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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 either a sans serif font such as 11-point Calibri, 11 point Arial, or 10 point Lucida Sans Unicode, or a serif font such as 12-point Times New Roman or 11-point Georgia. 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.

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* (7th ed.) [library call number: BF 76.7 A46 2020]. 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.

PRINT OR E-BOOK SOURCES

Treat print or e-books in a similar manner.

DOI: When the book has a Digital Object Identifier (DOI) include it in the reference entry. The reader can enter the DOI in the search box of crossref.org to get book information.

NO DOI: If the book does not have a DOI and it is from a database use the homepage URL for the database. Do not name the database (APA, 10.3)

Book with DOI	
In-text citation	According to Jones et al (2019) the mining industry...
Reference list	Jones, O., Lilford, E., Spearing, S., & Taylor, G. (2019). *The business of mining*. CRC Press. https://doi.org/10.1201/9781351173728
Note: Include a DOI (if available) when using an electronic or print source. To format DOI: Present the DOI as a hyperlink (i.e. beginning https://). The link should be live if work is to be read online, and, is acceptable to use either the default setting for hyperlinks, or plain text that isn't underlined. For example, https://doi.org/xxxx When a DOI is long or complex, you may use short DOIs by going to https://shortdoi.org/ If a book from a database does not have a DOI use the homepage URL for the database but do not name the database (APA, 10.3)	
Book with one author no DOI	
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). *Thirty second seduction: How advertisers lure women through flattery, flirtation, and manipulation*. Seal Press.
Book with two authors no DOI	
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). *Understanding business ethics*. Pearson/ Prentice Hall.

Book with no author or editor no DOI	
In-text citation	In *The Handbook of Country Risk* (2009) Canada's economy declined in late 2008 (p. 139). OR: According to one source (*The Handbook of Country Risk, 2009-2010)*, Canada's economy declined in late 2008 (p. 139).
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.	
Reference list	*The handbook of country risk 2009-2010: A guide to international business in trade.* (2009). 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). *The CRB commodity yearbook 2008*. 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) there are seven cricket associations in Canada (p. 25). OR: … seven cricket associations in Canada (*Associations Canada*, 2005, p. 25).
Reference list	*Associations Canada: The directory of associations in Canada* (26th ed.). (2005). 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.), *Encyclopedia of management* (4th ed., pp. 375–379). Gale Group.

JOURNAL ARTICLES

Treat print or electronic articles in a similar manner.

DOI: If a journal article from the Library's online databases has a Digital Object Identifier (DOI) include it at the end of the 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: If the article can be found in more than one source do NOT include database information such as the database name nor the url (of the database or the journal). This is typical of many databases. (e.g. Business Source Complete or Proquest). However, if the article or data is unique to that database include the url of the database (e.g. EDGAR). If the url is session specific and the reader will not be able to find the information through the url use the database url (e.g. Capital IQ, IBISWorld or Passport).

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. *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. https://doi.org/: 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, et al. (2008) concluded that … OR: … several business models (Johnson, Christensen, & Kagermann, 2008).

Note: In the in-text citation, if an article has three or more authors include the name of only the first author and "et al." in every citation including the first citation. (APA, 8.17)

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

Note: In the reference list, for an article with more than 20 authors, spell out the first 19, followed by an ellipsis […] then the final name listed.

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.

BUSINESS-RELATED DATABASE EXAMPLES

Business Source Complete Database

Country Report	
In-text citation	According to *Country Reports: Mexico* (IHS Economics and Country Risk, 2016, February 29) …
Reference list	IHS Economics and Country Risk. (2016, February 29). *Country reports: Mexico*.

SWOT Analysis	
In-text citation	According to the company profile for TELUS (Marketline, 2016, January 14) …
Reference list	Marketline. (2016, January 14). *Company profile: TELUS Corporation*.

Capital IQ

A report	
In-text citation	… [S&P Capital IQ, 2020, May 08]
Reference list	S&P, Inc. [NasdaqGS:AMZN]: Public company profile. *Capital IQ*. Retrieved May 08, 2020 from https://www.standardandpoors.com
Note: When there is a chance the information may change include Retrieved from, retrieval date and url.	

Cardonline Database

A report	
In-text citation	According to Postmedia Network (2020, May 21), the circulation …
Reference list	Postmedia Network. (2020, May 21). The Vancouver Sun. *Cardonline*. Retrieved from https://www.cardonline.ca
Note: As there is a date of retrieval keep the "Retieved from" statement.	

CPA Canada Accounting & Assurance / taxation collections

In-text citation	The major goal of the International Financial Reporting Standards is "to establish principles for the presentation and preparation of consolidated financial statements when an entity controls one or more other entities." [International Accounting Standards Board, 2020]
Reference list	International Accounting Standards Board. [2020]. Consolidated Financial Statements [IFRS 10]. *International financial reporting standards*. https://www.knotia.ca

EDGAR

A report	
In-text citation	… [Facebook Inc., 2019]
Reference list	Facebook Inc. [2019]. Form 10-K 2019. Facebook Inc. *EDGAR*. Retrieved from https://www.sec.gov/ix?doc=Archives/edgar/data/1326801/000132680120000013/fb-12312019x10k.htm

Films on Demand

A video	
In-text citation	In "Social Media for Business Marketing" [Films for the Humanities & Sciences, 2014]
Reference list	Films for the Humanities & Sciences. (Producer). [2014]. *Social media for business marketing* [Video]. https://fod.infobase.com/
Note: The video is unique to Films on Demand. [APA, 7th ed., p. 344, example 90].	

Harvard Business Publishing Student Success

Case	
In-text citation	Srinivasan et. al [2017] found that...
Reference list	Srinivasan, S., Lorsch, J.W., & Pitcher, Q. [2017]. *Uber in 2017: One bumpy ride.* [HBS No. 9-117-0700]. Harvard Business Publishing. https://hbsp.harvard.edu/cases

Core collection	
In-text citation	Gupta [2019] states that segmentation offers new marketing opportunities [p. 5]...
Reference list	Gupta, S. [2019]. *Marketing reading: Segmentation and targeting.* [Rev ed.] Harvard Business Publishing. https://hbsp.harvard.edu

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]. IBISWorld industry report 72211CA: Full service restaurants in Canada. *IBISWorld*. Retrieved February 3, 2017 from https://www.ibisworld.com Alvarez, A. [2017b, January]. IBISWorld industry report OD4320: Pizza restaurants in the US. *IBISWorld*. Retrieved February 3, 2017 from https://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. Add a retrieval date as content changes over time and pages are not archived [page 290]. Databases with propriety content italicize the title of the database and include the url of the database [APA 9.34].	

Labour Source

Cases or Legislation	
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 Canada Autoworkers, Local 275, 84 L.A.C. 4th 309 [1999].

Lexis Nexis Quicklaw

Cases	
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].

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 *Market Share Reporter* [26th ed.]. https://www.gale.com

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). Beer in Canada: Country report. *Passport.* Retrieved July 10, 2016 from https://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). Statistics for market size of beer in Canada [US$/year-on-year exchange rates/current prices, 2006-2015]. *Passport*. Retrieved July 10, 2016 from https://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. If the data set has not date include the retrieval date.	

PRIZM Marketer's Guide

In-text citation	According to the *PRIZM Marketer's Guide* (2020) the Social Networker segment are…
Reference list	Environics Analytics Group. (2020). *PRIZM marketer's guide.* https://environicsanalytics.com

Proquest

Report	
In-text citation	According to GlobalData's report on Starbucks (March, 2019) …
Reference list	GlobalData. (2019, March). *Starbucks Corp [SBUX]: Financial and strategic SWOT analysis review*.

Sedar Database

Annual Report	
In-text citation	According to the 2009 annual report for Canadian National Railway …
Reference list	Canadian National Railway. [2009]. *Annual report: Ready for the recovery*. https://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. https://simplyanalytics.com
Reference list	SimplyAnalytics. [n.d.]. [Population by citizenship in Metro Vancouver]. Retrieved from https://simplyanalytics.com
Note: Consecutively number each table and title.	
Map	
In-text citation	As shown in Figure 3
Figure caption	*Figure 3*. 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. https://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]]. https://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]. https://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.]. *Price per unit in the alcoholic drinks market in US dollars [Canada]* [2010 – 2021 [projected]]. Retrieved January 7, 2018 from https://www. statista.com
Note: When there is a chance the information may change: include Retrieved, retrieval date and url.	

Statista

Data from another source	
In-text citation	According to the North American Pet Health Insurance Association [n.d.] pet insurance premiums …
Reference list	North American Pet Health Insurance Association [n.d.]. Accident and illness insurance premium for cats and dogs in Canada from 2013 to 2016 [in Canadian dollars]. *Statista.* Retrieved January 7, 2018 from https://www.statista.com
Note: When there is a chance the information may change: include Retrieved, retrieval date and url.	

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]. [Data set]. *Vividata.* Retrieved May 5, 2019 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 [APA 9.21 p. 293]. 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, 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

Stock Photo or Image

If you include an image in your paper from a source that clearly states there is no attribution required then you do not need to include an in-text reference, reference list entry or copyright note. Include a Figure number (i.e. Figure 1) and a title above the image. A note below the image is optional.

If the source states that attribution is required, then include a copyright statement in a note below the image and a reference list entry.

Copyright statement

Note: From *nature* [Photograph], by Elisa Bracco, 2006, Flickr [https://flic.kr/p/f1MnE]. CC BY 2.0.

Reference List: Bracco, E. [2006]. *nature* [Photograph]. Flickr. https://flic.kr/f1MnE

If you are not including the picture, but only referring to it, include an in-text citation, i.e. [Bracco, 2006].

https://apastyle.apa.org/style-grammar-guidelines/references/examples/clip-art-references

Websites

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

Here are some essential components of a reference list citation for a general web source.

Author, A. [Year, Month Day]. *Title of online content: Subtitle*. Website name. https://URL

D'Silva, B. [2021, March 30]. *Have we got minimalism all wrong?* BBC News. https://www.bbc.com/culture/article/20210330-is-a-simple-minimalist-life-the-key-to-happiness

The format description is only necessary when the format is out of the ordinary–like a video 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. *STVP*. https://stvp.stanford.edu/blog/?p=6825
Note: The in-text citation does not require the month and date of publication. Blog posts follow the same rule as a journal article. Italicize the name of the blog. Author, A. [date]. Title of document. *Blog title*. https://URL	
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]. TED Conferences. https://www.ted.com

Note: When the Ted Talk comes from TED's website, use the name of the speaker as the author. When the TED Talk comes from YouTube, list the owner of the YouTube account as the author, to aid in retrieval. The format description is only necessary when the format is out of the ordinary, like a video post: Author, A. (date). *Title of document* [Format description]. Website name. https://	
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. *Small Business BC*. https://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 (https://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., Learning Hub), citation would be the same as if you found them yourself. For example, if your Learning Hub 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 Learning Hub 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.), *BSYS 2061: Business Data Management*. BCIT.
Note: 'Comp.' refers to compiler of the course pack or the Learning Hub 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.), *BSYS 2061: Business Data Management*. 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. https://ocw.mit.edu/courses /sloan-school-of-management/15-501-introduction-to-financial-and-managerial- accounting-spring-2004

Materials unavailable online include class notes, handouts, and PowerPoint slides on the Learning Hub. These should be treated as personal communications since they cannot 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: Refer to section 5.6 of the 7th edition and to the APA Style Blog, https://apastyle.apa.org/blog under Participation in Research.

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  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* (7th ed.) (BF 76.7 A46 2020) or Concise Guide to APA Style: the Official APA Style Guide for Students (BF 76.7 C66 2020) in the Library..
- Consult the APA Style Blog at https://apastyle.apa.org/blog. For hundreds of examples, click on APA Style Reference Examples or go directly to https://apastyle.apa.org/style-grammar-guidelines/references/examples