

# Citing Business Sources - APA Format

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The **American Psychology Association** has a style guide that is used in the faculty of social science and behavioural sciences. This guide will assist you in creating a works cited list/bibliography with examples relevant to business resources.

**Reference List** explains how to cite all of your sources (alphabetically) at the end of your report.

**In-Text Citation** explains how to cite your sources within your paper, following a sentence.

**Footnotes/Endnotes** are not recommended with the use of APA style.

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## Advertisements

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Example: Proctor & Gamble Co. (1937). New Shampoo Startles the Country With Its Beautifying Results [Advertisement]. *Ad\*Access*. Retrieved from [http://library.duke.edu/digitalcollections/adaccess\\_BH0397/](http://library.duke.edu/digitalcollections/adaccess_BH0397/)

In-text citation: (Proctor & Gamble Co., 1937)

Footnotes/Endnotes: APA does not recommend the use of footnotes or endnotes.

## Analyst/Investment Reports

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Example: Deutsche Bank. (2013, September 19). *Microsoft* [Stock report]. Retrieved September 20, 2013, from Thomson One database.

In-text citation: (Deutsche Bank, 2013)

Footnotes/Endnotes: APA does not recommend the use of footnotes or endnotes.

## Annual Reports

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Example: Canadian Tire Corporation. (2012). *Annual report*. Retrieved from [http://corp.canadiantire.ca/EN/Investors/FinancialReports/Annual%20Reports%20Library/CTC\\_AR\\_2012.pdf](http://corp.canadiantire.ca/EN/Investors/FinancialReports/Annual%20Reports%20Library/CTC_AR_2012.pdf)

In-text citation: (Canadian Tire Corporation, 2012)

Footnotes/Endnotes: APA does not recommend the use of footnotes or endnotes.

## Blog Post

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Example: Thompson, NT. (2013, September 19). *13 Years, 175 Million Users, Little Profit: What Pandora's New CEO Needs to Do Next* [Blog post]. Retrieved from <http://blogs.hbr.org/2013/09/13-years-175-million-users-0-profit-what-pandoras-new-ceo-needs-to-do-next/>

In-text citation: (Thompson, 2013)

Footnotes/Endnotes: APA does not recommend the use of footnotes or endnotes.

## Bloomberg

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Example: Bloomberg L.P. (2013). *Beta for General Motors 07/01/11 to 07/01/13*. Retrieved from Bloomberg database.

In-text citation: (Bloomberg, 2013)

Footnotes/Endnotes: APA does not recommend the use of footnotes or endnotes.

## Books (Electronic)

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### With one (1) author

Example: Vandenbosch, B. (2003). *Designing solutions for your business problems: a structured process for managers and consultants*. Retrieved from <https://www.lib.uwo.ca/cgi-bin/ezpauthn.cgi?url=http://lib.myilibrary.com?id=41045>

In-text citation: (Vandenbosch, 2003)

Footnotes/Endnotes: APA does not recommend the use of footnotes or endnotes.

### With two (2) authors

Example: Kotler, P., & Kotler, Milton. (2013). *Market your way to growth*. Retrieved from <https://www.lib.uwo.ca/cgi-bin/ezpauthn.cgi?url=http://lib.myilibrary.com/detail.asp?ID=422990>

In-text citation: (Kotler & Kotler, 2013)

Footnotes/Endnotes: APA does not recommend the use of footnotes or endnotes.

### With three (3) or more authors

If there are more than seven names, use "et al."

Example: Smith, D., Jones, T. & Brook, B. (2013). *Market your way to growth*. Retrieved from <https://www.lib.uwo.ca/cgi-bin/ezpauthn.cgi?url=http://lib.myilibrary.com/detail.asp?ID=422990>

In-text citation: (Smith, Jones and Brooke, 2013)

Footnotes/Endnotes: APA does not recommend the use of footnotes or endnotes.

### Editor, no author

Example: Kandampully, J., ed. (2013). *Service Management: The New Paradigm in Retailing*. Retrieved from <https://www.lib.uwo.ca/cgi-bin/ezpauthn.cgi?url=http://dx.doi.org/10.1007/978-1-4614-1554-1>

In-text citation: (Kandampully, 2013)

Footnotes/Endnotes: APA does not recommend the use of footnotes or endnotes.

### Chapter or article in edited book

Example: Quintavalle, A. (2013). Uber Luxury: For Billionaires Only. In J. Hoffmann (Ed.), *Global luxury trends: innovative strategies for emerging markets* (pp. 213–225). Retrieved from <https://www.lib.uwo.ca/cgi-bin/ezpauthn.cgi?url=http://lib.myilibrary.com/detail.asp?ID=426008>

In-text citation: (Quintavalle, 2013)

Footnotes/Endnotes: APA does not recommend the use of footnotes or endnotes.

## Books (Print)

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### With one (1) author

Example: Smith, D. (2013). *Corporate Responsibility*. New York: Thames Publishing.

In-text citation: (Smith, 2013)

Footnotes/Endnotes: APA does not recommend the use of footnotes or endnotes.

### With two (2) authors

Example: Smith, D., & Jones, T. (2013). *Corporate Responsibility*. New York: Thames Publishing.

In-text citation: (Smith & Jones, 2013)

Footnotes/Endnotes: APA does not recommend the use of footnotes or endnotes.

### With three (3) or more authors

If there are more than seven names, use "et al."

Example: Smith, D., Jones, T. & Brooke, B. (2013). *Corporate Responsibility*. New York: Thames Publishing.

In-text citation: (Smith, Jones and Brooks, 2013)

Footnotes/Endnotes: APA does not recommend the use of footnotes or endnotes.

### **No author given**

Example: *Corporate Responsibility*. (2013) New York: Thames Publishing.

In-text citation: (Corporate Responsibility, 2013)

Footnotes/Endnotes: APA does not recommend the use of footnotes or endnotes.

### **Editor, no author**

Example: Smith, D. (Ed.) (2013). *Corporate Responsibility*. New York: Thames Publishing.

In-text citation: (Smith, 2013)

Footnotes/Endnotes: APA does not recommend the use of footnotes or endnotes.

### **Chapter or article in edited book**

Example: Cook, S. (2013). Sustainable Development. In Simon Cook (Ed.), *Corporate Responsibility* (pp. 51-84). New York: Thames Publishing.

In-text citation: (Cook, 2013)

Footnotes/Endnotes: APA does not recommend the use of footnotes or endnotes.

## Cases (Print)

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### **With one (1) author**

Example: Hagen, JM. (2000). Ben & Jerry's - Japan. Ivey No. 9A99A037. London, ON: Ivey Publishing.

In-text citation: (Hagen, 2000)

Footnotes/Endnotes: APA does not recommend the use of footnotes or endnotes.

### **With two (2) authors**

Example: Parker, S. & Mark, K. (2010). Entrepreneurs at Twitter: Building a Brand, a Social Tool or a Tech Powerhouse? Ivey No. 9B10M028. London, ON: Ivey Publishing.

In-text citation: (Parker & Mark, 2010)

Footnotes/Endnotes: APA does not recommend the use of footnotes or endnotes.

## Cases (Electronic)

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### With one (1) author

Example: Beamish, PW. (2011). *Chinese Fireworks Industry - Revised*. Retrieved from <https://www.iveycases.com/ProductView.aspx?id=45169>

In-text citation: (Beamish, 2011)

Footnotes/Endnotes: APA does not recommend the use of footnotes or endnotes.

### With two (2) authors

Example: Morrison, A., & Bouquet, C. (2013). *Swatch and the Global Watch Industry*. Retrieved from <https://www.iveycases.com/ProductView.aspx?id=44266>

In-text citation: (Morrison & Bouquet, 2013)

Footnotes/Endnotes: APA does not recommend the use of footnotes or endnotes.

## Company Reports

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Example: Mergent. (2013). *Apple Inc. general company information report*. Retrieved June 21, 2013, from Mergent Online database.

In-text citation: (Mergent, 2013)

Footnotes/Endnotes: APA does not recommend the use of footnotes or endnotes.

## Conference Proceedings

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Example: Surulivel, S.T., Banu, C.V., Amudha, R., & Charumathi, B. (2012, August 17). *Effectiveness of information disclosure of banks operating in India on their web sites — An empirical study*. Proceedings of Management Issues in Emerging Economies, 277, 8-13.  
<http://ieeexplore.ieee.org/xpls/icp.jsp?arnumber=6316807>

In-text citation: (Surulivel, Banu, Amudha & Charumathi, 2013)

Footnotes/Endnotes: APA does not recommend the use of footnotes or endnotes.

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## Corporate Author

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Example: Conference Board of Canada. (2013, July-August). *Travel Exclusive: Key Trends for the Travel Industry*. Retrieved from <http://www.conferenceboard.ca/e-library/abstract.aspx?did=5757>

In-text citation: (Conference Board of Canada, 2013)

Footnotes/Endnotes: APA does not recommend the use of footnotes or endnotes.

## Country Report

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Example: The Economist Intelligence Unit Limited. (2013, August). *India country report*. Retrieved from Economist Intelligence Unit database.

In-text citation: (The Economist Intelligence Unit, 2013)

Footnotes/Endnotes: APA does not recommend the use of footnotes or endnotes.

## Datastream

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Example: Thomson Reuters Datastream (2012). *Apple Inc. - time series data*. Retrieved from Datastream Advance database.

In-text citation: (Thomson Reuters Datastream, 2012)

Footnotes/Endnotes: APA does not recommend the use of footnotes or endnotes.

## Dissertation/Thesis

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Example: Hart, K. (2013). *The Role of Self-Brand Overlap in Consumer Evaluations of Brand Portfolio Management Decisions* (Doctoral dissertation). Retrieved from <http://ir.lib.uwo.ca/etd/1502/>

In-text citation: (Hart, 2013)

Footnotes/Endnotes: APA does not recommend the use of footnotes or endnotes.

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# Interviews

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Example: Reference is not necessary for Works Cited list

In-text citation: (J. Doe, personal communication, August 31, 2013)

Footnotes/Endnotes: APA does not recommend the use of footnotes or endnotes.

# Journal Articles (Electronic)

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## With one (1) author

Example: Smith, D. (2013). Managerial Science Success. [Electronic version]. *Project Management Review*, 12(3), 252-264.

In-text citation: (Smith, 2013)

Footnotes/Endnotes: APA does not recommend the use of footnotes or endnotes.

## With two (2) authors

Example: Smith, D. & Jones, T. (2013). Managerial Science Success. [Electronic version]. *Project Management Review*, 12(3), 252-264.

In-text citation: (Smith & Jones, 2013)

Footnotes/Endnotes: APA does not recommend the use of footnotes or endnotes.

## With three (3) or more authors

If there are more than seven names, use "et al."

Example: Smith, D., Jones, T. & Cook, S. (2013). Managerial Science Success. [Electronic version]. *Project Management Review*, 12(3), 252-264.

In-text citation: (Smith, Jones and Cook, 2013)

Footnotes/Endnotes: APA does not recommend the use of footnotes or endnotes.

## No author given

Example: Managerial Science Success. [Electronic version]. (2013). *Project Management Review*, 12(3), 252-264.

In-text citation: (Managerial Science Success, 2013)

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# Journal Articles (Print)

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In-text citation: (Smith, 2013)

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Example: Managerial Science Success. (2013) *Project Management Review*, 12(3), 252-264.

In-text citation: (Managerial Science Success, 2013)

Footnotes/Endnotes: APA does not recommend the use of footnotes or endnotes.

# Newspaper Articles (Electronic)

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## With one (1) author

Example: Smith, D. (2013, March 19). Buying a Home. *The Financial Times*. [Electronic Version]. Retrieved June 14, 2013, from <http://www.financial.com/>

In-text citation: (Smith, 2013)

Footnotes/Endnotes: APA does not recommend the use of footnotes or endnotes.



### No author given

Example: Buying a Home. [Electronic Version]. (2013, March 19). *The Financial Times*. Retrieved June 14, 2013, from <http://www.financial.com/>

In-text citation: (Buying a Home, 2013)

Footnotes/Endnotes: APA does not recommend the use of footnotes or endnotes.

## Newspaper Articles (Print)

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In-text citation: (Smith, 2013)

Footnotes/Endnotes: APA does not recommend the use of footnotes or endnotes.

### No author given

Example: Buying a home. (2013, March 19). *The Financial Times*, pp. G1.

In-text citation: (Buying a Home, 2013)

Footnotes/Endnotes: APA does not recommend the use of footnotes or endnotes.

## Maps

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Example: Hamilton, S. Danone's major investments in China. (2012). [Map Dec. 21, 2007]. *Doing business with China : avoiding the pitfalls*. Retrieved from <https://www.lib.uwo.ca/cgi-bin/ezpauthn.cgi?url=http://lib.myilibrary.com?id=338086>

In-text citation: (Hamilton, 2013)

Footnotes/Endnotes: APA does not recommend the use of footnotes or endnotes.

## Marketing/Industry Report

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Example: MarketLine. (2013, July 24). *Europe - Online Retail*. [industry profile]. Retrieved from MarketLine Advantage database.

In-text citation: (MarketLine, 2013)

Footnotes/Endnotes: APA does not recommend the use of footnotes or endnotes.

# Podcast (Audio)

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## **With one (1) presenter**

Example: Ryssdal, K. (2013, August 30). *The Yosemite economy*. Podcast retrieved from <http://www.marketplace.org/podcasts>

In-text citation: (Ryssdal, 2013)

Footnotes/Endnotes: APA does not recommend the use of footnotes or endnotes.

## **With two (2) presenters**

Example: Penn, C. & Wall, J. (2013, June 29). *Dave Delaney on New Business Networking*. Podcast retrieved from <http://www.marketingovercoffee.com/>

In-text citation: (Penn & Wall, 2013)

Footnotes/Endnotes: APA does not recommend the use of footnotes or endnotes.

# PowerPoint Slides/Presentations

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Example: Jones, S. (2013). *Business leaders in the twenty-first century* [PowerPoint slides]. Retrieved from <http://www.lib.uwo.ca/business/>

In-text citation: (Jones, August 31, 2013)

Footnotes/Endnotes: APA does not recommend the use of footnotes or endnotes.

# SEDAR/EDGAR (Company Filings)

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Example: Royal Bank of Canada. (2013, September 5). *Prospectus supplement*. Retrieved from <http://www.sedar.com>

In-text citation: (Royal Bank of Canada, 2013)

Footnotes/Endnotes: APA does not recommend the use of footnotes or endnotes.

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# Statistics/Datasets

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## **Statistics Canada or other government statistical source**

Example: Statistics Canada. (2013). Detailed household final consumption expenditure, provincial and territorial [384-0041]. Retrieved from <http://www5.statcan.gc.ca/cansim/a26?lang=eng&retrLang=eng&id=3840041&tabMode=dataTable&srchLan=-1&p1=-1&p2=35>

In-text citation: (Statistics Canada, 2013)

Footnotes/Endnotes: APA does not recommend the use of footnotes or endnotes.

# Twitter/Tweets

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Example: Peston, Robert. [Peston]. (2013, March 4). *In last 3 months of 2012, 11 UK banks borrowed £9.5bn of cheap money from Bank of Eng's FLS, & cut lending in UK by £2.4bn. Healthy?* [Tweet]. Retrieved from <https://twitter.com/Peston/statuses/308544305306415104>

In-text citation: (Peston, 2013)

Footnotes/Endnotes: APA does not recommend the use of footnotes or endnotes.

# Video (Streaming)

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Example: Films Media Group, prod. "Sheryl Sandberg: Women Must Learn to "Lean In" *Nightline*. ABC. N.d. Films On Demand. Films Media Group, 2013. Web. 20 Sept. 2013.

In-text citation: (Films Media Group, 2013)

Footnotes/Endnotes: APA does not recommend the use of footnotes or endnotes.

# Websites

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Example: Loblaws. (2013). *Who we are Loblaws supermarkets: a brief history* [Online]. Retrieved from [http://www.loblaws.ca/en\\_CA/community/who-we-are.html](http://www.loblaws.ca/en_CA/community/who-we-are.html)

In-text citation: (Loblaws, 2013)

Footnotes/Endnotes: APA does not recommend the use of footnotes or endnotes.