A Quick Guide to Citing Business Sources in APA Style

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What is APA Style?


• It is a style manual for writers and is widely used in the social and behavioral sciences.

• It includes rules for crediting sources within the body of your paper, and in your reference list.

• Many business professors will ask you to use APA Style in your written assignments.
Part 1. Citing Sources in Your Paper

• When do you need to credit your sources?
  • Whenever you directly quote from another work.
  • Whenever you paraphrase an idea from another work.

• How does APA Style handle in-text citations?
  • APA uses the author-date system of citation.
  • There are many ways to do this, but the basic format is:

    Introductory text “quotation goes here” (Author, Year, pages).
Basic Examples of In-text Citations

• **Example 1: Direct quotation with a signal phrase**
  
  ...according to Ojala (2006), “transformational librarians look at the changes in the information world and take advantage of those changes to enhance their roles” (p. 5).

• **Example 2: Direct quotation with multiple authors**

  ..."teams at the top are the most difficult" (Katzenbach & Smith, 1999, p. 3).

• **Example 3: Paraphrase (one author)**

  There are nine ways to build demand through marketing (Kotler, 1999, p. 47).
Part 2. Citing Sources in a Reference List

• When do you cite sources in a Reference List?
  • Every source which was cited within the text of your paper must also appear in your reference list.

• How does APA Style handle reference list citations?
  • APA Style calls these References.
  • They are listed at the end of your paper in alphabetical order by the last name of the author.
  • The list is double spaced and uses hanging indentation.
  • There are basic formats for journal articles, books, websites, and other publication types.
Example 1: Article from an academic journal


Example 2: Page or document from a company or organizational website

If You Have Questions about APA Style

• Please consult the following resources:
  • *Publication Manual of the American Psychological Association, Sixth Edition*
    • There are copies for loan in the Brock Library.
    • You can also purchase your own copy from the Brock Campus Store
  • *Citing Business Sources in APA Style*
    • This is an online guide with many examples from Brock Library Business Databases
      • [http://researchguides.library.brocku.ca/APABusiness](http://researchguides.library.brocku.ca/APABusiness)