

Citing Business Sources Using APA Format

The American Psychological Association (APA) style format is used primarily by those in the social sciences. This handout gives examples of the format used for the list of References that appears at the end of your paper. Remember to list your references in alphabetical order by author (if there is no author use the first word in the title) and to double-space them. For assistance in writing internal citations or for creating footnotes, see the APA manual. Other guides that might provide assistance include the following:

APA web site <http://www.apastyle.org/elecref.html>

APA Style from *Online! A Reference Guide to Using Internet Resources* by Andrew Harnack and Eugene Kleppinger, <http://www.bedfordstmartins.com/online/cite6.html>

Publication manual of the American Psychological Association in Grafton Library,
Ready Ref BF76.7.P83 2009

Book

Basic Format

Author, A. A. (Date of Publication). *Title*. Place of publication: Publisher.

Example

Zagorsky, J. L. (2003). *Business information: finding and using data in the digital age*.
Boston: McGraw Hill.

Print Industry Survey found in Standard & Poor's

Basic Format

Author/Analyst. (year, month). *Industry Surveys: <industry name>*. City: Publisher.

Example

Amobi, T. and Kolb, E. (2008, June). *Industry Surveys: Broadcasting, Cable*. New York:
McGraw-Hill.

Dun and Bradstreet Financial Ratios (in print)

Basic Format

Dun and Bradstreet. (year). Ratios for SIC XXXX. *Industry norms and key business ratios*.
Dun's financial profiles. City: Publisher.

Example

Dun and Bradstreet. (2006). Ratios for SIC 4187. *Industry norms and key business ratios*.
Dun's financial profiles. New York: Dun and Bradstreet Credit Services.

Company Information from Factiva online

Basic Format

Author. (year). <Company name> company profile. Retrieved <date>, from <name of database> database.

Example

Reuters. (2007). Starbucks company profile. Retrieved January 13, 2007, from Factiva database.

Information from Mergent Online

Basic Format

Author. (year). <Company name> Company Record: <Section>. Retrieved <date>, from <name of database> database.

Example

Mergent, Inc. (2007). Starbucks Company Record: History. Retrieved January 13, 2007, from Mergent Online database.

Journal Article from a Full-Text Database

Basic Format

Author, A. A. (Date of Publication). Title of article. *Title of Journal, Volume (issue), Pages*. Retrieved <Month Day, Year> from <name of database> database.

Example

Misonzhnik, E. (2007, October). Scalding-hot coffee wars. *Retail Traffic, 36(10)*, 16. Retrieved October 30, 2007 from Business Source Complete database.

Web Document

Basic Format

Author/Editor, A. A. (Last Update or Copyright Date). *Title of Document*. Retrieved <Month Day, Year> from <Source>.

Example

Starbucks. (2007). *Starbucks mission statement*. Retrieved October 30, 2007 from <http://www.starbucks.com/aboutus/environment.asp>.