

APA STYLE GUIDE FOR BUSINESS SOURCES



bcit.ca/library



When writing a research paper, it is important to cite any sources that you have consulted in your research. You must acknowledge when you are using the ideas, information or arguments of others, whether they are directly quoted or not. Failure to do so may be construed as plagiarism. Plagiarism is the presentation of the ideas of others as one's own and is a serious offence.

Citation information must appear in two places.

- > First, it must appear in the text of your paper at the point where the borrowed fact or idea appears. These are known as **in-text citations**.
- > Secondly, you are required to include a complete list of sources at the end of the paper. These will appear in your **reference list**.

Overview of in-text citations

The APA's in-text reference citations provide at least the author's name and the year of publication. For direct quotations and some paraphrases, a page number is given as well.

Overview of reference list

The reference list should be on a separate page at the end of the paper. This sheet will be called **References** (or **Reference** if there is only one citation.) All entries must be double-spaced. The first line of each reference is set flush left and subsequent lines are indented. List references in alphabetical order by the author's name or by title, if there is no author. Italicize book and journal titles. Include all of the information needed to identify and retrieve the source. For the titles of books, articles, and chapters, capitalize only the first letter of the title and the subtitle. Always capitalize proper nouns and journal titles.

QUOTATIONS

Short quotations

Incorporate quotations that are fewer than 40 words in the text of your paper. Enclose the quotation in quotation marks.

Frisch (2008) states, "Teams should continue to reframe their options in ways that preserve their original intent, be it a higher return on net assets or greater growth" (p. 126).

Long quotations

Quotations that are longer than 40 words should be displayed in a freestanding double-spaced block of text without quotation marks. Start the quotation on a new line, indented five to seven spaces from the left margin.

Frisch (2008) states the following:

Teams should continue to reframe their options in ways that preserve their original intent, be it a higher return on net assets or greater growth. When they feel the impulse to shoehorn decisions into an either/or framework, they should step back and generate a broader range of options. (p. 126)

PRINT SOURCES

Book with one author

In-text citation:

Gardner (2008) notes that advertisers target female consumers by ...

OR: According to one researcher (Gardner, 2008), advertisers focus on ...

Reference list:

Gardner, A. (2008). *Thirty second seduction: How advertisers lure women through flattery, flirtation, and manipulation*. Berkeley, CA: Seal Press.

Book with two authors

In-text citation:

Stanwick and Stanwick (2009) discuss ethical issues related to ...

OR: A recent work (Stanwick & Stanwick, 2009) on business ethics ...

Reference list:

Stanwick, P. A., & Stanwick, S. D. (2009). *Understanding business ethics*. Upper Saddle River, NJ: Pearson/Prentice Hall.

Book with no author or editor

In-text citation:

In *The Handbook of Country Risk* (2005), ...

OR: According to one source (*The Handbook of Country Risk*, 2005), ...

Note: If a work has no author or editor, cite the work using the first few words that will appear in the reference list (usually the title).

Reference list:

The handbook of country risk 2005-2006: A guide to international business in trade. (2005). Sterling, VA: GMB Publishing.

Book with an organization as its author

In-text citation:

According to the Commodity Research Bureau (2008), ...

OR: ... 15.24 million barrels each day (Commodity Research Bureau, 2008, p. 198).

Reference list:

Commodity Research Bureau. (2008). *The CRB commodity yearbook 2008*. Hoboken, NJ: John Wiley and Sons.

Book that is not the first edition

In-text citation:

According to *Associations Canada: The Directory of Associations in Canada* (2005), ...

OR: ... seven cricket associations in Canada (*Associations Canada*, 2005, p. 25).

Reference list:

Associations Canada: The directory of associations in Canada (26th ed.). (2005). Toronto: Micromedia ProQuest.

Article or chapter in an edited book

In-text citation:

Regarding training needs, Kleiman (1999) states that ...

OR: ... essential to human resource development (Kleiman, 1999).

Reference list:

Kleiman, L. S. (1999). Human resource development. In M. M. Helms (Ed.), *Encyclopedia of management* (4th ed., pp. 375-379). Detroit: Gale Group.

Journal article with one author

In-text citation:

Frisch (2008) comments that team members frequently ...

OR: One researcher (Frisch, 2008) found that team members ...

Reference list:

Frisch, B. (2008). When teams can't decide. *Harvard Business Review*, 86(11), 121-126.

Journal article with two authors

In-text citation:

Carder and Gunter (2001) found that dissatisfied customers ...

OR: ... in their letters to American companies (Carder & Gunter, 2001).

Reference list:

Carder, S., & Gunter, L. (2001). Can you hear me? Corporate America's communication with dissatisfied customers. *Journal of American and Comparative Cultures*, 24(3/4), 109-112.

Journal article with three or more authors

In-text citation:

Johnson, Christensen, and Kagermann (2008) conclude that ...

OR: ... several business models (Johnson, Christensen, & Kagermann, 2008).

Note: If an article has three to five authors, you will mention all the authors the first time only. Then, you will refer to the authors as [first author] et al. every other time you cite the article. After the first citation, the article above would appear for subsequent in-text citations as Johnson et al. (2008). (Yes, the period after “al” is supposed to be there.) If a journal article has **six or more authors**, include only the first author’s name followed by et al. and the year.

Reference list:

Johnson, M. W., Christensen, C. M., & Kagermann, H. (2008). Reinventing your business model. *Harvard Business Review*, 86(12), 50-59.

Journal article with no author

In-text citation:

In the article “Connecting the Dots” (2008), six fuelling stations ...

OR: ... an estimated \$89M for the project in Whistler (“Connecting the Dots,” 2008).

Note: For in-text citations, use double quotation marks for the titles of articles and chapters.

Reference list:

Connecting the dots. (2008). *BC Business*, 36(12), 124.

ELECTRONIC DATABASES

Information on citing electronic databases:

If a journal article lists a Digital Object Identifier (DOI), include this information at the end of a citation. The example below for “Journal article with two authors” shows how to cite an article with a DOI. (The reader can enter the DOI in the search box at crossref.org to get article information.) If an article does not have a DOI, include the website address of the journal that published the article. You may need to use a search engine (e.g. Google) to find the journal’s website address. The example below for “Journal article with one author” shows

how to cite an article with the journal's website address. Only include the retrieval date if the information you are citing is likely to be revised or updated (e.g., a wiki).

Not all the sources used for your paper may be included in this handout. (This is especially true for information found using electronic sources.) If you cannot find what you are looking for here, you should consult the ***Publication Manual of the American Psychological Association*** (6th edition) [library call number: **BF 76.7 A46 2010**]. If none of the examples in this publication match your source, you should follow the example that is most similar to your source. In this situation, it is better to provide more information rather than less information. One of the key functions of a reference list is to allow readers (including professors) to locate the sources included in your paper. Essentially, readers should be able to search for (and find) each source in your reference list.

JOURNAL ARTICLE FROM A DATABASE

Journal article with one author

In-text citation:

Frisch (2008) comments that team members frequently ...

OR: One researcher (Frisch, 2008) found that team members ...

Reference list:

Frisch, B. (2008). When teams can't decide. *Harvard Business Review*, 86(11), 121-126. Retrieved from

<http://hbr.harvardbusiness.org>

Journal article with two authors

In-text citation:

Carder and Gunter (2001) found that dissatisfied customers ...

OR: ... in their letters to American companies (Carder & Gunter, 2001).

Reference list:

Carder, S., & Gunter, L. (2001). Can you hear me? Corporate America's communication with dissatisfied

customers. *Journal of American and Comparative Cultures*, 24(3/4), 109-112.

doi: 10.1111/j.1537-4726.2001.2403_109.x

Journal article with three or more authors

In-text citation:

Johnson, Christensen, and Kagermann (2008) conclude that ...

OR: ... several business models (Johnson, Christensen, & Kagermann, 2008).

Note: If an article has three to five authors, you will mention all the authors the first time only. Then, you will refer to the authors as [first author] et al. every other time you cite the article. After the first citation, the article

above would appear for subsequent in-text citations as Johnson et al. (2008). (Yes, the period after “al” is supposed to be there.) If a journal article has **six or more authors**, include only the first author’s name followed by et al. and the year.

Reference list:

Johnson, M. W., Christensen, C. M., & Kagermann, H. (2008). Reinventing your business model. *Harvard Business Review*, 86(12), 50-59. Retrieved from <http://hbr.harvardbusiness.org>

Journal article with no author

In-text citation:

In the article “Connecting the Dots” (2008), six fuelling stations ...

OR: ... an estimated \$89M for the project in Whistler (“Connecting the Dots,” 2008).

Note: For in-text citations, use double quotation marks for the titles of articles and chapters.

Reference list:

Connecting the dots. (2008). *BC Business*, 36(12), 124. Retrieved from <http://www.bcbusinessonline.ca>

E-BOOK FROM A DATABASE

When an electronic book includes a DOI (Digital Object Identifier), include it in the reference entry (see first example). (The reader can enter the DOI in the search box at crossref.org to get book information.) If the book does not have a DOI, include the website address for the book’s publisher (see second example). You may need to use a search engine (e.g., Google) to find the publisher’s website address.

Note: Use “Available from” instead of “Retrieved from” when the URL leads only to information on how to obtain the e-book rather than to the e-book itself.

E-book (with DOI)

In-text citation:

Kelly and Silverstein (2005) found that ...

OR: ... is typical of great brands (Kelly & Silverstein, 2005).

Reference list:

Kelly, F., & Silverstein, B. (2005). *The breakaway brand: How great brands stand out*. doi: 10.1036/0072262370

E-book (without DOI) (e.g., MyLibrary and Books 24x7)

In-text citation:

According to McDonald (2008), marketing objectives should contain ...

OR: ... the company wants to achieve (McDonald, 2008).

Reference list:

McDonald, M. (2008). *Malcolm McDonald on marketing planning: Understanding marketing plans and strategy*.

Available from <http://www.koganpage.com>

NOTE FOR INSTRUCTORS: The 2010 *Publication Manual of the American Psychological Association* gives direction that the website addresses for journals and e-books be included in the citations rather than the databases from which the items were retrieved. Check for full-text availability of journal articles and e-books in the BCIT Library collection by entering the book or journal title in the library catalogue.

BUSINESS-RELATED DATABASE EXAMPLES

Canadian Businesses database

Search results

In-text citation:

According to infoUSA (2009), there are eighteen chocolate and cocoa manufacturers ...

OR: ... manufacturers listed for Vancouver (infoUSA, 2009).

Reference list:

infoUSA. (2009). Results for SIC 206601 in Vancouver, BC. Retrieved February 14, 2009, from Canadian

Businesses database.

Note: The writer is citing the results of a search of chocolate and cocoa manufacturers listed for Vancouver, BC, in the database Canadian Businesses. SIC (Standard Industrial Classification) number 206601 is for chocolate and cocoa manufacturers. The retrieval date is included because this information will change over time.

Entry for a specific company

In-text citation:

Rogers' Chocolates employs five to nine employees at its location ... (infoUSA, 2009).

OR: According to infoUSA (2009), Rogers' Chocolates employs ...

Reference list:

infoUSA. (2009). *Rogers' chocolates, Vancouver, BC*. Retrieved February 14, 2009, from Canadian Businesses

database.

Note: The retrieval date is included because this information will change over time.

CICA: IFRS database

In-text citation:

International Financial Reporting Standards (2008) states that deposit components ... (IFRS 4, para. 10).

Note: This in-text citation is for a particular IFRS (IFRS 4: Insurance Contracts) and a particular section within that IFRS (paragraph 10 – this e-book has numbered paragraph, so you won't need to manually count paragraphs).

Reference list:

International financial reporting standards. (2008). Retrieved from CICA: International Financial Reporting

Standards database.

D&B Industry Norms and Key Business Ratios database

In-text citation:

The financial ratio for hardware stores ... (Dun and Bradstreet, 2008).

OR: According to Dun and Bradstreet (2008), the financial ratio ...

Reference list:

Dun and Bradstreet. (2008). Industry norms and key business ratios for SIC 525. Retrieved from D&B Industry Norms and Key Business Ratios, 2008.

Note: SIC (Standard Industrial Classification) number 525 is for hardware stores.

GMID (Global Market Information Database):

Report (with a publication date)

In-text citation:

A report by Euromonitor International (2008) shows that beer production in Canada ...

OR: By 2007, beer production in Canada ... (Euromonitor International, 2008).

Reference list:

Euromonitor International. (2008, January 23). *Beer – Canada*. Retrieved from GMID: Global Market Information Database.

Report (without a publication date)

In-text citation:

Canadian tweenagers are spending ... (Euromonitor International, 2009).

OR: According to one report (Euromonitor International, 2009), Canadian tweenagers spend ...

Reference list:

Euromonitor International. (2009). *Consumer Lifestyles – Canada*. Retrieved March 3, 2009, from GMID: Global Market Information Database.

Note: The retrieval date is included because this information will change over time.

Statistics

In-text citation:

According to Euromonitor International (2009), the per capita ...

OR: ... compared to the United States (Euromonitor International, 2009).

Reference list:

Euromonitor International. (2009). Statistics for consumer expenditure on beer in Canada [US \$/fixed exchange rates/value at current prices, 2003-2008]. Retrieved from GMID: Global Market Information Database.

Note: The information appearing in brackets (per capita, exchange rate, value) has been included because it will help others to retrieve these statistics in GMID.

Including a graph in your paper

In-text citation:

As shown in Figure 1, the per capita ...

OR: ... between 2003 and 2008 (see Figure 1).

Graph caption:

Figure 1. Per capita consumer expenditure on beer in Canada and the United States for 2003-2008.

From a line graph created by Euromonitor International, 2009, using statistics of per capita consumer expenditure on beer in Canada and the United States for 2003-2008 [US \$ per capita – fixed 2008 exchange rates – value at current prices]. Retrieved from GMID: Global Market Information Database. Copyright 2009 by Euromonitor International.

Note: The information appearing in brackets (per capita, exchange rate, value) has been included because it would be necessary for others to re-create this graph in GMID.

Labour Spectrum

In-text citation:

In the case *Canada Forgings Inc. and Canadian Auto Workers, Local 275* (1999), ...

OR: In a similar case related to employee lateness (*Canada Forgings Inc. and Canadian Auto Workers, Local 275, 1999*), ...

Reference list:

Canada Forgings Inc. and Canadian Auto Workers, Local 275, 84 L.A.C. 4th 309 (1999). Retrieved from Labour Spectrum database.

Lexis Nexis Quicklaw

In-text citation:

In the case *Telus v. Telecommunications Workers Union* (2000), ...

OR: In an arbitration between Telus and TWU (*Telus v. Telecommunications Workers Union*, 2000), ...

Reference list:

Telus v. Telecommunications Workers Union, C.L.A.D. 313 (2000). Retrieved from LexisNexis Quicklaw database.

PCensus

Predefined area

In-text citation:

According to Statistics Canada (2006), ...

OR: Comparing Burnaby to the FSA V5C, it is clear that ... (Statistics Canada, 2006).

Reference list:

Statistics Canada. (2006). 2006 census of Canada: Profile data for Burnaby at the census subdivision level and for V5C at the postal FSA level. Ottawa: Statistics Canada [Producer]. Tetrad Computer Applications [Distributor]. Available from PCensus for Microsoft Mappoint (Version 9.0) [Software], BCIT Library.

Traced polygon

In-text citation:

According to Statistics Canada (2006), ...

OR: Yaletown clearly has ... (Statistics Canada, 2006).

Reference list:

Statistics Canada. (2006). 2006 census of Canada: Profile data for a traced polygon of the Yaletown neighbourhood, Vancouver, BC, at the dissemination block level. Ottawa: Statistics Canada [Producer]. Tetrad Computer Applications [Distributor]. Available from PCensus for Microsoft Mappoint (Version 9.0) [Software], BCIT Library.

Circular area / radial report

In-text citation:

According to Statistics Canada (2006), ...

OR: In the one kilometer radius surrounding ... (Statistics Canada, 2006).

Reference list:

Statistics Canada. (2006). 2006 census of Canada: Profile data for the one kilometer radius surrounding the corner of Hastings St. and Willingdon Ave., Burnaby, BC, at the dissemination block level. Ottawa: Statistics Canada [Producer]. Tetrad Computer Applications [Distributor]. Available from PCensus for Microsoft Mappoint (Version 9.0) [Software], BCIT Library.

CanEx

In-text citation:

According to MapInfo (2008), ...

OR: ... on driving lessons per household (MapInfo, 2008).

Reference list:

MapInfo. (2008). 2008 CanEx expenditures on transportation for the postal FSA V5C. Tetrad Computer Applications [Distributor]. Available from PCensus for Microsoft Mappoint (Version 9.0) [Software], BCIT Library.

Estimates and projections

In-text citation:

According to MapInfo (2008), ...

OR: ... in the projection for 2013 (MapInfo, 2008).

Reference list:

MapInfo. (2008). 2008 estimates and projections of income trends for the census subdivision Burnaby, BC. Tetrad Computer Applications [Distributor]. Available from PCensus for Microsoft Mappoint (Version 9.0) [Software], BCIT Library.

Prizm

In-text citation:

According to Environics Analytics Group (2008), Yaletown appears to be ...

OR: Yaletown consists of primarily ... (Environics Analytics Group, 2008).

Reference list:

Environics Analytics Group. (2008). PRIZM CE executive summary for a traced polygon of the Yaletown neighbourhood, Vancouver, BC. Tetrad Computer Applications [Distributor]. Available from PCensus for Microsoft Mappoint (Version 9.0) [Software], BCIT Library.

