

# Citing Business Sources – Chicago Style

---

The [Chicago Manual of Style](#) can be used to cite sources in any faculty or subject. This guide will assist you in creating a works cited list/bibliography with examples relevant to business resources.

Chicago uses the NB system in which either a footnote or endnote is included for each time a source is cited:

---

**Footnotes/Endnotes** offer an example of how to cite your sources at either the end of the page (footnote) or at the end of your paper (endnote). [Please see here for an explanation of footnotes/endnotes.](#)

**Author-Date/In-Text Citation** offer an example of how to cite your sources within a sentence in your paper/report. [Please see here for an explanation of the author-date style.](#)

---

## Advertisements

---

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

Author-Date/In-text citation: (Proctor & Gamble Co. 1937)

## Analyst/Investment Reports

---

Footnote/Endnote: Deutsche Bank, "Microsoft", September 19, 2013, via Thomson One, accessed September 21, 2013.

Author-Date/In-text citation: (Deutsche Bank 2013, 4-5) *4-5 refers to page numbers, if necessary*

## Annual Reports

---

Footnote/Endnote: Canadian Tire Corporation, 2012 Annual Report, p. 15, [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), accessed September 2013.

Author-Date/In-text citation: (Canadian Tire Corporation 2012, 15) *15 refers to page number, if necessary*

---

## Blog Post

---

Footnote/Endnote: N. Taylor Thompson, "13 Years, 175 Million Users, Little Profit: What Pandora's New CEO Needs to Do Next", HBR Blog Network (blog), Harvard Business Review, September 19, 2013, <http://blogs.hbr.org/2013/09/13-years-175-million-users-0-profit-what-pandoras-new-ceo-needs-to-do-next/>, accessed September 2013.

Author-Date/In-text citation: (Thompson 2013)

## Bloomberg

---

Footnote/Endnote: Bloomberg, Beta for General Motors 07/01/2011 to 07/01/2013, via Bloomberg LP, accessed September/2013.

Author-Date/In-text citation: (Bloomberg 2013)

## Books (Electronic)

---

### With one (1) author

Footnote/Endnote: Betty Vandebosch, Designing solutions for your business problems: a structured process for managers and consultants (San Francisco: Jossey-Bass, 2003), HTML e-book, <https://www.lib.uwo.ca/cgi-bin/ezpauthn.cgi?url=http://lib.myilibrary.com?id=41045>, accessed August 2013.

Author-Date/In-text citation: (Vandebosch 2003)

### With two (2) authors

Footnote/Endnote: Philip Kotler and Milton Kotler, Market your way to growth (Hoboken, NJ: John Wiley & Sons, 2013), HTML e-book, <https://www.lib.uwo.ca/cgi-bin/ezpauthn.cgi?url=http://lib.myilibrary.com/detail.asp?ID=422990>, accessed August 2013.

Author-Date/In-text citation: (Kotler and Kotler 2013, 121-123) *121-123 refers to page number, if necessary*

### With three (3) or more authors

Footnote/Endnote: John Smith, David Jones, and Brad Austin, *Market your way to growth* (Hoboken, NJ: John Wiley & Sons, 2013), HTML e-book, <https://www.lib.uwo.ca/cgi-bin/ezpauthn.cgi?url=http://lib.myilibrary.com/detail.asp?ID=422990>, accessed August 2013.

Author-Date/In-text citation: (Smith, Jones, and Austin 2013, 121-123) *121-123 refers to page number, if necessary*

### With four (4) or more authors

Footnote/Endnote: Donald E. Kieso, Jerry J. Weygandt, Terry D. Warfield, Nicola M. Young, and Irene M. Wiecek, *Intermediate Accounting* (Mississauga: John Wiley & Sons Canada, 2012), HTML e-book, <https://www.lib.uwo.ca/cgi-bin/ezpauthn.cgi?url=http://lib.myilibrary.com/detail.asp?ID=422990>, accessed August 2013.

Author-Date/In-text citation: (Kieso, Weygandt, Warfield, Young, and Wiecek 2012, 121-123) *121-123 refers to page number, if necessary*

### Editor, no author

Footnote/Endnote: Jay Kandampully, ed. *Service Management: The New Paradigm in Retailing* (New York: Springer Science+Business Media, 2012), HTML e-book, <https://www.lib.uwo.ca/cgi-bin/ezpauthn.cgi?url=http://dx.doi.org/10.1007/978-1-4614-1554-1>, accessed September 2013.

Author-Date/In-text citation: (Kandampully 2012, 12-13) *12-13 refers to page number, if necessary*

### Chapter or article in edited book

Footnote/Endnote: Alessandro Quintavalle, "Uber Luxury: For Billionaires Only," in *Global luxury trends: innovative strategies for emerging markets*, edited by J. Hoffmann (Houndmills, Basingstroke, Hampshire: Palgrave Macmillan, 2013), HTML e-book, <https://www.lib.uwo.ca/cgi-bin/ezpauthn.cgi?url=http://dx.doi.org/10.1007/978-1-4614-1554-1>, accessed September 2013.

Author-Date/In-text citation: (Quintavalle 2013, 53) *53 refers to page number, if necessary*

## Books (Print)

---

### With one (1) author

Footnote/Endnote: Donald Smith, *Corporate Responsibility* (New York: Thames Publishing, 2013), p. 29.

Author-Date/In-text citation: (Smith 2013, 29) *29 refers to page number, if necessary*

### With two (2) authors

Footnote/Endnote: Donald Smith and Terry Jones, *Corporate Responsibility*(New York: Thames Publishing, 2013), p. 29.

Author-Date/In-text citation: (Smith and Jones 2013, 29) 29 refers to page number, if necessary

### With three (3) or more authors

Footnote/Endnote: Donald Smith, Terry Jones, and Brad Austin, *Corporate Responsibility*(New York: Thames Publishing, 2013), p. 29.

Author-Date/In-text citation: (Smith, Jones, and Austin 2013, 29) 29 refers to page number, if necessary

### With four (4) or more authors

Footnote/Endnote: Donald E. Kieso, Jerry J. Weygandt, Terry D. Warfield, Nicola M. Young, and Irene M. Wiecek, *Intermediate Accounting* (Mississauga: John Wiley & Sons Canada, 2012), p. 35.

Author-Date/In-text citation: (Kieso, Weygandt, Warfield, Young, and Wiecek 2012, 35) 35 refers to page number, if necessary

### Editor, no author

Footnote/Endnote: Donald Smith, ed., *Corporate Responsibility* (New York: Thames Publishing, 2013), p. 89.

Author-Date/In-text citation: (Smith 2013)

### Chapter or article in edited book

Footnote/Endnote: David German, "Sustainable Development," in *Corporate Responsibility*, edited by Simon Cook (New York: Thames Publishing, 2013), p. 81.

Author-Date/In-text citation: (German 2013, 81) 81 refers to page number, if necessary

## Cases (Print)

---

### With one (1) author

Footnote/Endnote: James M. Hagen, *Ben & Jerry's - Japan* (London, ON: Ivey Publishing, 2013), p. 15.

Author-Date/In-text citation: (Hagen 2013, 15) 15 refers to page number, if necessary

### With two (2) authors

Footnote/Endnote: Simon Parker and Ken Mark, *Entrepreneurs at Twitter: Building a Brand, a Social Tool or a Tech Powerhouse?* (London, ON: Ivey Publishing, 2013), p. 15.

Author-Date/In-text citation: (Parker and Mark 2013)

---

## Cases (Electronic)

---

### With one (1) author

Footnote/Endnote: Paul Beamish, "Chinese Fireworks Industry - Revised," Ivey No. 9B11M006 (London, ON, Ivey Publishing 2011), <https://www.iveycases.com/ProductView.aspx?id=45169>, accessed September 2013.

Author-Date/In-text citation: (Beamish 2011)

### With two (2) authors

Footnote/Endnote: Allen Morrison and Cyril Bouquet, "Swatch and the Global Watch Industry," Ivey No. 9A99M023 (London, ON, Ivey Publishing, 2000), <https://www.iveycases.com/ProductView.aspx?id=44266>, accessed September 2013.

Author-Date/In-text citation: (Morrison and Bouquet 2000)

## Company Reports

---

Footnote/Endnote: Mergent, Apple Inc. General company information report. Mergent Online, <https://www.lib.uwo.ca/cgi-bin/ezpauthn.cgi?url=http://www.mergentonline.com/> (accessed September 19, 2013).

Author-Date/In-text citation: (Mergent 2013)

## Conference Proceedings

---

Footnote/Endnote: S.T. Surulivel, C.V. Banu, R. Amudha, and B. Charumathi, "Effectiveness of information disclosure of banks operating in India on their web sites — An empirical study" August 17, 2012, *Proceedings of Management Issues in Emerging Economies Conference Paper*, available on IEEE Xplore website, <http://ieeexplore.ieee.org/xpls/icp.jsp?arnumber=6316807>, accessed September 2013.

Author-Date/In-text citation: (Surulivel, Banu, Amudha, and Charumathi 2012)

## Corporate Author

---

Footnote/Endnote: Conference Board of Canada, *Travel Exclusive: Key Trends for the Travel Industry* (Ottawa: Conference Board of Canada, 2013).

Author-Date/In-text citation: (Conference Board of Canada 2013)

---

# Country Report

---

Footnote/Endnote: Economist Intelligence Unit, India country report, August 2013, accessed September/2013.

Author-Date/In-text citation: (Economist Intelligence Unit 2013)

# Datastream

---

Footnote/Endnote: Datastream International. (September 1, 2013). Apple Inc. - time series data . Available: Datastream International.

Author-Date/In-text citation: (Datastream International 2013)

# Dissertation/Thesis

---

Footnote/Endnote: Kendra Hart, "The Role of Self-Brand Overlap in Consumer Evaluations of Brand Portfolio Management Decisions" (PhD diss., Western University, 2013) Retrieved from <http://ir.lib.uwo.ca/etd/1502/>

Author-Date/In-text citation: (Hart 2013)

# Interviews

---

Footnote/Endnote: John Doe, interview by Calvin Smith, in discussion with the author, September 15, 2013.

Author-Date/In-text citation: (Doe 2013)

# Journal Articles (Electronic)

---

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

Footnote/Endnote: Douglas Smith, "Managerial Science Success," *Project Management Review* 12, no. 3 (2013): 252-264, JSTOR, accessed September 2013.

Author-Date/In-text citation: (Smith 2013)

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

Footnote/Endnote: Douglas Smith and Tommy Jones, "Managerial Science Success," *Project Management Review* 12, no. 3 (2013): 252-264, JSTOR, accessed September 2013.

Author-Date/In-text citation: (Smith and Jones 2013)

### **With three (3) or more authors**

Footnote/Endnote: Douglas Smith, Tommy Jones, and Simon Cook, "Managerial Science Success," *Project Management Review* 12, no. 3 (2013): 252-264, JSTOR, accessed September 2013.

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

### **No author given**

Footnote/Endnote: "Managerial Science Success," *Project Management Review* 12, no. 3 (2013): 252-264, JSTOR, accessed September 2013.

Author-Date/In-text citation: ("Managerial Science Success" 2013)

## **Journal Articles (Print)**

---

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

Footnote/Endnote: Donald Smith, "Managerial Science Success," *Project Management Review* 12, no. 3 (2013): 252-264.

Author-Date/In-text citation: (Smith 2013)

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

Footnote/Endnote: Donald Smith and Tommy Jones, "Managerial Science Success," *Project Management Review* 12, no. 3 (2013): 252-264.

Author-Date/In-text citation: (Smith and Jones 2013)

### **With three (3) or more authors**

Footnote/Endnote: Donald Smith, Tommy Jones, and Simon Cook, "Managerial Science Success," *Project Management Review* 12, no. 3 (2013): 252-264.

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

### **No author given**

Footnote/Endnote: "Managerial Science Success," *Project Management Review* 12, no. 3 (2013): 252-264.

Author-Date/In-text citation: ("Managerial Science Success" 2013)

# Newspaper Articles (Electronic)

---

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

Footnote/Endnote: Douglas Smith, "Buying a Home," *The Financial Times*, June 14, 2013, <http://www.financial.com/>, accessed July 2013.

Author-Date/In-text citation: (Smith 2013)

## **No author given**

Footnote/Endnote: "Buying a Home," *The Financial Times*, June 14, 2013, <http://www.financial.com/>, accessed July 2013.

Author-Date/In-text citation: ("Buying a Home" 2013)

# Newspaper Articles (Print)

---

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

Footnote/Endnote: Douglas Smith, "Buying a Home," *The Financial Times*, September 19, 2013, sec. 3, p. 2.

Author-Date/In-text citation: (Smith 2013)

## **No author given**

Footnote/Endnote: "Buying a Home," *The Financial Times*, September 19, 2013, sec. 3, p. 2.

Author-Date/In-text citation: ("Buying a Home" 2013)

# Maps

---

Footnote/Endnote: Stewart Hamilton, Danone's major investments in China [map]. Basingstoke: Palgrave MacMillan, 2013. In: Stewart Hamilton. *Doing business with China : avoiding the pitfalls*. Retrieved from <https://www.lib.uwo.ca/cgi-bin/ezpauthn.cgi?url=http://lib.mylibrary.com?id=338086>

Author-Date/In-text citation: (Hamilton 2013)

---



# Marketing/Industry Report

---

Footnote/Endnote: MarketLine, "Europe - Online Retail." MarketLine Advantage database 2013, <https://www.lib.uwo.ca/cgi-bin/ezpauthn.cgi?url=http://advantage.marketline.com/> (accessed September 19, 2013).

Author-Date/In-text citation: (MarketLine 2013)

## Podcast (Audio)

---

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

Footnote/Endnote: Kai Ryssdal, *The Yosemite economy* - Notes from Marketplace Podcast, podcast audio, MP3, accessed September 19, 2013, <http://www.marketplace.org/podcasts/>.

Author-Date/In-text citation: (Ryssdal 2013)

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

Footnote/Endnote: Caleb Penn and John Wall, *Dave Delaney on New Business Networking* - Notes from Marketing Over Coffee Podcast, podcast audio, MP3, accessed September 19, 2013, <http://www.marketingovercoffee.com/2013/06/29/dave-delaney-on-new-business-networking/>.

Author-Date/In-text citation: (Penn and Wall 2013)

## PowerPoint Slides/Presentations

---

Footnote/Endnote: Simon Jones, "Business leaders in the twenty-first century," PowerPoint presentation, September 12, 2013, Ivey Business School, London, ON.

Author-Date/In-text citation: (Jones 2013)

## SEDAR/EDGAR (Company Filings)

---

Footnote/Endnote: Royal Bank of Canada, September 5, 2013 *Prospectus supplement* (filed August 29, 2013), <http://www.sedar.com/>, accessed September 2013.

Author-Date/In-text citation: (Royal Bank of Canada 2013)

---

# Statistics/Datasets

---

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

Footnote/Endnote: Statistics Canada. *Detailed household final consumption expenditure, provincial and territorial, 2011 Census*. Catalogue number 384-0041 in Statistics Canada [database online]. Ottawa, Ont., 2011 [accessed September 5 2013]. Available from: <http://www5.statcan.gc.ca/cansim/a26?lang=eng&retrLang=eng&id=3840041&tabMode=dataTable&srchLan=-1&p1=-1&p2=35>. Accessed September 5, 2013.

Author-Date/In-text citation: (Statistics Canada 2011)

# Twitter/Tweets

---

Footnote/Endnote: Robert Peston, Twitter post, March 4, 2013, 3:47 a.m., <https://twitter.com/Peston/statuses/308544305306415104>.

Author-Date/In-text citation: (Peston 2013)

# Video (Streaming)

---

Footnote/Endnote: Films on Demand, "Sheryl Sandberg: Women Must Learn to "Lean In"," *Nightline*, (New York: ABC, 2013), streaming video, <http://digital.films.com/PortalPlaylists.aspx?aid=15517&xtid=54396>.

Author-Date/In-text citation: (Films on Demand 2013)

# Websites

---

Footnote/Endnote: Loblaws, "Who we are Loblaws supermarkets: a brief history," *Loblaws*. accessed September 18, 2013, [http://www.loblaws.ca/en\\_CA/community/who-we-are.html](http://www.loblaws.ca/en_CA/community/who-we-are.html).

Author-Date/In-text citation: (Loblaws 2013)