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Introduction

About this Guide

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

Please note that this is not intended to comprehensively cover every citation situation. If you have questions, please consult the APA Publication Manual or contact a librarian.

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 (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.
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 to Five Authors** – If there are 3-5 authors for the source, list all authors in the first citation and use the lead-author *et al.* notation in all subsequent in-text citations. For example: (Kernis, Cornell, Sun, Berry, & Harlow, 1993) for first use; (Andrews et al., 1993) all subsequent uses.

- **Six or more Authors** – If there are six or more authors use the lead-author *et al.* notation in all citations. (Brown et al., 2003)

- **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 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).

---

**In-Text Citation Author Guidelines Chart**
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APA Style

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<th>Subsequent citations in text</th>
<th>Parenthetical format, 1st citation in text</th>
<th>Parenthetical format, subsequent citations in text</th>
</tr>
</thead>
<tbody>
<tr>
<td>3 Authors</td>
<td>Smith, Jones, and Brown (2009)</td>
<td>Smith et al. (2009)</td>
<td>(Smith, Jones &amp; Brown, 2009)</td>
<td>(Smith et al., 2009)</td>
</tr>
<tr>
<td>5 Authors</td>
<td>Smith, Jones, Brown, Blue and Black (2011)</td>
<td>Smith et al. (2011)</td>
<td>(Smith, Jones, Brown, Blue &amp; Black, 2011)</td>
<td>(Smith et al., 2011)</td>
</tr>
<tr>
<td>6+ Authors</td>
<td>Smith et al. (2012)</td>
<td>Smith et al. (2012)</td>
<td>(Smith et al., 2012)</td>
<td>(Smith et al., 2012)</td>
</tr>
</tbody>
</table>

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, 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 Dagwood, 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.
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- 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:


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:


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) have 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.

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)
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Examples of Citations

Advertisements

Newspaper, Magazine, etc. Advertisements


Television Advertisements

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

On the Web


Analyst Reports

Signed (on the Web)


Unsigned (on the Web)


Annual Report

Print Version


Online


Articles
Citation Guide for Business Students
APA Style

Article in Journal

One Author


Two Authors


Three to Six Authors


Seven or More Authors


Article in Magazine


Article in Newspaper

With Author


No Author

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APA Style


Article without DOI


Books

Entire book


Editor, A. A., Editor, B. B., & Editor, C. C. (Eds.). (year). *Title of book*. http://dx.doi.org/xxxxx


No Author


Edition Other Than First


Multivolume Works


Chapter in a book or entry in a reference book

Author, A. A., Author, B. B., & Author, C. C. (year). Title of chapter or entry. In
Citation Guide for Business Students
APA Style

A. A. Editor & B. B. Editor (Eds.), Title of book (pp. xxx–xxx). http://dx.doi.org/xxxx


Online Book

Note: Online books within the eBook Central 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.


Electronic version of print book


Electronic-only book


Case Study


Conference Papers / Proceedings

Conference Paper in Proceedings
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APA Style


Proceedings


Congressional Bill or Resolution (Unenacted)

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


Congressional Hearing

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

Constitution and Campaign Reform: Hearings before the Committee on Rules and Administration, Senate, 106th Cong. 6 (2000) (Testimony of Ira Glasser).

Court Cases

U.S. Supreme Court Decision

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


Lower Federal Court Decision

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

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

Data sets, Software (including apps), Measurement Instruments, and Apparatus

Software (including apps) or program with individual or corporate authors
Rightsholder, A. A. (year). Title of Software or Program (Version number) [Description of form]. Retrieved from http://xxxxx

Test or inventory from the web
Author, A. A. (year). Title of Test or Inventory [Measurement instrument]. Retrieved from http://xxxxx

Test database record (e.g., retrieved from PsycTESTS database)
Author, A. A. (year). Name of Test or Inventory [Database record]. Retrieved from Database Name. http://dx.doi.org/xxxxx

Data set

Measurement instrument

Software

Mobile application software (app), group or corporate author
Citation Guide for Business Students
APA Style


Mobile application software (app), individual authors


Apparatus


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 pg. 23.

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)

Federal Statute

Basic Forms

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


Examples


Films / Movies / TV
Citation Guide for Business Students
APA Style

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

Television Series

Television Series Episode

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.


Government Documents

Graphic Data (e.g. Interactive Maps and Other Graphic Representations of Data)
Interviews

In-Person

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


Phone


Map


Nonperiodical Web Document or Report


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
Citation Guide for Business Students
APA Style

See here for information on Canadian patent citations.


Podcast


Press Release


Reports (Technical & Research)

General Reference Format


Corporate author, government report

U.S. Department of Health and Human Services, National Institutes of Health,
Citation Guide for Business Students
APA Style


Corporate author, task force report filed online


Authored report, from nongovernmental organization


SEC Filing

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


Streaming Video / Video Podcast


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.

Web Sites / Web Page

General Reference Format


With no Author


Corporate Author


White Paper


Working Papers

Printed


Online

Examples of Citations from Commercial Databases & Other Web-Based Resources

Changes to the APA style guide suggest that you are no longer required to state from which database an article was retrieved from (unless it would be difficult to locate the item otherwise). If the database is noted as an ‘Article Database,’ cite as if it were a regular print journal article. Format located on page 12.

**ABI/Inform**

*Article Database* URL: http://search.proquest.com

**ABI/Inform Trade & Industry**

*Article Database* URL: http://search.proquest.com

**Academic Search Ultimate**

*Article Database* URL: http://web.a.ebsconet.com

**Accounting Research Manager (ARM)**


**ACM Digital Library**

*Article Database* URL: http://dl.acm.org

**Ad$pend**

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.

Advertising Redbooks.com


American City Business Journals


Applied Science and Technology Source

Article Database URL: http://web.a.ebsconet.com

Associations Unlimited


Balance of Payment 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.


BCC Research


BizMiner


Bloomberg

**BMI Research**


**Business Abstracts with Full Text**

*Article Database* URL: http://web.a.ebscohost.com

**Business Analyst Online**


**Business Source Ultimate**

*Article Database* URL: http://web.a.ebscohost.com

**Canadian Intellectual Property Office**

Category: Patent Database
URL: http://www.ic.gc.ca

Treat items from the Trademarks, Patents, and Copyrights databases as standalone documents. Treat other material as a website /webpage. The URL is http://www.ic.gc.ca.

**Trademark**


**Patent**


**Copyright**
Citation Guide for Business Students
APA Style


CCH Capital Changes Reporter


China Data Online


Communication Source

*Article Database* URL: http://web.a.ebscohost.com

Compact D SEC / Global Researcher SEC

*This is a CD-ROM product*


Compact D Worldscope / Global Researcher Worldscope

*This is a CD-ROM product*


Computer and Information Systems Abstracts

*Article Database*

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.

Computer Source
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.


Conference Board


Datastream Professional

This is a CD-ROM product


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.


EconLit with Full Text
Economic Census


Economist Intelligence Unit (EIU)

Country or Industry Report


Country Data / Market-Indicators & Forecasts

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.


eMarketer


Entrepreneurial Studies Source

ERIC

FACCTS (Faulkner’s Advisory on Computer & Communications Technologies)

Company Profile

**Market Report**


**Technology Tutorial**


**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.


**Foundation Directory Online**

Grantor/Grantmaker Profile


Grant Profile


**FRED – Economic Data**
Web Site / Web Page


Gale Business Insights: Global


GlobalComms Database (TeleGeography)


Government Finance Statistics


GuideStar Premium

Organization Profile


Form 990


HeinOnline


Hospitality and Tourism Complete

Article Database

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

IBISWorld USA


IDC


IEEE Xplore

Article Database URL: http://ieeexplore.ieee.org

International Abstracts in Operations Research

Index Database

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.

International Financial 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 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.


IRS Tax Forms and Publications

*Web Site / Web Page*


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.


Leadership Library on the Internet


LexisNexis Corporate Affiliations


Marquis’ Who’s Who


Mental Measurements Yearbook

Citation Guide for Business Students
APA Style

Mergent Archives


Mergent Intellect


Mergent Online

Company Report


Industry Survey


Mint Global


Mintel Market Sizes

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.


Mintel Reports
Citation Guide for Business Students
APA Style


**Morningstar Investment Research Center**


**MSCI ESG Ratings**


**NBER Working Papers**


**NetAdvantage (Standard & Poor’s)**

**Industry Report**


**Stock & Mutual Fund Reports**


**New York Stock Exchange Facts & Figures**

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.

*Article Database*  
URL: http://www.lexisnexis.com

OECD iLibrary

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.

*Article Database*  
URL: http://oecd-ilibrary.org

Orbis


Passport

Statistical Data Set


Country Factfile


Company Profile


Plunkett Research Online

Industry Trends Report

Industry Statistics Report


PrivCo


Product Launch Analytics


ProQuest Statistical Abstract of the United States


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.

*Article Database* URL: http://search.proquest.com

PsycArticles

*Article Database* URL: http://search.proquest.com

PsycBooks

*E-Books Database* URL: http://search.proquest.com

Psychology and Behavioral Sciences
Citation Guide for Business Students
APA Style

Article Database
URL: http://web.a.ebscohost.com

ReferenceUSA

Regional Business News
News Database
URL: http://web.a.ebscohost.com

RIA Checkpoint Federal Tax Library with AICPA Materials


Risk Management Reference Center
Article Database
URL: http://web.a.ebscohost.com

RKMA Publications
E-Books Database
URL: http://www.rkma.com

Consult the copyright page to find required citation data.

Safari Tech Books Online
Consult the copyright page to find required citation data.

E-Books Database
URL: http://proquest.safaribooksonline.com
Citation Guide for Business Students
APA Style

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.


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.


Small Business Reference Center

Article/E-Books Database
URL: http://web.a.ebscohost.com

Sports Market Analytics (SMA)
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.


SRDS Databases


Statista


**Stratfor Premium**


**Synthesis Digital Library of Engineering & Computer Science**


**Tax and Accounting Center (BNA)**


**Thomson One**


**Trade Policy Reviews**

**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.


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


**USA Trade Online**


**USPTO**


**ValueLine**


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

**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 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 Intellectual Property Organization**

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


