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

**Author(s) last name, first initial**  
Title  
Publisher  
Year of publication  
City, state of publication


**By individual author(s)**


**By corporate or group author**


**Chapter in a book or anthology**


**E-book from a library database**

ENCYCLOPEDIA OR REFERENCE ENTRIES


Encyclopedia or reference entry in print – with no author

Encyclopedia or reference entry – in an online database


NEWSPAPER AND MAGAZINE ARTICLES


Newspaper or magazine article from a database – with author


Newspaper or magazine article from a database – with no author


Newspaper or magazine article from a Web site

### JOURNAL ARTICLES

<table>
<thead>
<tr>
<th>Article Author</th>
<th>Year</th>
<th>Article Title</th>
<th>Journal Title</th>
</tr>
</thead>
</table>

[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


#### Journal article from a database with a DOI


### CASE STUDIES

#### Harvard Business Review case studies


#### Cases from SAGE Business Cases database


#### Case from other online sources


#### Case from a textbook

Cite as a book chapter; See *Chapter in a book or anthology* above for examples

### CHARTS AND DATASETS

#### Charts


#### Data Sets

APA Citation refers legal citation to style outlines in *The Bluebook: A Uniform System of Citation*.

See the APA Style blog for examples: [https://blog.apastyle.org/apastyle/legal/](https://blog.apastyle.org/apastyle/legal/)

A print copy of *The Bluebook* is available in the SMC Library’s Reference section, call number 340.02 H261a

### WEBSITES

<table>
<thead>
<tr>
<th>Web page author (if specified; if not, start with the title)</th>
<th>Date (if no date, use n.d.)</th>
<th>Title of Web article or Web page (if unspecified, use “Home page,” etc.)</th>
<th>Date you accessed it</th>
</tr>
</thead>
</table>

**Web Page**


### 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. That publishing agency is often the database vendor (i.e., Mergent). NOTE: Many of these databases include reports written by agencies different than the database. For instance, Dun and Bradstreet reports are included in Mergent Online. Look carefully for authoring agencies.
- **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.

**D&B Hoovers**

(Note: Really look to see agency authors. This resource includes those written by several distinct entities, only a couple illustrated above)


First Research

IBISWorld

Inteligonnect
(Note: Outside of “News” and “Journal” content and original analysis, much of the content in Inteligonnect is legal or code information. See Legal Cases, Law, and Code above for how to cite that content)


Key Business Ratios

Mergent Online


Mintel

Morningstar


Passport


Plunkett’s

Standard & Poor’s NetAdvantage