

How to Cite Business Sources in APA style

What does “citing sources” mean?	Why is it important?	Do I have to cite my sources?
When you prepare a research paper, business plan, proposal, or presentation and you include information from other sources, you must indicate where you found that information. This is called “citing your sources.”	<ol style="list-style-type: none"> 1. It gives credit to the people who provided the information. 2. It makes your paper or presentation more credible and persuasive. 3. It helps the person reading your paper find your original sources. 	You MUST cite your sources. Otherwise you could be guilty of plagiarism--taking others' ideas and making it look as if they are your own. This is a violation of UVM's Code of Academic Integrity (www.uvm.edu/policies/student/acadintegrity.pdf).

At the end of your paper, provide a list of sources used.

Arrange sources in alphabetical order.

Center the heading “References” at the top.

For each source, include information that would help someone locate the source (e.g., title, author, publication date, etc.).

See below for examples of how to format references.

References

Fair Trade Coffee

The goal of fair trade is to enable small commodity producers to receive a truly fair return (Jaffee, 2007). “The global coffee sector has seen a transformation towards more 'sustainable' forms of production, and, simultaneously, the continued dominance of mainstream coffee firms and practices” (Levy, Reinecke, & Manning, 2016, p. 364). According to Jargon and Esterl (2016), Krispy Kreme competes in the coffee market with Starbucks and Dunkin Brands. In 2012, Starbucks had brand value of \$8,523 million. (World’s Top Beverage, 2015).

In your paper, include a “citation” wherever you have included information that came from a source—whether quoting directly or restating information in your own words.

Include **author’s last name and year of publication** in parentheses.

For **direct quotations**, include the page number.

If you **name the author in the text** of your paper, don’t repeat the name in parentheses.

If a source has **no author**, use first words of the title.

How to Format Business References *in APA style*



1—Company Profile or Industry Report from a Database

BASIC FORM:

Author, A. A. (Publication Year or Date). Title of company profile or industry report. Retrieved from database name or URL.

EXAMPLES:

SEC report from the EDGAR database:

Keurig Green Mountain, Inc. (2015). *Annual report on form 10-K for fiscal year ended September 26, 2015*. Retrieved from <http://www.sec.gov/edgar.shtm>

Industry report from the IBISWorld database:

McCormack, R. (2015, December). *IBISWorld industry report 11231: chicken egg production in the U.S.* Retrieved from IBISWorld database.

Company profile from the Hoover's Company Profiles database:

Juston, C. (2016). *Comcast Corporation* [Fact sheet]. Retrieved from Hoover's Company Profiles database.

Company profile from the OneSource database--no author:

American International Group [Company summary]. (2016). Retrieved from OneSource database.

Some examples are librarians' adaptations of APA rules to accommodate the unique characteristics of business resources. **For more instructions and examples**, see *Publication Manual of the American Psychological Association*, at Bailey/Howe Library Reference Desk, BF 76.7.A46.
Icons from The Noun Project used with permission under Creative Commons license (creativecommons.org/licenses/by/3.0/us/): 1-Denis Hananein, 2-Edward Boatman, 3-Nicholas Menghini, 4-Joan Ang, 5-Glenis Gomez Rios, 6-Gonzalo Bravo, 7 & 8-Gregor Cresnar, 9-Mister Pixel



2—Entire Book (Print or Electronic)

BASIC FORM:

Author, A. A. (Publication Year). *Book title*. Place of publication: Publisher.

EXAMPLES:

Print book with one author:

Quinn, B. (1998). *How Wal-Mart is destroying America: and what you can do about it*. Berkeley, CA: Ten Speed Press.

Print book with multiple authors:

Litan, R. & Schramm, C. (2012). *Better capitalism: renewing the entrepreneurial strength of the American economy*. New Haven, CT: Yale University Press.

Print book with editor(s) rather than an author:

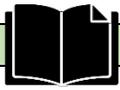
Gnan, L., Lundberg, H., Songin, L. & Pellegrini, M. (Eds.). (2014). *Advancing European entrepreneurship research: entrepreneurship as a working attitude, a mode of thinking and an everyday practice*. Charlotte, NC: Information Age Publishing.

Print book with no author:

Associations yellow book. (2003). New York: Leadership Directories.

Electronic book with one author:

Sheusi, J.C. (2013). *Android application development for Java programmers*. Boston: Course Technology. Retrieved from <http://proquest.safaribooksonline.com/9781133593546>



3—Chapter/Section of a Book or Online Reference Source

BASIC FORM:

Author, A. A. (Date). Title of section or chapter. In Editor(s) First Initial(s) and Last Name(s) (Ed.), *Title of book or online source* (volume number and/or page numbers if printed book). Place of publication if printed book: Publisher name if printed book.

EXAMPLES:

Chapter or section of a book (or industry survey within a book):

Barrett, C. (1999). Debt crisis in the third world. In P. O'Hara (Ed.), *Encyclopedia of political economy* (Vol. 1, pp. 183-186). London: Routledge.

Corridore, J. (2015, December). Airlines. In *S&P capital IQ industry surveys* (Vol. 1, pp. 1-56). New York: S&P Capital IQ.

Chapter or section of a book (or industry survey within a book)--with no author:

Snack and nonalcoholic beverage bars (2001). In A. Darnay (Ed.), *Information, finance and services USA* (pp. 768-770). Farmington Hills, MI: Gale Group.

Section of online reference source with no editor:

Arghout, A. & Zoubir, Y. (n.d.). History (Algeria). In *Europa world online*. Retrieved from <http://www.europaworld.com/entry/dz.hi>

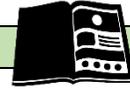


4—Table/Report Generated in an Interactive Database

Sometimes a database allows you to enter information or select variables and presents tables or reports based on what you entered. If there is no author listed, use the name of the company that produced the database as the author and provide the title of the database.

EXAMPLE:

Simmons Research. (2013). *Title of the report you generated* [Custom cross-tabulation of data]. Retrieved from National Consumer Study database.



5—Journal Article (Print or Online)

BASIC FORM:

Author, A. A., Author, B. B., & Author, C. C. (Year). Title of article. *Title of Periodical, volume*(issue), pp-pp. doi: xx.xxxxxxxx.

EXAMPLES:

Journal article from a printed publication:

Herzberg, M., & Wang, S. (2002). Identifying lead analysts for stock selection. *Journal of Investing, 11*(2), 25-35.

Journal article from an online version of a publication, with a digital object identifier (doi) number:

O'Dwyer, B. (2003). Conceptions of corporate social responsibility: the nature of managerial culture. *Accounting, Auditing & Accountability Journal, 16*(4), 523-557. doi: 10.1108/09513570310492290.

Journal article from a full-text online library database, with no digital object identifier (doi) number:

Herzberg, M., & Wang, S. (2002). Identifying lead analysts for stock selection. *Journal of Investing, 11*(2), 25-35. Retrieved from Business Insights Essentials database.

Journal article from a free Web site (not a library database):

Kharif, O. (2003, December 30). Intel: king of the wi-fi frontier? *Business Week*. Retrieved from <http://www.businessweek.com>



6—Newspaper Article (Print or Online)

BASIC FORM:

Author, A. A. (Year, Date). Article title. *Newspaper Title*, page number(s) including section.

EXAMPLES:

Newspaper article from a printed publication:

Feder, B. J. (2002, July 18). I.B.M. beats forecasts but with signs of weakness. *The New York Times*, p. C1.

Newspaper article from a library database:

Feder, B. J. (2002, July 18). I.B.M. beats forecasts but with signs of weakness. *The New York Times*. Retrieved from LexisNexis Academic database.

Newspaper article from a free Web site (not a library database):

Baird, J. (2016, May 23). Building height, scale remain Burlington issues. *Burlington Free Press*. Retrieved from <http://www.burlingtonfreepress.com>



7—Web Page

BASIC FORM:

Author/editor/organization. (Last update or copyright date listed on the Web page). *Page title*. Retrieved [date you accessed the page] from [URL]

EXAMPLES:

Web page:

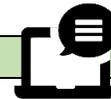
Magi, T. (2015). *Business research assistant*. Retrieved May 22, 2016, from <http://library.uvm.edu/guides/subjectguides/BIZ/>

Web page with no date:

U.S. Securities and Exchange Commission. (n.d.). *Compound interest calculator*. Retrieved May 23, 2016, from <http://www.investor.gov/tools/calculators/compound-interest-calculator>

Web page with no author:

Financial ratios calculator. (2002). Retrieved August 28, 2002, from <http://www.lib.washington.edu/business/ratios>



8—Blog Post or Comment

BASIC FORM:

Author, A. A. (Year, Date). Title of post or comment [Web log post/comment]. Retrieved from URL

EXAMPLE:

Vojdani, M. (2016, June 2). 6 financial tips for recent grads and their families [Web log post]. Retrieved from <http://money.usnews.com/money/blogs/the-smarter-mutual-fund-investor>



9—Personal Communication with Someone

Includes letters, memos, e-mail messages, conversations, and interviews. Because personal communications are not recoverable by the person reading your paper, they are *not* included in the reference list. Simply cite your communication in the text of your paper.

IN-TEXT EXAMPLE:

Microsoft is the best software company in the world (W. Gates, personal communication, June 1, 2016).