# Citation Guide for Business Students

## APA Style

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Introduction

About this Guide

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

Purpose of Citations

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

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

What to Cite

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

Types of Citations

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

- The first type is the In-Text Citation, which appears in the body of the paper where the material from the source is used. The citation information provided here is limited and leads the reader to the complete-citation found in the Reference List.
  - There are two main ways to cite a source as you write: narrative and parenthetical.
  - Narrative citation is when you write out the author’s name as you write their quote, or paraphrase their work. Ex: Instead, Grady et al. (2019) suggest that “…..[quote]” (p. 215).
Parenthetical citation is how you use the author-date citation system. Use this type of citation when it is not easy to use narrative citation, and identify authors’ names in-text. Include names, dates, and pages in parentheses. Ex: (Grady et al., 2019).

The second type is the Reference List entry, which contains the complete citation for all sources used in the body of the paper.

In-Text Citation Guidelines

- **No Author** – If the author of the source is unknown, use the first few words of the Reference List entry (usually the title). For example: (Study Finds, 1992).

- **Three or more authors** – Regardless of the medium of the source, all sources with three authors or more are now attributed using the name of the first author followed by “et al.” (Andrews et al., 1993)

- **Corporate Author** – If the group is readily identifiable by its acronym, spell it out the first time and include the acronym in square-brackets, then use the acronym for all subsequent citations. For example: (National Science Foundation [NSF], 2005) for first use; (NSF, 2005) all subsequent uses.

- If you use more than one work by the same author, use the letters a, b, etc., after the year: (Seuss, 2007a, pp.7-8).

- You must always provide page numbers for a citation after the use of quotations. For example: “….there’s a jertain in the curtain” (Seuss, 1974, p.4). And for multiple pages: “...jumped over the lazy dog” (Seuss, 2007, pp.7-8).

- When quoting electronic documents without page numbers, cite paragraph numbers. For example: (Baker, 2006, para. 4). If there are no paragraph numbers in the document, cite the nearest preceding section heading and count the paragraphs from there. For example: (Baker, 2006, Analysis section, para. 7).

- Use an ampersand (&) in the Reference List and parenthetical citations only. Use the word “and” for an in-text reference. For example: “Blake and Fry (2001) explained...” or (Blake & Fry, 2001).

- If there are two or more citations that shorten to the same lead-author and date, give as many additional names as needed to identify them. For example: (Smith, Jones, et al., 1999) and (Smith, Burt, et al., 1999).
Citation Guide for Business Students
APA Style

In-Text Authors' Names

<table>
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<tr>
<th>Type of Citation</th>
<th>Narrative Format</th>
<th>Parenthetical Format</th>
</tr>
</thead>
<tbody>
<tr>
<td>One work by one author</td>
<td>Walker (2007)</td>
<td>(Walker, 2007)</td>
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<td>One work by three or more authors</td>
<td>Bradley et al. (1999)</td>
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Reference List Citation Guidelines

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

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

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


When there are **more than twenty authors**, use an ellipsis (but no ampersand) after the 19th author, and then add the final author’s name.
If the reference list includes different authors with the same surname and first initial, the authors’ full first names may be given in brackets. For example:

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

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

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

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

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

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

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

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

- APA 7th edition no longer requires ‘DOI’ before the DOI number.
- Do not end the DOI with a period as it may be confused as part of the DOI.
- When a DOI is used, no further retrieval information is needed to identify or locate the content. Ex:
General Examples of Citations

Advertisements

Newspaper, Magazine, etc. Advertisements


Television Advertisements

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

Analyst Reports

Signed (on the Web)


Unsigned (on the Web)


Annual Report


Articles

Article in Journal

One Author


Two Authors

Three or More


Article in Magazine


Article in Newspaper

*With Author*


*No Author*


Article with DOI


Article without DOI


Books (Print & Electronic)

*One Author*

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

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


No Author


Corporate or Group Author

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


Editors, no Author

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


Multivolume Works

Chapter in a book or entry in a reference book

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


Case Study


Conference Papers / Proceedings

Conference Paper in Proceedings


Proceedings


Data sets, Software, or Apps

Data set

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


Databases

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

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


Proprietary Content Databases (Ad$pend, Bloomberg)

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

Films / Movies / TV

Basic Format

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

Television Broadcast


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


Interviews

In-Person

Interviewee’s-name. (date(s)-of-interview). [Interview]. Interviewee’s-title, Interviewee’s-company-affiliation.
Citation Guide for Business Students
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Maps


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


Podcast

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


Press Release

Reports (Technical & Research)

General Reference Format

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

Corporate author, government report


Corporate author, task force report filed online


SEC Filing

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


Streaming Video / Video Podcast

PsycINFO. (2009, November 23). *How to find DOIs in APA PsycINFO* [Video file]. [URL]


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

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

With no Author or Date


Corporate Author


White Paper


Working Papers

Printed


Online

Examples of Database Citations

ABI/Inform Complete

*Article Database* Use DOI or treat as print resource

ABI/Inform Trade & Industry

*Article Database* Use DOI or treat as print resource

Academic Search Ultimate

*Article Database* Use DOI or treat as print resource

Accounting Research Manager (ARM)


ACM Digital Library

*Article Database* Use DOI or treat as print resource

Ad$spender

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.


American City Business Journals

*Article Database* Use DOI or treat as print resource

Applied Science and Technology Source

*Article Database* Use DOI or treat as print resource
Citation Guide for Business Students
APA Style

Associations Unlimited

**eBook Database**
Use copyright information to fill in citation

BCC Research


BizMiner


Bloomberg


BMI Research


Business Abstracts with Full Text

**Article Database**
Use DOI or treat as print resource

Business Analyst Online

Citation Guide for Business Students
APA Style

Business Insights: Global

Citing a company profile:


Industry report:


SWOT analysis:


Business Source Ultimate

Citing an article:


A MarketLine company profile:


A Political Risk Yearbook country report:


Canadian Intellectual Property Office

Treat items from the Trademarks, Patents, and Copyrights databases as standalone documents. Treat other material as a website /webpage.
Citation Guide for Business Students
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Category: Patent Database
URL: http://www.ic.gc.ca

Trademark

Patent

Copyright

CCH Capital Changes Reporter

China Data Online

Communication Source

Article Database Use DOI or treat as print resource

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**

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

*Article Database*  
Use DOI or treat as print resource

**Computer Source**

*Article Database*  
Use DOI or treat as print resource

**Comscore Networks**

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


**Conference Board**


**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

*Article Database* Use DOI or treat as print resource

**U.S. Economic Census**


**Economist Intelligence Unit (EIU)**


**Eikon with Datastream**


**eMarketer**


**Entrepreneurial Studies Source**

*Article Database* Use DOI or treat as print resource

**ERIC**

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

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

*Company Profile*


*Market Report*


**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**


**Gale Business Insights: Global**


**GlobalComms Database (TeleGeography)**


**GlobalData**


**Government Finance Statistics**


**GuideStar Premium**

Organization Profile

Form 990


HeinOnline


Hospitality and Tourism Complete

Article Database Use DOI or treat as print resource

Human Resources Abstracts

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

Article Database Use DOI or treat as print resource

IBISWorld USA

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


IDC


IEEE Xplore
Article Database

**International Abstracts in Operations Research**

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.

Index Database

**International Financial Statistics (IMF)**

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


**International 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**


**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.

Citation Guide for Business Students
APA Style

www.leadershipconnect.io

LexisNexis Corporate Affiliations

www.corporateaffiliations.com

MarketLine

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

MarketLine. (2019). Immunology influencer network: Influencer analytics

Example when retrieved from Business Source Complete:

Complete. https://www.ebsco.com/products/research-
databases/business-source-complete

Marquis’ Who’s Who


Mental Measurements Yearbook

Sherman, E. S., & Brooks, B. L. (2015). Memory Validity Profile. Mental
Measurements Yearbook. www.buros.org

Mergent Archives

Archives. www.mergentarchives.com

Mergent Intellect

Retrieved October 25, 2016 from www.mergentintellect.com

Mergent Online

**Mint Global**


**Mintel Market Sizes**


**Mintel Reports**


**Morningstar Investment Research Center**


**MSCI ESG Ratings**


**NBER Working Papers**

**Article**


**Working Paper**

Citation Guide for Business Students

APA Style

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.

Company dossier


Company lists or directories


Orbis


Passport


**Plunkett Research Online**


**PrivCo**

Company Profile


Company lists or directories


**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.

**PsycArticles**

*Article Database* Use DOI or treat as print resource

**PsycBooks**

*eBook Database* Use copyright information to fill in citation
Citation Guide for Business Students
APA Style

Psychology and Behavioral Sciences

Article Database
Use DOI or treat as print resource

ReferenceUSA

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


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


Company lists or directories


Refinitiv


Regional Business News

News Database
Use DOI or treat as print resource

RIA Checkpoint / Thomson Reuters Checkpoint

Citation Guide for Business Students
APA Style


Risk Management Reference Center

Article Database Use DOI or treat as print resource

RKMA Publications

eBook Database Use copyright information to fill in citation

Safari Tech Books Online

eBook Database Use copyright information to fill in citation

Simmons OneView

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


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

SimplyAnalytics

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

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

Small Business Reference Center

Article/E-Books Database

Use DOI or treat as print resource

Sports Market Analytics (SBRnet)


SRDS Media

Media outlet profiles


DMA profiles & maps


SQAD ratings for TV and radio

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


Statista

Statistics, dossiers, and reports

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


Anything without a named author:


Infographics

**Stratfor Premium**


**Tax and Accounting Center (BNA)**


**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.


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


**USA Trade Online**


**USPTO Patent Reference Database**

USPTO Trademark Reference Database


ValueLine

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


WestLaw

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

Winmo Redbooks


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