
APA STYLE GUIDE FOR BUSINESS SOURCES

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When writing a research paper, it is important to cite any sources that you have consulted in your research. Acknowledge any ideas, information or arguments of others, whether they are directly quoted, paraphrased or summarized. Citing sources gives credit to authors for the works you used, provides evidence to make your argument strong and enables the reader to check your sources. 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 academic 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

For in-text citations in APA, provide at least the author's name and the year of publication. For indirect or paraphrased quotes, page numbers are useful but not necessary. If one adds them, place them at the end of the paraphrased quote in round brackets. For direct quotations and some paraphrases, give a page number as well.

For online sources without page numbers, indicate the paragraph number. Use the abbreviation para.

Short quotations

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

Frisch (2008) has stated that "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) stated 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)

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.) Do not bold, underline or use quotation marks around the heading, reference. APA recommends using 12 pt. Times New Roman font. 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.

PRINT SOURCES

Book with one author	
In-text citation	Gardner (2008) noted that advertisers target female consumers (p. 106). ... OR: According to one researcher (Gardner, 2008), advertisers focus on targeting female consumers (p. 106).
Reference list	Gardner, A. (2008). <i>Thirty second seduction: How advertisers lure women through flattery, flirtation, and manipulation</i> . Berkeley, CA: Seal Press.
Book with two authors	
In-text citation	Stanwick and Stanwick (2009) have discussed ethical issues related to business (p. 10). OR: A recent work (Stanwick & Stanwick, 2009), discussed ethical business issues (p. 10).
Reference list	Stanwick, P. A., & Stanwick, S. D. (2009). <i>Understanding business ethics</i> . Upper Saddle River, NJ: Pearson/Prentice Hall.
Book with no author or editor	
In-text citation	In <i>The Handbook of Country Risk</i> (2009) Canada's economy declined in late 2008 (p. 139). OR: According to one source (<i>The Handbook of Country Risk, 2009-2010</i>), Canada's economy declined in late 2008 (p. 139).
Reference list	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). However, in the References list alphabetize the title by the word, handbook. <i>The handbook of country risk 2009-2010: A guide to international business in trade</i> . (2009). Sterling, VA: GMB Publishing.
Book with an organization as its author	
In-text citation	According to the Commodity Research Bureau (2008), ... (p. 198) OR: ... 15.24 million barrels each day (Commodity Research Bureau, 2008, p. 198).
Reference list	Commodity Research Bureau. (2008). <i>The CRB commodity yearbook 2008</i> . Hoboken, NJ: John Wiley and Sons.
Book that is not the first edition	
In-text citation	According to <i>Associations Canada: The Directory of Associations in Canada</i> (2005) there are seven cricket associations in Canada (p. 25). OR: ... seven cricket associations in Canada (<i>Associations Canada</i> , 2005, p. 25).
Reference list	<i>Associations Canada: The directory of associations in Canada</i> (26th ed.). (2005). Toronto, ON: Micromedia ProQuest.

Article or chapter in an edited book	
In-text citation	Regarding training needs, Kleiman (1999) has stated that even qualified employees need training (p. 375). OR: ... essential to human resource development (Kleiman, 1999, p. 375).
Reference list	Kleiman, L. S. (1999). Human resource development. In M. M. Helms (Ed.), <i>Encyclopedia of management</i> (4th ed., pp. 375-379). Detroit, MI: Gale Group.
Journal article	
In-text citation	Frisch (2008) commented that team members frequently ... OR: One researcher (Frisch, 2008) found that team members ...
Reference list	Frisch, B. (2008). When teams can't decide. <i>Harvard Business Review</i> , 86(11), 121-126.

ELECTRONIC DATABASES

Journal articles from the Library's online databases usually list a Digital Object Identifier (DOI). You should include this information at the end of a citation. (The reader can enter the DOI in the search box at crossref.org to get article information.) The DOI is usually shown prominently in detailed records.

No DOI? For articles retrieved from a library database, create a retrieval note with the URL of the journal homepage. To find the journal's homepage URL, identify the publisher in the detailed record or copyright page of the article, and do a web search.

Not all the sources used for your paper may be included in this guide. (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 (no DOI)	
In-text citation	Frisch (2008) commented that team members frequently ... OR: One researcher (Frisch, 2008) found that team members ...
Reference list	Frisch, B. (2008). When teams can't decide. <i>Harvard Business Review</i> , 86(11), 121-126. Retrieved from https://hbr.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. <i>Journal of American and Comparative Cultures</i> , 24(3/4), 109–112. doi: 10.1111/j.1537-4726.2001.2403_109.x
Note: Italicize the volume number. Include the issue number if each volume issue starts with page 1. However, do not italicize the issue number.	
Journal article with three or more authors	
In-text citation	Johnson, Christensen, and Kagermann (2008) concluded 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. <i>Harvard Business Review</i> , 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). <i>BC Business</i> , 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 and is from a database use "Retrieved from" and the homepage URL for the database.

E-book (with DOI) (e.g., Safari)	
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). <i>The breakaway brand: How great brands stand out</i> . doi: 10.1036/0072262370
E-book (without DOI) (e.g., MyiLibrary and Skillsoft)	
In-text citation	According to Theobald, "the ultimate in short messaging is the modern-day brand" (2013, p. 73).
Reference list	Theobald, T. (2013). <i>On message: Precision communication for the digital age</i> . Retrieved from http://www.skillsoft.com

BUSINESS-RELATED DATABASE EXAMPLES

Business Source Complete Database

Country Report	
In-text citation	According to <i>Country reports: Mexico</i> (IHS Economics and Country Risk, 2016, February 29) ...
Reference list	IHS Economics and Country Risk. (2016, February 29). <i>Country reports: Mexico</i> . Retrieved from https://www.ihs.com
Note: Publisher's homepage URL; not the database URL.	
SWOT Analysis	
In-text citation	According to the company profile for TELUS (Marketline, 2016, January 14) ...
Reference list	Marketline. (2016, January 14). <i>Company profile: TELUS Corporation</i> . Retrieved from http://www.marketline.com
Note: Publisher's homepage URL; not the database URL.	

Cardonline Database

A report	
In-text citation	According to Rogers Media (2016, May 26), the circulation ...
Reference list	Rogers Media. (2016, May 26). <i>The Vancouver Sun</i> . Retrieved from www.cardonline.ca

Films on Demand

A video	
In-text citation	In "Social media for business marketing" (Granberry, 2014) there ...
Reference list	Granberry R. (Producer). (2014). <i>Social media for business marketing</i> [Video file]. Retrieved from http://fod.infobase.com/

IBISWorld

In-text citation	... (Alvarez, 2017a) mentioned that in Canada full service restaurants (Alvarez, 2017b) discussed the strength of pizza restaurants in the United States ...
Reference List	Alvarez, A. (2017a, January). <i>IBISWorld industry report 72211CA: Full service restaurants in Canada</i> . Retrieved from http://www.ibisworld.com Alvarez, A. (2017b, January). <i>IBISWorld industry report 0D4320: Pizza restaurants in the US</i> . Retrieved from http://www.ibisworld.com
Note: Two or more works by the same author in the same year: If you have two articles written by the same author in the same year, use lower-case letters [a,b,etc.] with the year in the reference list. Use the lower-case letters with the year in the in-text citation.	

Knotia.ca Database

Entry for a reporting standard	
In-text citation	The International Accounting Standards Board [2017, IFRS 4, para. IN10] states that deposit components ...
Note: This in-text citation is for a particular IFRS (IFRS 4: Insurance Contracts) and a particular section within that IFRS (paragraph IN10 – this e-book has numbered paragraphs, so you won't need to manually count paragraphs).	
Reference list	International Accounting Standards Board [2017]. IFRS 4 Insurance contracts. In <i>International financial reporting standards [2016]</i> . Retrieved from http://www.knotia.ca

Labour Source

Cases or Legislation	
In-text citation	In the case <i>Canada Forgings Inc. and Canadian Auto Workers, Local 275</i> [1999], ... OR: In a similar case related to employee lateness (<i>Canada Forgings Inc. and Canadian Auto Workers, Local 275, 1999</i>), ...
Reference list	Canada Forgings Inc. and Canada Autoworkers, Local 275, 84 L.A.C. 4th 309 [1999].

Lexis Nexis Quicklaw

Cases	
In-text citation	In the case <i>Telus v. Telecommunications Workers Union</i> [2000], ... OR: In an arbitration between Telus and TWU (<i>Telus v. Telecommunications Workers Union, 2000</i>), ...
Reference list	<i>Telus v. Telecommunications Workers Union</i> , C.L.A.D. 313 [2000].

Market Share Reporter

In-text citation	As noted in "Largest tire dealerships in North America, 2014" ... OR: ... the firm's dominant position in the market ("Largest tire dealerships in North America, 2014," 2016).
Reference list	Largest tire dealerships in North America, 2014. [2016]. In <i>Market share reporter</i> [26th ed.]. Retrieved from http://www.gale.com

PRIZM5 Marketer's Handbook

In-text citation	According to the <i>PRIZM5 Marketer's Handbook</i> [2018] the Lunch at Tim's group are bargain hunters.
Reference list	Envionics Analytics Group. [2018]. <i>PRIZM5 marketer's handbook</i> . Retrieved from https://www.envionicsanalytics.com/en-ca/data/segmentation/prizm

Passport

Report	
In-text citation	A report by Euromonitor International [2016, June] showed that spending on beer in Canada ... OR: By 2007, beer consumption in Canada ... [Euromonitor International, 2016, June].
Reference list	Euromonitor International. [2016, June]. <i>Beer in Canada</i> . Retrieved from http://www.euromonitor.com
Statistics	
In-text citation	According to Euromonitor International [2016], the per capita ... OR: ... compared to the United States [Euromonitor International, 2016].
Reference list	Euromonitor International. [2016]. <i>Statistics for market size of beer in Canada</i> [US\$/year-on-year exchange rates/current prices, 2006-2015]. Retrieved from http://www.euromonitor.com
Note: The information appearing in brackets [exchange rate, value] has been included because it will help others to retrieve these statistics in Passport.	

Proquest

Report	
In-text citation	According to GlobalData's report on Starbucks [March, 2019] ...
Reference list	GlobalData. [2019, March]. <i>Starbucks Corp (SBUX): Financial and strategic SWOT analysis review</i> . Retrieved from https://www.globaldata.com .
Note: Publisher's homepage URL; not the database URL.	

Sedar/Edgar Database

Annual Report	
In-text citation	According to the 2009 annual report for Canadian National Railway ...
Reference list	Canadian National Railway. [2009]. <i>Annual report: Ready for the recovery</i> . Retrieved from http://www.sedar.com

SimplyAnalytics

A table reproduced from a SimplyAnalytics Report	
In-text citation	As shown in Table 8, ...
Table note	Note: Reprinted from a Standard Report created by SimplyAnalytics using population by citizenship data for the census metro area of Vancouver BC, 2011. Retrieved from http://simplyanalytics.com
Reference list	SimplyAnalytics. [n.d.]. [Population by citizenship in Metro Vancouver]. Retrieved from http://simplyanalytics.com
Note: Consecutively number each table and title.	
Map	
In-text citation	As shown in Figure 3
Figure caption	<i>Figure 3.</i> Average total expenditure by men on athletic footwear in 2016 by dissemination area for Victoria, BC [CSD]. Map created by SimplyAnalytics, using household spending data in Victoria by census subdivisions, 2011. Retrieved from http://simplyanalytics.com
Reference list	SimplyAnalytics. [n.d.]. [Map with average total expenditure by men on athletic footwear in 2016 by dissemination area for Victoria, BC [CSD]]. Retrieved from http://simplyanalytics.com
Note: Consecutively number each map, and precede the number by the word, Figure.	
Data	
In-text citation	According to the statistics for average total expenditure on cigarettes in 2016 and the percentage of population who are immigrants in 2011 in Metro Vancouver ... [SimplyAnalytics, n.d.].
Reference list	SimplyAnalytics. [n.d.]. [Average total expenditure on cigarettes, 2016, and percentage of population who are immigrants, 2016, for Vancouver CMA, British Columbia, and Canada]. Retrieved from http://simplyanalytics.com

Statista

Data produced by Statista	
In-text citation	According to Statista [n.d.], the price per unit of alcoholic drinks in Canada was ...
Reference list	Statista [n.d.]. <i>Price per unit in the alcoholic drinks market in US dollars [Canada] [2010 – 2021 [projected]]</i> . Retrieved January 7, 2018 from https://www.statista.com

Statista

Data from another source	
In-text citation	According to the North American Pet Health Insurance Association [Statista, n.d.] pet insurance premiums ...
Reference list	North American Pet Health Insurance Association [n.d.]. <i>Accident and illness insurance premium for cats and dogs in Canada from 2013 to 2016 [in Canadian dollars]</i> . Retrieved January 7, 2018 from https://www.statista.com

Vividata

Data from a Report	
In-text citation	According to Vividata [2018] people who have chewed gum in the past 6 months ... OR: ... fitting the pattern of these consumers [Vividata, 2018]
Reference list	Vividata. [2018]. [Candy/snacks – chewing gum – prsnlly chewed past 6 mths, age 14+ by generation]. Retrieved from https://vividata.ca/
Note: The title provided within the source is ambiguous, so you need to construct a more specific one within square brackets. Include details required to direct your reader to the right table: base, report type, product type, etc. Use sentence-style capitalization. Do not use italics in cases where you are providing a description rather than a title. Provide the URL of the publisher’s home page [in this case Vividata]. Do not provide the direct URL to the data.	
Table note	Note: Reprinted [Candy/snacks – chewing gum – prsnlly chewed past 6 mths, age 14+ by generation] by Vividata, retrieved from https://vividata.ca/ Copyright 2018, Vividata
Note: If the table is copied exactly from Vividata, use the term “reprinted”. If you have altered the table in any way use “adapted” in place of “reprinted”. Provide the URL of the publisher’s home page [in this case Vividata]. Do not provide the direct URL to the table. Include a copyright statement.	

OTHER SOURCES**Websites**

This section refers to web sources other than those described above (e.g., e-books, articles, etc.)

When you are citing specific information, the essential components of a reference list citation for a web source are the following:

Author, A. [date]. Title of document [Format description]. Retrieved from <http://URL>

The format description is only necessary when the format is out of the ordinary—like a video or a blog post. The following are examples wherein all this information is complete and provided by the source.

Blog post	
In-text citation	“Challenging the status quo is a fight entrepreneurs often like to pick” (Pena, 2013). OR: According to Pena [2013], new business owners relish the chance to upset current business norms.

Reference list	Pena, M. [2013, October 8]. The daunting task of the disruptor [Web log message]. Retrieved from http://stvp.stanford.edu/blog/?p=6825
Note: The in-text citation does not require the month and date of publication.	
Video post	
In-text citation	... which compares favourably with India's approach to development (Huang, 2011). OR: ... as noted by Huang (2011).
Reference list	Huang, Y. [2011, September]. Does democracy stifle economic growth? [Video file]. Retrieved from http://www.ted.com/talks/yasheng_huang.html
Online article	
In-text citation	Livingston International [2013] emphasizes the importance of tariff classification...
Reference list	Livingston International. [2013, November 22]. Two supply chain secrets that can save you money. Retrieved from http://www.smallbusinessbc.ca/growing-a-business/two-supply-chain-secrets-can-save-you-money
Note: 'Livingston International' is listed as the corporate author.	
Entire website, with no reference to specific information from the website	
In-text citation	... Tutela offers a range of free materials to support ESL instruction [http://tutela.ca/Tutela].
Note: No entry is required in the reference list.	

CLASS MATERIALS

Coursepacks and Courseware

Previously published articles and book chapters: To cite sources presented in a coursepack or courseware (e.g., D2L), citation would be the same as if you found them yourself. For example, if your D2L course has a link to a published journal article from a BCIT Library database, you would use the appropriate citation style described in the [electronic database examples](#).

Original material: If you are citing original (i.e., unpublished) material presented in a coursepack or on a D2L course site, you should handle it as if it were an anthology compiled by your instructor and published by BCIT. The information on the cover or title page indicates the title of the compilation—probably the course name and number, as in the examples below.

Unpublished material in a coursepack / courseware; single author	
In-text citation	... hardware and software are in a state of logical completeness (Malone, 2013).
Reference list	Malone, M. [2013]. System parameters. In J. Strong [Comp.], <i>BSYS 2061: Business Data Management</i> . Burnaby, BC: BCIT.
Note: 'Comp.' refers to compiler of the course pack or D2L course site—probably the instructor unless otherwise indicated.	
Unpublished material in a coursepack / courseware; no author	
In-text citation	... are regarded as crucial for maintaining system integrity ["System Parameters," 2013].
Reference list	System parameters. [2013]. In J. Strong [Comp.], <i>BSYS 2061: Business Data Management</i> . Burnaby, BC: BCIT.

Class Notes, Slides, and Other Class Documents

Materials available online: Create a reference list citation that includes enough information for the reader to find the materials.

Class materials available online	
In-text citation	... as noted by Roychowdhury [2013].
Reference list	Roychowdhury, S. [2013]. Cash flow analysis [Lecture slides]. MIT OpenCourseWare: Massachusetts Institute of Technology. Retrieved from http://ocw.mit.edu/courses/sloan-school-of-management/15-501-introduction-to-financial-and-managerial-accounting-spring-2004

Materials unavailable online includes class notes, handouts, and PowerPoint slides on D2L: These should be treated as personal communications since they could not be accessed by someone outside the class. The essential components of a personal communication are the initials and the surname of the 'author' (e.g., instructor, materials creator, etc.) and a precise date (if possible). Only cite in-text; there is no reference list citation.

Class materials unavailable online	
In-text citation	... as noted by Smith [personal communication [class lecture], 2016].
Note: No reference list citation.	

PERSONAL COMMUNICATION

On the record: Personal communications are those that your reader would not be able to retrieve independently, such as email messages, phone conversations, personal interviews and so on. If your source has explicitly agreed to go on the record (i.e., to be personally identified), the citation is in-text-only.

Personal Communication	
In-text citation	... although at least one user reported many such software bugs [T.G. Smith, personal communication, July 7, 2015].
Note: There is no reference list entry.	

Research participants: Participants in your research project will not be cited as above because of the confidentiality agreement that protects them from being identified. See pages 16–17 of the [publication manual](#) and "Let's Talk about Research Participants" at <http://blog.apastyle.org/> for more information.

DIDN'T FIND WHAT YOU WERE LOOKING FOR IN THIS GUIDE?

- Check out BCIT Library's general APA Guide at <https://www.bcit.ca/library/citations.shtml>
- Access the Business Resource APA Citation Guide at <http://citing.bceln.ca/>
- Visit, phone or email the Research Help Desk in the library:
T 604.432.8371
E BCIT_Ebrarian@bcit.ca
- Make an appointment at BCIT's Writing Centre. (604.432.8370 or use the online booking system)
- Chat online with a Librarian using AskAway, or consult a tutor at WriteAway.
- Consult the Publication Manual of the American Psychological Association in the reference area of the library [Call # REF BF 76.7 A46 2010].