citations.
- 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.
- You must always provide page numbers for a citation after the use of quotations. For example: “... of the resulting study” (Smith, 2005, p. 13); or Smith found “... of the resulting study” (2005, p. 13).
- If the same resource is cited again in the same paragraph, the year may be omitted. For example: (Jones et al., 2006, p. 67) and then (Jones et al., p.68).
- When quoting electronic documents without page numbers, cite paragraph numbers (if given) after the the abbreviation *para*. 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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Type of Citation	1 st Citation in text	Subsequent citations in text	Parenthetical format, 1 st citation in text	Parenthetical format, subsequent citations in text
1 Author	Smith (2007)	Smith (2007)	(Smith, 2007)	(Smith, 2007)
2 Authors	Smith and Jones (2008)	Smith and Jones (2008)	(Smith & Jones, 2008)	(Smith & Jones, 2008)
3 Authors	Smith, Jones, and Brown (2009)	Smith et al. (2009)	(Smith, Jones & Brown, 2009)	(Smith et al., 2009)
4 Authors	Smith, Jones, Brown and Blue (2010)	Smith et al. (2010)	(Smith, Jones, Brown & Blue, 2010)	(Smith et al., 2010)
5 Authors	Smith, Jones, Brown, Blue and Black (2011)	Smith et al. (2011)	(Smith, Jones, Brown, Blue & Black, 2011)	(Smith et al., 2011)
>5 Authors	Smith et al. (2012)	Smith et al. (2012)	(Smith et al., 2012)	(Smith et al., 2012)
Group Author, good abbrev.	National Science Foundation (NSF, 2009)	NSF (2009)	(National Science Foundation [NSF], 2009)	(NSF, 2009)
Group Author, no abbrev.	Leadership Group (2008)	Leadership Group (2008)	(Leadership Group, 2008)	(Leadership Group, 2008)

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6. Reference List Rules (General)

- Reference Lists use a hanging indent format.
- The following abbreviations are commonly used:
 - **ed.** (edition)
 - **Rev. ed.** (revised edition)
 - **Ed.** or **Eds.** (editor or editors)
 - **n.d.** (no date)
 - **No.** (number)
 - **p.** or **pp.** (page or pages)
 - **Pt.** (part)
 - **Suppl.** (supplement)
 - **Tech. Rep.** (technical report)
 - **Trans.** (translator(s))
 - **Vol.** (volume, as in Vol. 2)
 - **vols.** (volumes, as in vols. 1-4)
- 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, append a lowercase alphabetic character (starting with “a”) to the year. For Example: Smith, M (2008a)... followed by Smith, M (2008b)....
- 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 *Daagwood*, and *Decker* comes after *de Chardin*.
 - Single author references come before references with multiple authors. For example: *Walter, 2007* comes before *Walter, et al. 2007*.
 - 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.
- With two to seven authors, use an ampersand (&) before the last author. For example:

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Author, A., Author, B., Author, C., & Author, D. (2011). Title of article. Title of Journal, 9(11). doi: 10.000000000

- When there are eight or more authors, include the first six authors' names, then insert three ellipsis points (...), and add the last author's name. For example:

Author, A., Author, B., Author, C., Author, D., Author, E., Author, F., ... Author, J. (2011). Title of article. Title of Journal, 9(11). 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. For example:

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

- If authors are listed with the word *with*, include them in the reference in parentheses. For example:

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

- In a reference to a work with no author, move the title to the author position (i.e. before the date of publication). For example:

Aviation. (n.d.). In *Merriam-Webster's online dictionary* (10th ed.). Retrieved from ...

- In a reference to an edited book, place the editors' names in the author position, and enclose the abbreviation *Ed.* Or *Eds.* in parentheses after the last editor's name. For example:

Editor, A. & Editor, B. (**Eds.**). Book title. Location: publisher.

- In a reference to a chapter in an edited book, the book editors' names should not be inverted and should be preceded by the word *In*. For example:

Author, A. (2010). Title of chapter. **In** A.B. Editor (Ed.), Title of book (pp. xx-xx). Location: Publisher.

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- 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.
 - The format for the DOI in a reference is: doi: xxxxxxxxxx
 - **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.

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B. Examples of Reference List Citations

1. Advertisements

a. 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.

b. Television Advertisements

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

2. Analyst Reports

a. Signed (on the Web)

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

b. Unsigned (on the Web)

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

3. Annual Report

a. Print Version

Microsoft Corporation. (2007). *2006 Annual Report*.

b. Online

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

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4. Articles

a. 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: xxxxxx

Two to Six Authors

Li, X., & Sridharan, V. (2008). Characterizing order processes of using inventory policies in supply chains. *Omega*, 36(6), 1096-1104. doi: xxxxxx

b. Article in Magazine

Crockett, R. O. (2008, April 7). Motorola sets its phone unit free. *Business Week*, 4078, 36-38.

c. Article in Newspaper

With Author

Welsh, J. (2008, April 9). Old tractors, Maserati prices. *Wall Street Journal – Eastern Edition*, pp. D1-D2.

No Author

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

d. Article with 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. doi: 10.1016/j.cor.2007.03.008

e. 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.

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5. Blogs

Godin, S. (2008, April 17). George Clooney is not normal. [Web log post]. Retrieved from <http://sethgodin.typepad.com/>

6. Books

a. Single Author

Masterman, G. (2007). *Sponsorship: For a return on investment*. Oxford, UK: Butterworth-Heinemann.

b. Two Authors

Pernick, R. & Wilder, C. (2007). *The clean tech revolution: The next big growth and investment opportunity*. New York: Collins.

c. Three to Seven Authors

O'Connell, J., Pyke, J. & Whitehead, R. (2006). *Mastering your organization's processes: A plain guide to business process management*. Cambridge, NY: Cambridge University Press.

d. 8 or More Authors

Author, A., Author, B., Author, C., Author, D., Author, E., Author, F., ... Author, J. (2008). *Book with lots of authors*. New York: Big Press.

e. Editor or Compiler as Author

Bryson, J. R. & Daniels, P. W. (Eds.). (2007). *The handbook of service industries*. Cheltenham, UK: Edward Elgar.

Therin, F. (Ed.). (2007). *Handbook of research on techno-entrepreneurship*. Cheltenham, UK: Edward Elgar.

f. Edition Other Than First

Hayes, R. (2007). *Retail security and loss prevention* (2nd ed.). New York: Palgrave Macmillan.

g. No Author

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

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h. Multivolume Works

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

i. Chapters or Other Titled Parts of a Book

Kuver, P. P. (2003). Software quality assurance activities. In C. V. Brown & H. Topi (Eds.). *IS management handbook* (8th ed., pp. 1-100). Boca Raton, FL: Auerbach Publications.

j. Online Book

Note: Online books within the ebrary, netLibrary and Safari Tech Books Online databases, among others, do not have a doi. Therefore, pay attention to the URL in the address bar and transcribe the “host name” portion of the address into the reference.

Wright, J. (2005). *Blog marketing*. Retrieved from <http://site.ebrary.com>

Viardot, E. (2004). *Successful marketing strategy for high-tech firms*. Retrieved from <http://web.a.ebscohost.com>

Bhatt, H. and Glover, B. (2006). *RFID essentials*. Retrieved from <http://proquest.safaribooksonline.com>

7. Case Study

Rangan, V. K. (1993). *Population services international: The social marketing project in Bangladesh*. [Case Study]. HBS No. 586-013. Boston: Harvard Business School Pub.

8. Conference Papers / Proceedings

a. Conference Paper in Proceedings

Fink, K., and Ploder, M. C. (2007). Knowledge diffusion through SME websites. In Sary, 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.

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b. 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.

9. Databases

For examples of how to cite information / material obtained from commercial databases available from the Texas A&M University Libraries, and specifically through the West Campus Business Library, see Sections C, D and E of this document.

10. Electronic Mail

E-mails are not included in the list of references. However, you must include an In-Text Citation based on the following example:

(M. Dell, personal communication, April 15, 2008)

11. Films / Movies / TV

a. 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.

b. International or National Motion Picture Release

Smith, J. D. (Producer), & Jones, M. S. (Director). (2001). *Really bad love story* [Motion Picture]. United States: Paramount Pictures.

c. Limited Availability Motion Picture / Video Release

Hanks, P. J. (Producer), & Peters, B. F. (Writer/Director). (2005). *Case studies: A view from within* [Motion picture]. (Available from Some University, 100 Main Street, Some City, Some State, 99999)

d. Television Broadcast

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

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e. Television Series

Cheese, B. (Producer). (2008). *The history of accounting: A comedy* [Television series]. Los Angeles: Boring Studios.

f. Television Series Episode

Davis, W. J. (Writer), & Paul, R. K. (Director). (2008). One for the books [Television series episode]. In B. Cheese (Producer), *The history of accounting: A comedy*. Los Angeles: Boring Studios.

12. Focus Group Research

Format

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

Example

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.

13. Government Documents

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

14. Interviews

a. In-Person

Format

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

Example

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

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b. Phone

Franks, W. (2008, March 16). [Phone interview]. Marketing Director, Nestle Inc.

15. Legal Cases

a. U.S. Supreme Court Decision

Basic Form

Name v. Name. Volume-number **U.S.** Page-number. (Year)

Example

United States v. Lane. 474 U.S. 438 (1986).

b. Lower Federal Court Decision

Basic Form

Name v. Name. Volume-number Reporter-abbreviation Page-number
(Court-name).

Example

Flibotte v. Pennsylvania Truck Lines, Inc. 131 F. 3d 21 (1st Cir. 1997).

c. Federal Statute

Basic Forms

Name-of-Act § Section-number, Volume-number **U.S.C.** § Section-
number (Year).

Name-of-Act, **Pub. L. No.** Number, § Section-number, Volume-number
Stat. Page-number (Year).

Examples

National Environmental Policy Act of 1969 § 102, 42 U.S.C. § 4332
(1994).

Americans with Disabilities Act of 1990, Pub. L. No. 101-336 § 2, 104
Stat. 328 (1991).

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d. Congressional Hearing

Basic Form

Title-of-hearing. Number-of-Congress **Cong.**, Number-of-Session **Sess.**,
Page-number (year) (**testimony of** Name-of-witness)

Example

Ru 486: The import ban and its effect on medical research: Hearings
before the Subcommittee on Regulation, Business Opportunities,
and Energy, of the House Committee on Small Business. 101st
Cong., 2d Sess. 35 (1990) (testimony of Ronald Chesemore).

e. Congressional Bill or Resolution

Basic Form

Title, Bill-or-Resolution-number, Number-of-Congress **Cong.**, Number-
of-session **Sess.** (Year).

Example

Equitable Health Care for Severe Mental Illness Act of 1993, S. 671,
1003d Cong., 1st Sess. (1993).

16. Observational Research

Format

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

Example

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).

17. Patent

Format

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

Citation Guide for Business Students

APA Style

Example

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

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

18. Podcast

Format

Author. (Date-of-'cast). *Name-of-'cast*. [Audio podcast]. Retrieved from URL-of-'cast.

Example

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

19. Press Release

a. Printed

Format

Company-name. (Date of press release). *Title of press release*. [Press Release].

Example

Sun Microsystems. (2002, December 3). *Sun charts strategy for services to deliver high-value network computing environments*. [Press Release].

b. On the Web

Format

Company-name. (Date of press release). *Title of press release*. [Press Release]. Retrieved from name-of-site-and URL.

Citation Guide for Business Students

APA Style

Example

Ford Motor Company. (2008, April 23). *Ford Motor Company builds 9 millionth Mustang*. [Press Release]. Retrieved from <http://www.ford.com/about-ford/news-announcements/press-releases/>.

20. SEC Filing

Format

Company name. (date of submission). *Form number*. Retrieved from web-page-URL-or-database.

Examples

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

Dell, Inc. (2008, April 17). *Form 8-K*. Retrieved from <http://i.dell.com>

21. Survey Research

Note: 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.

Format

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

Example

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

22. Video Webcast

Format

Author. (Date-of-'cast). *Name-of-'cast*. [Video webcast]. Retrieved from URL-of-'cast.

Citation Guide for Business Students

APA Style

Example

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

23. Web Sites / Web Page

a. With no Author or Date

April 2008 / From status symbols to status stories. (n.d.) Retrieved from <http://www.trendwatching.com/briefing/>

b. Corporate Author

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

24. Working Papers

a. (Printed)

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

b. (Online)

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

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APA Style

C. Examples from Primary Subscribed & Access-Free Library Databases

For any database listed below with a category of “Article Database” use the standard article citation formats listed in Section B, page 8 of this document.

Note: Some materials in an “Article Database” may require another standard citation format, as listed in Section B of this document. If the standard citation format requires a URL, use the address provided below the category.

1. ABI/Inform Complete

Category: Article Database

URL: <http://search.proquest.com>

2. ABI/Inform Trade & Industry

Category: Article Database

URL: <http://search.proquest.com>

3. Academic Search Complete

Category: Article Database

URL: <http://web.a.ebsconet.com>

4. Academy of Management Proceedings

Category: Proceedings Database

URL: varies (if required)

Note: Use the Conference Papers / Proceedings format as the primary template for these citations. You will have to access the publishers website (the link is on the initial page of the resource) to get the full name of the conference.

Acha, Virginia. (2008). Open by design: The role of design in open innovation. In (2008) *The Questions We Ask, Proceedings of the Annual Meeting of the Academy of Management, Anaheim, California, August 8-13 2008* (pp. 1-6). New York, Academy of Management.

5. Accounting & Tax

Category: Article Database

URL: <http://search.proquest.com>

6. Accounting Research Manager (ARM)

Category: Specialty Database

American Institute of Certified Public Accountants (AICPA). (2003, May 1). Audits of airlines. *Audit and Accounting Guides*. Retrieved

Citation Guide for Business Students

APA Style

from Accounting Research Manager database
(<http://www.accountingresearchmanager.com>).

American Institute of Certified Public Accountants (AICPA). (2008). *AICPA audit risk alert: Not-for-profit organizations industry developments*. Retrieved from Accounting Research Manager database (<http://www.accountingresearchmanager.com>).

Emerging Issues Task Force (EITF). (2008, March 12). *Revenue recognition for a single unit of accounting. Issue summary*. Issue No. 08-1. Retrieved from Accounting Research Manager database (<http://www.accountingresearchmanager.com>).

Financial Accounting Standards Board (FASB). (n.d.). Goodwill and other intangible assets – Section G40. *Current Text\2. General Standards*. Retrieved from Accounting Research Manager database (<http://www.accountingresearchmanager.com>).

International Accounting Standards Board (IASB). (2006, December 31). IFRS 3: Business combinations. *International Financial Reporting Standards*. Retrieved from Accounting Research Manager database (<http://www.accountingresearchmanager.com>).

Public Company Accounting Oversight Board (PCAOB). (2008, February 26). *Proposed auditing standard – Engagement quality review*. Retrieved from Accounting Research Manager database (<http://www.accountingresearchmanager.com>).

7. ACM Digital Library

Category: Article Database

URL: <http://dl.acm.org>

Jeffery, S. R., Franklin, M. J., & Garofalakis, M. (2008). An adaptive RFID middleware for supporting metaphysical data independence. *The VLDB Journal*, 17(2), 265-289. doi: 10.1007/s00778-007-0084-8

8. AdSpender

Category: Speciality

URL: <http://adspender.kantarmedia.com>

Note: With databases such as AdSpender, which display results in a spreadsheet format as a result of a query, the title of the document must be created from elements of the query.

Citation Guide for Business Students

APA Style

TNS Media Intelligence. (2008). *GMAC advertising spending 2007, By Month*. Retrieved from the AdSpender database (<http://adspender.kantarmedia.com>).

9. Advertising Red Books

Category: Specialty Database
URL: <http://www.redbooks.com>)

Lexis-Nexis. (n.d.) *Intuit Inc. – company profile*. Retrieved from Advertising Red Books database (<http://www.redbooks.com>).

10. African Development Indicators

Category: Specialty Database
URL: **Using the PDF version of the resource makes for an easier citation.**

World Bank. (2013). *Africa Development Indicators 2012/2013*. Washington, DC: World Bank. doi: 10-1596/978-0-8213-9616-2

11. American City Business Journals

Category: Article Database
URL: <http://secure.bizjournal.com>

Hall, C. (2010, January 22-28). A whiff of TV reality. *Houston Business Journal*, 40(37), 1,38A.

12. American Factfinder

Category: Web Site / Web Page
URL: U.S. Census Bureau, <http://factfinder.census.gov>.

13. Applied Science and Technology Source

Category: Article Database
URL: <http://web.a.ebsconet.com>

14. Associations Unlimited

Category: Specialty Database
URL: <http://galenet.galegroup.com>

Gale-Cengage Learning. (2008) *Academy of Marketing Science (AMS) profile*. Retrieved from Associations Unlimited database (<http://galenet.galegroup.com>).

15. Balance of Payment Statistics

Category: Specialty Database
URL: <http://elibrary-data.imf.org>

Citation Guide for Business Students

APA Style

Note: With databases such as Balance of Payment Statistics, which display 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). *Aruba, balance of payments, 1998-2007*. Retrieved from Balance of Payment Statistics database (<http://elibrary-data.imf.org>).

16. BizMiner

Category: Specialty Database
URL: <http://www.bizminer.com>

BizMiner. (2008, November). *Industry financial profile (3 year); [11-016] Sector: Agriculture; soybeans; sales class: \$1m - \$2.29m*. Retrieved from BizMiner database (<http://www.bizminer.com>).

17. Bloomberg

Category: Specialty Database
URL: none

Bloomberg L.P. (2006) Stock price graph for United Parcel Service 11/1/05 to 11/1/06. Retrieved from Bloomberg database.

18. Business Analyst Online

Category: Specialty Database
URL: <http://bao.arcgis.com>

Detailed Age Profile, Brazos County, Texas, Census 2010/2014/2019. (n.d.). Retrieved from Business Analyst Online database (<http://bao.arcgis.com>).

19. Business Monitor Online

Category: Specialty Database
URL: <http://bmo.businessmonitor.com>

Marcall, R. (2008, March 25). The Qatar business forecast report. Q2 2008. *Business Monitor Business Forecast Reports*. Retrieved from Business Monitor Online database (<http://bmo.businessmonitor.com>).

20. Business Source Complete

Category: Article Database
URL: <http://web.a.ebscohost.com>

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APA Style

21. BusinessWeek Digital Archive

Category: Article Database

URL: <http://web.a.ebscohost.com>

This database has a handy citation tool if you look in the right-hand menu.

22. Canadian Intellectual Property Office

Category: Patent Database

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

Note: Treat items from the Trademarks, Patents, and Copyrights databases as standalone documents, illustrated below. Treat other material as a website /Webpage. The URL for the site is www.cipo.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.

23. Capital Changes Reporter

Category: Specialty Database

URL: <http://intelliconnect.cch.com>

CCH Inc. (2008). *Gaiam Inc. – corporate capital history*. Retrieved from Capital Changes Reporter database (<http://intelliconnect.cch.com>).

CCH Inc. (2008, June 6). *Capital changes letter no. 3001*. Retrieved from Capital Changes Reporter database (<http://intelliconnect.cch.com>).

Citation Guide for Business Students

APA Style

24. Census of Agriculture

Category: Web Site / Web Page

URL: <http://www.agcensus.usda.gov>

United States Department of Agriculture. (2012). *Table 3. Farm Production Expenses: 2012 and 2007*. Retrieved from http://www.agcensus.usda.gov/Publications/2012/Full_Report/Volume_1,_Chapter_2_US_State_Level/

25. Chicago Fed Letter

Category: Web Site / Web Page

URL: <http://www.chicagofed.org>

Paschchenko, Svetlana. (May 2010). Getting Sick and Paying for It. *Chicago Fed Letter*, 274. Retrieved from http://www.chicagofed.org/digital_assets/publications/chicago_fed_letter/2010/cflmay2010_274.pdf

26. China Data Online

Category: Specialty Database

URL: <http://chinadata.org>

All China Data Center. (2006). *China statistical year book 2006*. Retrieved from China Data Online database (<http://chinadata.org>).

27. Communication & Mass Media Complete

Category: Article Database

URL: <http://web.a.ebscohost.com>

28. Communication Source

Category: Article Database

URL: <http://web.a.ebscohost.com>

29. Compact D SEC / Global Researcher SEC

Category: Specialty Database

URL: none (this is a CD-ROM product)

Disclosure. (2006, July). *Cavalier Homes Inc., company profile*. Retrieved from the Compact D SEC database.

30. Compact D Worldscope / Global Researcher Worldscope

Category: Specialty Database

URL: none (this is a CD-ROM product)

Disclosure. (2006, July). *Canterbury Foods Group PLC, company profile*. Retrieved from the Compact D Worldscope database.

Citation Guide for Business Students

APA Style

31. Computer & Info Systems

Category: Article Database

Note: 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 hardcopy.

32. Computer Source

Category: Article Database

URL: <http://web.a.ebscohost.com>

Weierm, M. H. (2008, March 3). New found faith leads Oracle to upgrade its CRM service. *InformationWeek*, 1175, p. 36.

33. Conference Board Research

Category: Specialty Database

URL: <http://www.conference-board.org>

Stewart, S. (2007, July). *Connecting emotions and personality to your corporate image and brands*, no. 243. Retrieved from Conference Board Research database (<http://www.conference-board.org>).

34. Corporate Affiliations

Category: Specialty Database

URL: <http://www.corporateaffiliations.com>

LexisNexis. (2014). *Toys “R” Us, Inc.* Retrieved from Corporate Affiliations database (<http://www.corporateaffiliations.com>).

35. Datastream

Category: Specialty Database

URL: none (this is a CD-ROM product)

Thomson Financial. (2008). *Prime Media Group – equity report*. Retrieved from the Datastream database.

36. Derwent Innovations Index

Category: Patent Database

URL: none required

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APA Style

37. Direction of Trade Statistics

Category: Specialty Database
URL: <http://elibrary-data.imf.org>

Note: With databases such as the Direction of Trade Statistics, which display 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*. Retrieved from Direction of Trade Statistics database (<http://elibrary-data.imf.org>).

38. Doing Business in ...

Category: Specialty Database
URL: <http://www.doingbusiness.org>

International Bank for Reconstruction and Development / The World Bank. (2008). *Doing business 2009: Country profile for Mexico*. Retrieved from <http://www.doingbusiness.org>

39. EconLit with Full Text

Category: Article Database
URL: <http://web.a.ebscohost.com>

40. Economic Census

Category: Specialty Database & Government
URL: <http://www.census.gov/econ/>

U.S. Census Bureau. (2004, August). *Book publishers: 2002, Economic census information industry series*. Retrieved from Economic Census 2002 database (<http://www.census.gov/econ/census02/>).

41. Economist Intelligence Unit (EIU)

Category: Specialty Database
URL: <http://www.eiu.com>

a. Country Profile

Economist Group. (2008). *Bahamas, country profile*. (2008). Retrieved from Economist Intelligence Unit (EIU) database (<http://www.eiu.com>).

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b. Country Report

Haiti, country report. (2008, August). Retrieved from Economist Intelligence Unit (EIU) database (<http://www.eiu.com>).

c. Country Data / Market-Indicators & Forecasts

Note: This portion of the EIU database, which display results in a spreadsheet format as a result of a query, the title of the document must be created from elements of the query.

Brazil; passenger car production, registrations, stock; 2000-2007. (2007). Retrieved from Economist Intelligence Unit (EIU) database (<http://www.eiu.com>).

42. EDGAR Online

Category: SEC Filing Database
URL: <http://www.sec.gov>

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

43. eMarketer

Category: Specialty Database
URL: <http://totalaccess.emarketer.com>

Gauntt, J., & Williamson, D. (2008, May). *Mobil social networks*. Retrieved from eMarketer database (<http://totalaccess.emarketer.com>).

44. Entrepreneurial Studies Source

Category: Article Database
URL: <http://web.a.ebscohost.com>

Case Study

Live, breathe and wear passion. (2014). *Times 100 Case Studies*, 1-4.

45. Entrepreneurship

Category: Article Database
URL: <http://search.proquest.com>

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APA Style

46. ERIC

Category: Article Database
URL: <http://web.a.ebscohost.com>

47. Factiva

Category: News / Press Release Database
URL: <http://global.factiva.com>

Campbell, James. (2008, November 23). The hardest drive of Brabham's life: Sir Jack battles kidney failure. *Sunday Herald Sun*.

Let them go bust: The auto companies today no more deserve a federal bailout than did the steel companies in the 1980's, argues Duquesne Professor James B. Burnham. (2008, November 23). *Pittsburgh Post-Gazette*.

48. FAOSTAT

Category: Specialty Database
URL: <http://faostat.fao.org>

Note: With databases such as FAOSTAT, which display 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*. Retrieved from FAOSTAT database (<http://faostat.fao.org>).

49. Faulkner's Advisory on Computer and Communications Technologies (FACCTS)

Category: Specialty Database
URL: <http://www.faulkner.com>

a. Company Profile

Drumheller, R. (2008, February). *Comcast company profile*. Retrieved from Faulkners' Advisory on Computer and Communications Technologies (FACCTS) database (<http://www.faulkner.com>).

b. Company Timeline

3Com timeline. (2008, February). Retrieved from Faulkners' Advisory on Computer and Communications Technologies (FACCTS) database (<http://www.faulkner.com>).

Citation Guide for Business Students

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c. Market Report

Vosevich, K. (2007, October). *Optical networking market trends*. Retrieved from Faulkners' Advisory on Computer and Communications Technologies (FACCTS) database (<http://www.faulkner.com>).

d. Technology Tutorial

Shaw, R. (2008, April). *Data analysis and data mining*. Retrieved from Faulkners' Advisory on Computer and Communications Technologies (FACCTS) database (<http://www.faulkner.com>).

50. Foundation Center

Category: Specialty Database

URL: <http://fconline.foundationcenter.org>

Grantor Profile

Foundation Center. (2013, December 5). *The Brooke Foundation Profile*. Retrieved from <http://fconline.foundationcenter.org>

Grant Profile

Foundation Center. (2014). *Urban Teacher Center Grant Profile*. Retrieved from <http://fconline.foundationcenter.org>

51. FRED

Category: Web Site / Web Page; Government

URL: <http://research.stlouisfed.org>

Federal Reserve Bank of St. Louis. (2014). *Total Value of Loans for All C&I Loans, Low Risk, All Commercial Banks, 4/1/1997 - 4/1/2014*. Retrieved from <http://research.stlouisfed.org/fred2/>

52. Gale Business Insights

Category: Specialty Database

URL: <http://bi.galegroup.com>

Gale. (n.d.). *CarMax Inc. Company Profile*. Retrieved from Gale Business Insights: Global database (<http://bi.galegroup.com>).

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53. Gartner Research

Category: Specialty Database
URL: <http://www.gartner.com>

a. Hype Cycle Report

Fenn, J., Raskino, M., Basso, M., Phifer, G., Lundy, J., & Gilbert, M., et al. (2007, July 13). *Hype cycle for emerging technologies, 2007*. Retrieved from Gartner Research database (<http://www.gartner.com>).

b. Magic Quadrant Report

Richardson, J., Schlegel, K., Hostmann, B., & McMurchy, N. *Magic quadrant for business intelligence platforms, 2008*. Retrieved from Gartner Research database (<http://www.gartner.com>).

c. General Report

Lowendahl, J., Zastrocky, M., & Harris, M. (2008, March 24). *Gartner higher education e-learning survey 2007: Clear movements in the market*. Retrieved from Gartner Research database (<http://www.gartner.com>).

54. GlobalComms

Category: Specialty Database
URL: <http://www.telegeography.com>

Telegeography. (2009, August 31). *Saudi Arabia wireless regulations*. Retrieved from GlobalComms database (<http://www.telegeography.com>).

55. Global Development Indicators

Category: Specialty Database
URL: <http://databank.worldbank.org>

Note: With databases such as Global Development Indicators, which display results in a spreadsheet format as a result of a query, the title of the document must be created from elements of the query.

The World Bank Group. (2014). *Agricultural Land, Machinery, and Methane Emission Figures; 2001-2013; North America*. Retrieved from Global Development Indicators database (<http://databank.worldbank.org>).

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56. Global Economic Monitor

Category: Specialty Database

URL: <http://databank.worldbank.org>

Note: With databases such as Global Development Indicators, which display results in a spreadsheet format as a result of a query, the title of the document must be created from elements of the query.

The World Bank Group. (2014). *ASEAN-4, Exports Merchandise, Customs, Price, US\$, 2014M01-2014M08*. Retrieved from Global Economic Monitor database (<http://databank.worldbank.org>).

57. Global Market Navigator

Category: Specialty Database

URL: <http://marketsizes.mintel.com>

Mintel Group Ltd. (2014). *New Zealand, Socio-economic data, Forecast to 2018*. Retrieved from Global Economic Monitor database (<http://marketsizes.mintel.com>).

58. GMI Analyst

Category: Specialty Database

URL: <http://gmianalyst.com>

a. Governance Practice Highlights

Corporate Library. (2008). *Sprint Nextel Corporation (S), governance practices highlights*. Retrieved from Board Analyst database (<http://gmianalyst.com>).

b. Articles of Incorporation

Sprint Nextel Corporation. (2005). *Amended and restated articles of incorporation of Sprint Nextel Corporation*. Retrieved from Board Analyst database (<http://gmianalyst.com>).

c. Bylaws

Sprint Nextel Corporation. (2005). *Amended and restated Sprint Nextel Corporation bylaws*. Retrieved from Board Analyst database (<http://gmianalyst.com>).

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d. Governance Policy

Sprint Nextel Corporation. (2008, February 12). *Corporate governance guidelines*. Retrieved from Board Analyst database (<http://gmianalyst.com>).

e. Ethics Policy

Sprint Nextel Corporation. (2008?). *Leading with integrity: Sprint Nextel code of conduct*. Retrieved from Board Analyst database (<http://gmianalyst.com>).

f. Company Officer Profile

Corporate Library. (2008). *Daniel R. Hesse governance profile*. Retrieved from Board Analyst database (<http://gmianalyst.com>).

59. Google Patents

Category: Patent Search Database
URL: none required

Use the standard patent citation format found in the previous section.

60. Google Scholar

Category: Article Database
URL: na

Note: If the article is accessed from a TAMU database via the “Full Text@TAMU” link, use that databases’ format for your citation.

If the article is accessed via a free link, use a standard article citation format and include the URL of the page.

61. Government Finance Statistics

Category: Specialty Database
URL: <http://elibrary-data.imf.org>

International Monetary Fund. (2008). *Arguilla – Taxes on Payroll and Workforce, Cash, 2004-2012*. Retrieved from Government Finance Statistics database (<http://elibrary-data.imf.org>).

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APA Style

62. Guidestar

Category: Specialty Database
URL: <http://www.guidestar.org>

a. Organization Profile

GuideStar USA. (2008). *Bill & Melinda Gates Foundation Trust*. Retrieved from GuideStar database (<http://www.guidestar.org>).

b. Form 990

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

63. Hoovers Premium

Category: Specialty Database
URL: <http://subscriber.hoovers.com>

Hoovers. (2008). *Dell, Inc., company profile*. Retrieved from Hoovers Premium database (<http://subscriber.hoovers.com>).

64. Hospitality and Tourism Complete

Category: Article Database
URL: <http://web.a.ebscohost.com>

65. Human Resources Abstracts

Category: Article Database
URL: <http://web.a.ebscohost.com>

Note: 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.]

66. IBISWorld

Category: Specialty Database
URL: <http://clients1.ibisworld.com>

IBISWorld. (2008, March 6). *Tanning salons in the US: 81219c, Industry report*. Retrieved from IBISWorld database (<http://clients1.ibisworld.com>).

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APA Style

67. IEEE Xplore

Category: Article Database

URL: <http://ieeexplore.ieee.org>

68. Inflation Calculator

Category: Specialty Resource

Cite as listed below.

Friedman, M. (n.d.) *Inflation Calculator*. Accessed at <http://www.westegg.com/inflation/>

69. International Abstracts in Operations Research

Category: Index Database

URL: na

Note: This database is only an index. If you retrieved an article by using the citation you found, or the DOI link, you ultimately retrieved your article from another of our full-text databases. Check your hardcopy.]

70. International Central Bank List

Category: Web Site / Web Page

URL: na

Note: This resource is simple a list of Internet links. Use the Web Site / Web Page format to cite information gathered from the site that you ultimately visit.

71. International Financial Statistics

Category: Specialty Database

URL: <http://elibrary-data.imf.org>

Note: With databases such as International Financial Statistics, which display 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*. Retrieved from International Financial Statistics (IMF Statistical) database (<http://elibrary-data.imf.org>).

72. International Statistical Agencies List

Category: Web Site / Web page

URL: na

Note: This resource is simple a list of Internet links. Use the Web Site / Web Page format to cite information gathered from the site that you ultimately visit.

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73. International Trade Statistics

Category: Specialty Database

URL: <http://www.wto.org>

Note: With databases such as International Trade Statistics, which display 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*. Retrieved from International Trade Statistics database (<http://www.wto.org>).

74. Japan Patent Office

Category: Patent Database

URL: na

Note: Use the standard patent citation format found in the previous section.

75. Leadership Library

Category: Specialty Database

URL: <http://lo.bvdep.com>

Leadership Directories, Inc.. (2008). *Accenture Ltd., directory listing*. Retrieved from Leadership Library database (<http://lo.bvdep.com>).

76. LexisNexis Academic

Category: Article Database; Specialty Database

URL: <http://www.lexisnexis.com>

Note: 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 found in Section B of this document.

77. Marquis' Who's Who

Category: Specialty Database

URL: <http://search.marquiswhoswho.com>

Willie Howard Mays, Jr. (N.D.) Retrieved from Marquis Who's Who database (<http://search.marquiswhoswho.com>).

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APA Style

78. Media Metrix

Category: Specialty Database
URL: <http://auth.comscore.com>

Note: With databases such as Media Metrix, which display 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. Retrieved from Media Metrix database (<http://auth.comscore.com>).

comScore. (2008). WalMart.com media dashboard, August 2008. Retrieved from MediaMetrix database (<http://auth.comscore.com>).

79. Mental Measurements Yearbook (with Tests in Print)

Category: Specialty Database
URL: <http://web.a.ebscohost.com>

Goff, K. & Torrance, E. (2002). Abbreviated Torrance Test for Adults. Retrieved from Mental Measurements Yearbook database (<http://web.a.ebscohost.com>).

80. Mergent Archives

Category: E-Book Database
URL: <http://www.mergentarchives.com>

Note: This database is an archive of scanned books so the primary citation format will be that of an Online Book.

Dun & Bradstreet. (2011). *Industry Norms & Key Business Ratios 2010-2011; SIC #0100-1799/4000-4971*. Center Valley, PA: Dun & Bradstreet. Retrieved from Mergent Archives database (<http://www.mergentarchives.com>).

Hoover's. (2000). *Hoover's Handbook of Private Companies*. Austin, Texas: Hoover's. Retrieved from Mergent Archives database (<http://www.mergentarchives.com>).

81. Mergent Manuals Online

Category: E-Book Database
URL: <http://webreports.mergent.com>

Note: This database is an archive of scanned books so the primary citation format will be that of an Online Book.

Citation Guide for Business Students

APA Style

Mergent FIS. (2000). *Dun & Bradstreet*. Moody's Industrial Manual. New York, NY: Mergent. Retrieved from Mergent Manuals Online database (<http://webreports.mergent.com>)

82. Mergent Online

Category: Specialty Database

URL: <http://www.mergentonline.com>

a. Company Report

Mergent. (2008). *Borders Group, Inc., company report*. Retrieved from Mergent Online database (<http://www.mergentonline.com>).

b. Industry Survey

Peters, J., & Donald, W. (2007, August 9). *Advertising, industry survey*. Retrieved from Mergent Online database (<http://www.mergentonline.com>).

83. Mintel Reports

Category: Specialty Database

URL: <http://academic.mintel.com>

Mintel Group. (2014). *Men's and Women's Footware – US – September 2014*. Retrieved from Mintel Academic database (<http://academic.mintel.com>).

84. MintGlobal

Category: Specialty Database

URL: <http://mintglobal.bvdinfo.com>

a. News

Wachovia CEO: Wells Fargo merger won't be quick. (2008, November 20). *McClatchy-Tribune Regional News – The Charlotte Observer*. Retrieved from MintGlobal database (<http://mintglobal.bvdinfo.com>).

b. Company Profile

BvDEP. (2008). *Sprint Nextel Corporation, company profile*. Retrieved from MintGlobal database (<http://mintglobal.bvdinfo.com>).

Citation Guide for Business Students

APA Style

c. Market Research

Datamonitor. (2008, August). *Wireless telecommunication services in the United States, industry profile*. Retrieved from MintGlobal database (<http://mintglobal.bvdinfo.com>).

d. Director Profile

BvDEP. (2008). *Daniel R Hesse (55 years), director profile*. Retrieved from MintGlobal database (<http://mintglobal.bvdinfo.com>).

85. Morningstar Document Research

Category: Specialty Database
URL: <http://www.10kwizard.com>

Xhibit Corp. (2014). *Form 10-K*. Retrieved from Morningstar Document Research database (<http://www.10kwizard.com>).

86. Morningstar

Category: Specialty Database
URL: <http://library.morningstar.com>

a. Fund Report

Norton, M. (2008, May 28). *Van Kampen Equity and Income A ACEIX*. Retrieved from Morningstar database (<http://library.morningstar.com>).

b. Stock Report

Witt, L. (2008, April 18). *Google, Inc. GOOG*. Retrieved from Morningstar database (<http://library.morningstar.com>).

87. NAICS Code Search

Category: Specialty Database; Web Site / Web Page
URL: <http://www.census.gov/eos/www/naics/>

A search of this database for a NAICS code would not normally require a citation. However, if absolutely required, use the following as a guide.

U.S. Dept. of Commerce. (2012). *453920 Art Dealers*. Retrieved from <http://www.census.gov/eos/www/naics/>

Citation Guide for Business Students

APA Style

88. National Trade Databank

Category: Specialty Database; We Site / Web Page

URL: <http://www.stat-usa.gov/readest.nsf>

U.S. Commercial Service. (2007). *Doing business in Jamaica: A country commercial guide for U.S. companies*. Retrieved from <http://www.stat-usa.gov/tradtest.nsf>

89. NBCLearn

Category: Specialty Database; Television Broadcast

URL: <http://highered.nbclearn.com>

Johnson, T. (Reporter). (2014, May 29). Warren Buffett, Investing for Value. [Television series episode]. NBC Learn. Retrieved from <https://highered.nbclearn.com/portal/site/HigherEd/browse?cuecard=68911>

90. NBER Working Papers

Category: Specialty Database; Working Papers

URL: <http://www.nber.org>

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

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. Retrieved from <http://www.nber.org>

91. NetAdvantage

Category: Specialty Database

URL: <http://www.netadvantage.standardandpoors.com>

a. Industry Report

Peters, J, & Donald, W. H. (2007, August 9). *Industry surveys: Advertising*. Retrieved from NetAdvantage database (<http://www.netadvantage.standardandpoors.com>).

Citation Guide for Business Students

APA Style

b. Stock Report

Standards & Poor's. (2008, May 29). *Google Inc 'A'*. Retrieved from NetAdvantage database (<http://www.netadvantage.standardandpoors.com>).

c. Mutual Fund Report

Standard & Poor's. (2008, April 30). *AIM Technology B*. Retrieved from NetAdvantage database (<http://www.netadvantage.standardandpoors.com>).

92. New York Stock Exchange Facts & Figures

Category: Web Site / Web Page

URL: <http://www.nyxdata.com/factbook>

NYSE Euronext, Inc. (2008). *NYSE overview statistics, 1960-2005*. Retrieved from <http://www.nyxdata.com/factbook>

NYSE Euronext, Inc. (2008). *CRB index futures, 1986-1993*. Retrieved from <http://www.nyxdata.com/factbook>

NYSE Euronext, Inc. (2008). *Most active bonds on NYSE, 1966-2005*. Retrieved from <http://www.nyxdata.com/factbook>

93. OECD iLibrary

Category: Specialty Database

URL: <http://www.oecd-ilibrary.com>

IEA (2013), "OECD - Electricity imports by origin", *IEA Electricity Information Statistics* (database). DOI: 10.1787/data-00459-en

OECD (2014), "Cloud Computing: The Concept, Impacts and the Role of Government Policy", *OECD Digital Economy Papers*, No. 240, OECD Publishing. DOI: 10.1787/5jxzf4lcc7f5-en

94. Orbis

Category: Specialty Database

URL: <http://orbis.bvdinfo.com>

a. Company Profile

BvDEP. (2008). *Sprint Nextel Corporation, company profile*. Retrieved from Orbis database (<http://orbis.bvdinfo.com>).

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APA Style

b. Peer Report

BvDEP. (2008). *Sprint Nextel Corporation, peer report*. Retrieved from Orbis database (<http://orbis.bvdinfo.com>).

c. Subsidiaries Report

BvDEP. (2008). *Sprint Nextel Corporation, subsidiaries report*. Retrieved from Orbis database (<http://orbis.bvdinfo.com>).

d. Institutional Shareholders Report

BvDEP. (2008). *Sprint Nextel Corporation, shareholders report*. Retrieved from Orbis database (<http://orbis.bvdinfo.com>).

e. Board Members & Officers Report

BvDEP. (2008). *Sprint Nextel Corporation, board members & officers report*. Retrieved from Orbis database (<http://orbis.bvdinfo.com>).

95. OxResearch

Category: Specialty Database

URL: <http://search.proquest.com>

South-South telecoms set to expand. (2009, July 31). *OxResearch Daily Brief Service*. Oxford: Oxford Analytica Ltd. Retrieved from <http://search.proquest.com>

NATO: Article V will muddle response to cyber-attacks. (2014, September 5). *OxResearch Daily Brief Service*. Oxford: Oxford Analytica Ltd. Retrieved from <http://search.proquest.com>

96. Passport

Category: Specialty Database

URL: <http://www.portal.euromonitor.com>

a. Statistical Data Set

Euromonitor Intl. (2008). *Consumption of motor gasoline, World, 2002-2007*. Retrieved from Passport database (<http://www.portal.euromonitor.com>).

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APA Style

b. Country Factfile

Euromonitor Intl. (2008). *Argentina, country factfile*. Retrieved from Passport database (<http://www.portal.euromonitor.com>).

c. Company Profile

Euromonitor Intl. (2008). *Activision Inc., company profile*. Retrieved from Passport database (<http://www.portal.euromonitor.com>).

97. Patent Full-Text & Image Database

Category: Patent Database

URL: na

Note: Use the standard patent citation format found in the previous section.

98. Plunkett Research Online

Category: Specialty Database

URL: <http://www.plunkettresearchonline.com>

a. Industry Trends Report

Plunkett Research, Ltd. (2007). *Banking, mortgages & credit industry: Trends*. Retrieved from Plunkett Research Online database (<http://www.plunkettresearchonline.com>).

b. Industry Statistics Report

Plunkett Research, Ltd. (2007). *Banking, mortgages & credit industry: Statistics*. Retrieved from Plunkett Research Online database (<http://www.plunkettresearchonline.com>).

99. PrivCo

Category: Specialty Database; Web Site / Web Page

URL: <http://www.privco.com>

PrivCo LLC. (2014, August 25). *Guitar Center, Inc. Private Company Financial Report*. Retrieved from PrivCo database (<http://www.privco.com>).

100. ProductScan

Category: Specialty Database

URL: <http://pla.datamonitor.com>

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APA Style

Datamonitor Consumer. (2008). *African beverages, January 1, 2005-November 21, 2008*. Retrieved from ProductScan database (<http://pla.datamonitor.com>).

- 101. PsycArticles**
Category: Article Database
URL: <http://search.proquest.com>
- 102. PsycBooks**
Category: E-Books Database
URL: <http://search.proquest.com>
- 103. PsycInfo**
Category: Article Database; E-Books Database
URL: <http://search.proquest.com>

Note: This database contains material from both PsycArticles and PsycBooks.

- 104. Psychology and Behavioral Sciences**
Category: Article Database
URL: <http://web.a.ebscohost.com>
- 105. ReferenceUSA**
Category: Specialty Database
URL: <http://referenceusa.com>

Infogroup. (2009). *Google Inc Mountain View, CA., Directory Listing*. Retrieved from ReferenceUSA database (<http://referenceusa.com>).

- 106. The Region**
Category: Online; Articles in a Magazine
URL: http://www.minneapolisfed.org/publications_papers/

Davies, P. (2014). Till College Do Us Part. *The Region*. June. Retrieved from http://www.minneapolisfed.org/publications_papers/

- 107. Regional Business News**
Category: News Database
URL: <http://web.a.ebscohost.com>

Citation Guide for Business Students

APA Style

108. RIA Checkpoint

Category: Specialty Database
URL: <http://checkpoint.riag.com>

Thomson/RIA. (2008, May 28). New law barring genetic-information-based discrimination carries Internal Revenue Code amendments. *RIA Tax Watch*. Retrieved from RIA Checkpoint database (<http://checkpoint.riag.com>).

Thomson/RIA. (2008). ¶ 101. IRS will issue cash rebates in 2008 to eligible individuals to stimulate the economy. *Complete Analysis of the Economic Stimulus Act of 2008*. Retrieved from RIA Checkpoint database (<http://checkpoint.riag.com>).

Internal Revenue Service. (2008). *Pub. 225: 2007 Farmer's tax guide*. Retrieved from RIA Checkpoint database (<http://checkpoint.riag.com>).

American Institute of Certified Public Accountants (AICPA). (2008). AU Section 110 Responsibilities and functions of the independent auditor. *Professional Standards*. Retrieved from RIA Checkpoint database (<http://checkpoint.riag.com>).

109. Risk Management Reference Center

Category: Article Database
URL: <http://web.a.ebscohost.com>

110. RKMA Publications

Category: E-Books
URL: <http://www.rkma.com>

Note: Consult the copyright page (usually on the backside of the title page) for required citation data.

111. Safari Tech Books Online

Category: E-Books
URL: <http://proquest.safaribooksonline.com>

Note: Consult the copyright page (usually on the backside of the title page) for required citation data.

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112. SIC Code Search

Category: Specialty Database; Web Site / Web Page

URL: <http://www.osha.gov/pls/imis/sicsearch.html>

A search of this database for an SIC code would not normally require a citation. However, if absolutely required, use the following as a guide.

U.S. Dept. of Labor. (n.d.). *0241 Dairy Farms*. Retrieved from <http://www.osha.gov/pls/imis/sicsearch.html>

113. Simmons OneView

Category: Specialty Database

URL: <http://oneview.experian.com>

With databases such as Simmons OneView, which display results in a spreadsheet format as a result of a query, the title of the document must be created from elements of the query.

Experian. (2005). *Cellular/Wireless phone brands by metro market top 100; using the NCS Fall 2004 Adult Full Year dataset*. Retrieved from Simmons OneView database (<http://oneview.experian.com>).

Experian. (2005). *Cellular/Wireless phone brands by consumer demographics (age, gender, household income); using the NCS Fall 2004 Adult Full Year dataset*. Retrieved from Simmons OneView database (<http://oneview.experian.com>).

114. Small Business Reference Center

Category: Article Database; E-Books

URL: <http://web.a.ebscohost.com>

115. Southwest Economy

Category: Article Database; Online

URL: <http://www.dallasfed.org/research/swe/>

Assanie, Laila and Orrenius, Pia. (2010). Texas Economy Shakes off rough Ride in 2009. *Southwest Economy*. Retrieved from <http://dallasfed.org/research/swe/2010/swe1001.pdf>

116. Sports Business Research Network (SBRnet)

Category: Specialty Database

URL: <http://www.sbrnet.com>

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APA Style

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

Sports Business Research Network. (2008). *Camping-vacation/overnight participation 1993-2006*. Retrieved from SBRnet database (<http://www.sbrnet.com>).

117. SRDS Online

Category: Specialty Database

URL: <http://next.srds.com>

Kantar Media. (n.d.). *Radio – Metro Markets – Bryan-College Station, Texas*. Retrieved from SRDS database (<http://next.srds.com>)

118. Statistical Abstract of the United States

Category: E-Book

URL: <http://statabs.proquest.com>

Proquest Statistical Abstract of the U.S. (2014). AnnArbor, Michigan: Proquest. Retrieved from <http://statbs.proquest.com>

119. Stratfor

Category: Specialty Database

URL: <http://www.stratfor.com>

U.S.: Rescue plan for Citigroup. (2008, November 24). Retrieved from Stratfor database (<http://www.stratfor.com>).

Latvia: Seeking support from the IMF. (2008, November 20). Retrieved from Stratfor database (<http://www.stratfor.com>).

120. Synthesis Digital Library of Engineering & Computer Science

Category: Specialty Database (like E-Books)

URL: <http://www.morganclaypool.com>

Sanchez, J.C. and Principe, J.C. (2007). Brain-machine Interface Engineering. *Synthesis Lectures on Biomedical Engineering #17*. Morgan & Claypool. Retrieved from Synthesis Digital Library of Engineering & Computer Science (<http://www.morganclaypool.com>).

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121. Tax and Accounting Center (BNA Tax Management Portfolios)

Category: Specialty Database

URL: <http://taxandaccounting.bna.com>

Bureau of National Affairs. (n.d.). *Tax Prep Guides – 2013; Business Tips*. Retrieved from Tax and Accounting Center database (<http://taxandaccounting.bna.com>).

Brown, K.B. (2014). *U.S. Income Portfolios: C Corporations: Portfolio 554-4th: The Attribution Rules*. Retrieved from Tax and Accounting Center database (<http://taxandaccounting.bna.com>).

122. Telecommunications and Data Communications Handbook

Category: E-Book

URL: onlinelibrary.wiley.com

Horak, R. (2007). *Telecommunications and Data Communication Handbook*. Hoboken, N.J.: John Wiley & Sons. Accessed at <http://onlinelibrary.wiley.com>

123. ThomasNet

Category: Web Site / Web Page

URL: <http://www.thomasnet.com>

124. Thomson One

Category: Specialty Database

URL: <http://www.thomsonone.com>

Thomson Reuters. (2008). *Google Inc* [company overview]. Retrieved from Thomson One database (<http://www.thomsonone.com>).

Thomson Reuters. (2008). *Google Inc. Worldscope corporate snapshot*. Retrieved from Thomson One database (<http://www.thomsonone.com>).

Thomson News & Business Wire. (2008, June 4). *NASA and Google announce lease at Ames Research Center*. Retrieved from Thomson One database (<http://www.thomsonone.com>).

Rapid Ratings. (2008, April 21). *Reasons to trade report: Google Inc-CL A*. Retrieved from Thomson One database (<http://www.thomsonone.com>).

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Thomson Reuters. (2008). *Ownership – Summary Google Inc: Most recent*. Retrieved from Thomson One database (<http://www.thomsonone.com>).

Deutsche Bank. (2008, October 15). *Swatch Group, equity research*. Retrieved from Thomson One database (<http://www.thomsonone.com>).

J.P. Morgan. (2008, November 10). *South African hotel and casinos, equity research*. Retrieved from Thomson One database (<http://www.thomsonone.com>).

125. Trade Policy Reviews

Category: Specialty Database

URL: <http://www.wto.org>

World Trade Organization. (2008, April 16). *Trade Policy Review, Report of the Secretariat, China*. Retrieved from <http://www.wto.org>

126. UNcomtrade

Category: Specialty Database

URL: <http://comtrade.un.org>

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

United Nations. (n.d.). *Total commodity export Argentina to USA, 2004-2008*. Retrieved from UNcomtrade database (<http://comtrade.un.org>).

127. United Nations Statistical Division

Category: Specialty Database; Web Site / Web Page

URL: <http://unstats.un.org>

United Nations. (2012, December). *Social Indicators. Table 5d – Adult Unemployment*. Retrieved from <http://unstats.un.org>

128. Universal Currency Converter

Category: Web Site / Web Page

URL: <http://www.oanda.com/currency/converter/>

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129. Uniworld Directories

Category: Specialty Database

URL: <http://www.uniworldbp.com>

With databases such as this, which display results as a result of a query, the title of the document must be created from elements of the query.

Uniworld Business Publications Inc. (2007). *American firms operating in Iraq* [directory listing]. Retrieved from Uniworld database (<http://www.uniworldbp.com>).

Uniworld Business Publications Inc. (2007). *Iraq firms operating in the United States with revenue > \$50 billion* [directory listing]. Retrieved from Uniworld database (<http://www.uniworldbp.com>).

130. USA Trade Online

Category: Specialty Database

URL: (consult with a librarian)

U.S. Census Bureau. (n.d.). *U.S. Exports – Fertilizers – 2013*. Retrieved from USA Trade Online database (<http://>)

131. USPTO Patent Reference Database

Category: Patent Database; Web Site / Web Page

URL: <http://www.uspto.gov/patents/>

Walsh, Peter M. (2010). *U.S. Patent No. 7,671,802*. Washington, DC: U.S. Patent and Trademark Office.

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

132. USPTO Trademark Reference Database

Category: Trademark Database; Web Site / Web Page

URL: <http://www.uspto/trademarks/>

Grateful Dead Productions. (1992). *U.S. Trademark Registration No. 1699506*. Washington, DC: U.S. Patent and Trademark Office.

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

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133. ValueLine

Category: Specialty Database

URL: <https://research.valueline.com>

ValueLine. (2008, June 13). Aruba Networks. *ValueLine Investment Summary – Small & Mid-Cap Edition*. Retrieved from ValueLine database (<https://research.valueline.com>).

ValueLine. (2008). *Aruba Networks Inc. (ARUN), Custom company profile report*. Retrieved from ValueLine database (<https://research.valueline.com>).

134. WestLawNext

Category: Specialty Database

URL: <https://1.next.westlaw.com>

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

135. Wilson Business Full-Text (Business Abstracts with Full Text (H.W. Wilson))

Category: Article Database

URL: <http://web.a.ebscohost.com>

136. World Bank Data Catalog

Category: Specialty Database; Data Sets

URL: <http://datacatalog.worldbank.org>

With databases such as World Development Indicators, which display 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*. Retrieved from World bank Data Catalog (<http://datacatalog.worldbank.org>).

137. World Development Indicators

Category: Specialty Database; Data Sets

URL: <http://data.worldbank.org>

With databases such as World Development Indicators, which display 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. (2007). *Jamaica: Pupil-teacher ratio, primary; pupil-teacher ratio, secondary 2000-2005*. Accessed from World

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Development Indicators (WDI) Online database
(<http://data.worldbank.org>).

138. World Intellectual Property Organization

Category: Trademark Database; Web Site / Web Page

URL: <http://www.wipo.int>

139. World Stock & Commodity Exchanges List

This resource is simple a list of Internet links. Use the Web Site / Web Page format to cite information gathered from the site that you ultimately visit.

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References

- American Psychological Association (APA). (2001). *Publication Manual of the American Psychological Association* (5th ed.). Washington, D.C.: American Psychological Association.
- American Psychological Association (APA). (2007). *APA style guide to electronic references*. Washington, D.C.: American Psychological Association.
- American Psychological Association (APA). (2010). *Publication Manual of the American Psychological Association* (6th ed.). Washington, D.C.: American Psychological Association.
- Dewey, R. & Scribe, A. (2008). *APA Style Crib Sheet for College Papers*. Retrieved from <http://www.docstyles.com/apacrib.htm>.
- Harvard Business School (HBS). (2007). *Citation Guide: 2007-2008 Academic Year*. Retrieved from <http://www.library.hbs.edu/guides/citationguide.pdf>
- Strahan, M. (2008, April 3). *APA Style*. Retrieved from <http://library.nmu.edu/apastyle.htm>
- Szuchman, L. T. (2008). *Writing with style: APA style made easy* (4th ed.). Belmont, CA: Thomson/Wardsworth.
- University of British Columbia. (n.d.). *Business Citation Guide – APA Style*. Retrieved from <http://toby.library.ubc.ca/webpage.cfm?id=553>
- University of Massachusetts Amherst Libraries. (n.d.) *Business Research Guide*. Retrieved from <http://www.library.umass.edu/subject/business/citationstyle.html>
- University of North Carolina Greensboro. (n.d.). *Citing Business Databases in APA Style*. Retrieved from http://library.uncg.edu/depts/ref/biz/apa_biz.asp
- Westfield State College Ely Library. (n.d.) *Citing Legal Materials in APA Style*. Retrieved from <http://www.lib.wsc.ma.edu/legalapa.htm>