

APA STYLE for Business

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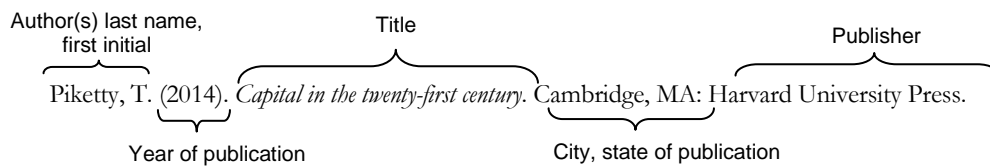
Every scholarly field has its preferred citation format or "style." The APA style, as presented in this handout, is widely accepted in the Social Sciences. The School of Economics and Business Administration (SEBA) at Saint Mary's College emphasizes the use of APA in SEBA course work. The specialized resources in business-related information and data make traditional use of APA a challenge.

This guide is meant to help demonstrate formats for citing commonly used business sources. These examples are based on our best interpretations of the APA rules outlined in the 6th edition of *Publication Manual of the American Psychological Association*. For other APA citation rules, see the general APA Format guide available in the Library or online on the Library's website. Any further questions can be directed to the any SMC Reference Librarian.

For more detailed information, consult the *Publication Manual of the American Psychological Association* (on Reserve and in Reference, 150.149 Am35b) or ask a librarian.

SAMPLE APA CITATIONS

BOOKS AND eBOOKS



By individual author(s)

Browne, J. (2014). *Glass closet: Why coming out is good business*. New York, NY: Harper.

Barreiro, T. D., & Stone, M. M. (2013). *Social entrepreneurship: From issue to viable plan?* New York, NY: Business Expert Press.

By corporate or group author

World Bank. (2012). *Global financial development report 2013: The role of the state in finance*. Washington, DC: World Bank Publications.

Chapter in a book or anthology

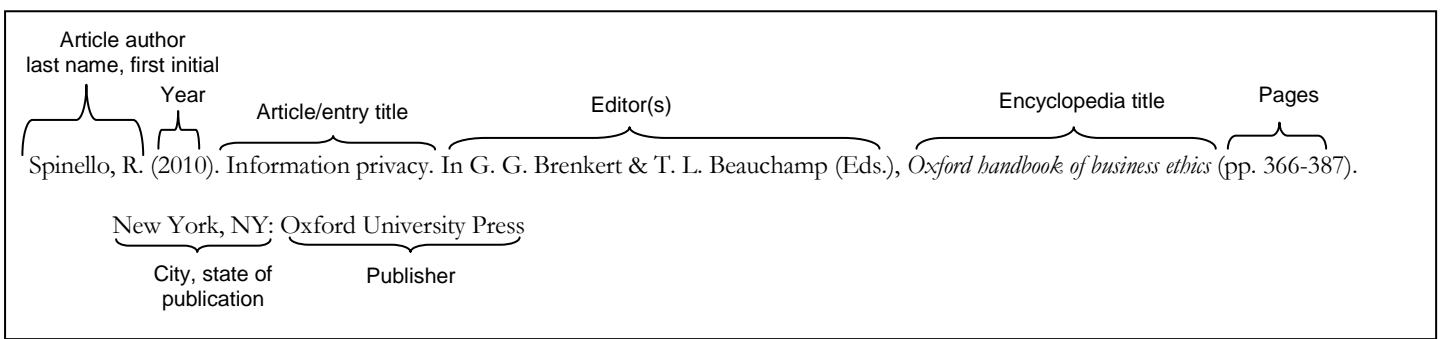
Kotter, J. P. (2011). What do leaders really do? In *HBR's 10 Must Reads on Leadership* (pp. 37-56). Boston, MA: Harvard Business Review Press.

Fukami, C. V. (2010). In search of enlightened leaders. In J. O'Toole, & D. Mayer (Eds.), *Good business: Exercising effective and ethical Leadership* (pp. 44-57). New York, NY: Routledge.

E-book from a library database

Ramon, R. (2013). *The Facebook guide to small business marketing*. Indianapolis, IN: John Wiley & Sons. Retrieved from ebrary database.

ENCYCLOPEDIA OR REFERENCE ENTRIES



Encyclopedia or reference entry in print – with no author

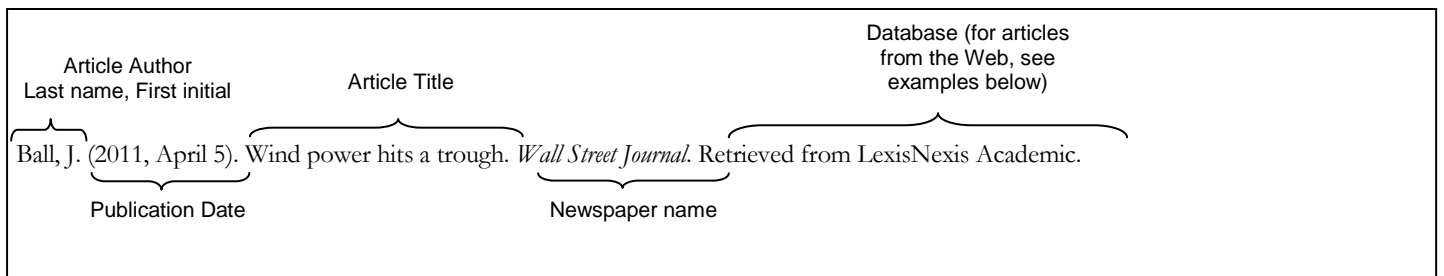
Personal income tax: Filing status. (2014). In C.A. Whitney (Ed.), *Guidebook to California taxes* (pp.151-152). Chicago, IL: CCH Incorporated.

Encyclopedia or reference entry – in an online database

Lewis, S., Covell, J. L., & Lane, M. (2012). Apple Inc. In D. Jacques & P. Kepos (Eds.), *International directory of company histories* (Vol. 132, pp. 31-36). Detroit: St. James Press. Retrieved from Gale Virtual Reference Library.

Top sporting goods retailers, 2012. (2015). In R. S. Lazich & V. L. Burton (Eds.), *Market share reporter* (25th ed.). Farmington Hills, MI: Gale Group. Retrieved from Gale Directory Library database.

NEWSPAPER AND MAGAZINE ARTICLES



Newspaper or magazine article from a database– with author

Gynn, J., & Chang, J. (2013, September 13). To keep it brief: Twitter files for IPO. *Los Angeles Times*. Retrieved from Lexis-Nexis database.

Raynor, M. E., Ahmed, M., & Henderson, A. D. (2009). Are “great” companies just lucky? *Harvard Business Review*, 87(4), 18-19. Retrieved from Business Source Complete.

Newspaper or magazine article from a database– with no author

A bold plan for sustainable California communities. (2012, May 02). *Wall Street Journal*. Retrieved from ABI/Inform database.

From cold war to hot war. (2015). *Economist*, 414(8925), 19-22. Retrieved from ABI/Inform database.

Newspaper or magazine article from a Web site

Lashinsky, A. (2015, February 25). Notes from Silicon Valley's trial of the year. *Fortune*. Retrieved from <http://fortune.com>

It's Subpoena Time. (2007, June 8). *New York Times*. Retrieved from <http://www.nytimes.com>

JOURNAL ARTICLES

Article Author Lastname, Firstname	Year	Article Title	Journal Title
Dickov, V., & Kuzman, B.	(2011).	Specific features of pharmaceuticals marketing mix.	<i>Journal of Management & Marketing in Healthcare</i> ,
			4(3), 160-167.
			Article page #s
			Volume(Issue)

[Note: this example is for articles retrieved in print only. If you saved or printed the article from an online resource, you will need to note that as below.]

Journal article from a database with a DOI

Corden, W. (2010). The theory of the fiscal stimulus: How will a debt-financed stimulus affect the future? *Oxford Review of Economic Policy*, 26(1), 38-47. doi: 10.1093/oxrep/grq001

Journal article from a database with a DOI

Kakarika, M. (2013). Staffing an entrepreneurial team: Diversity breeds success. *Journal of Business Strategy*, 34(4), 31-38. Retrieved from Emerald database.

CHARTS AND DATASETS

Charts

Value Line. (2013, December 6). *U.S. Steel Company Chart* [chart]. Value Line Investment Survey. Retrieved from Value Line database.

Data Sets

World Bank. (2013, October 17). *World Economic Indicators* [data set]. Retrieved from <http://data.worldbank.org>

WEB SOURCES

Web page author (if specified; if not, start with the title)	Date (if no date, use n.d.)	Title of Web article or Web page (if unspecified, use "Home page," etc.)	Date you accessed it
Abbruzzese, J.	(2014, April 29).	Instagram is a marketer's best friend — For now.	Retrieved February 25, 2015, from
http://mashable.com/2014/04/29/instagram-marketers-friend/			
URL of page			

Web Page

McIntyre, D. A. (2014, August 12). 10 Brands That Will Disappear In 2015. Retrieved January 15, 2015, from http://www.huffingtonpost.com/2014/07/12/brands-disappearing-in-2015_n_5580761.html

Aetna. (2013). About Us. Retrieved September 18, 2013, from <http://www.aetna.com/about-aetna-insurance/index.html>

Bed Bath & Beyond Inc. (2013, July 1). *10-Q*. Retrieved from <http://www.sec.gov>

OTHER ELECTRONIC RESOURCES

To cite reports, files, and other financial information from an online database, consider them "gray literature," and adapt the citation based on the rules in 7.03 of the *APA Manual* with as much information as you have.

- Author: if no author, use the company's name, or publishing agency's name.
- Date: if no date, use (n.d.)
- Title of the document: Name the page you are on as < company, name of section >. This section of the citation should be in italics.
- Retrieved date: for freely accessible websites only, add the date you accessed the page. This step is *not* needed for articles, reports, or datasets retrieved from subscription databases.
- Source: "Retrieved from < name of the database >" if from a subscription database; Retrieved from < URL >" only if from a freely accessible website.

Euromintor Passport GMID

Euromonitor. (2014, October 9). *Opportunities and innovations in contact lenses: Global briefing*. Retrieved from Euromonitor Passport GMID database.

Euromonitor. (n.d.). *Pet Care*. Retrieved from Euromonitor Passport GMID database.

Shore, D. (2015, February 25). *Pet parenthood is not just a figure of speech*. Retrieved from Euromonitor Passport GMID database.

Hoover's (via Lexis-Nexis Academic)

Hoover's Inc. (2013, September 18). *The Coca-Cola Company. Hoover's Company Records – In-Depth Records*. Retrieved from Lexis-Nexis Academic database.

IBISWorld

Turk, S. (2014). *IBISWorld Industry Report 71394: Gym, Health & Fitness Clubs in the US*. Retrieved from IBISWorld database.

Key Business Ratios

Dun & Bradstreet. (n.d.). *Industry Reports, SIC 1311*. Retrieved from Key Business Ratios database.

Mergent

Mergent. (n.d.). *International Business Machines Corporation, Competitors*. Retrieved from Mergent Online database.

Mintel

O'Donnell, F. (2014, August). *Travel Booking – US*. Retrieved from Mintel database.

Morningstar

Morningstar. (n.d.). *Vanguard Growth ETF: performance*. Retrieved from Morningstar Investment Research Center.

Bryan, A. (2014, December 16). *Low-cost exposure to large-grow*. Retrieved from Morningstar Investment Research Center.

Plunkett's

Plunkett's Research Ltd.. (2014, June 27). *Games, apps, and social media: Market research and trends*. Retrieved from Plunkett Research Online database.

ReferenceUSA

Infogroup. (2013). *Footwear Manufacturing*. Retrieved from Reference USA database.

Standard & Poor's NetAdvantage

Standard & Poors. (n.d.). *AT&T Inc: Company Profile*. Retrieved from Standard & Poors NetAdvantage database.