

# Citation Guide for Business Students

## APA Style

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### Introduction

#### About this Guide

This Citation Guide is based on the Publication Manual of the American Psychological Association (APA) 6<sup>th</sup> Ed published 2010.

Please note that this is not intended to comprehensively cover every citation situation. If you have questions, please consult the APA Publication Manual or contact a librarian.

#### Purpose of Citations

Within the scholarly / academic environment, there are three primary reasons to include citations in your research papers:

- To give credit to the author(s) of the source materials you used when writing your research paper.
- To enable the readers of your research paper the ability to follow up on the source materials you used.
- To demonstrate that your research paper is well-researched.

#### What to Cite

Any words, ideas, pictures, etc. that originate somewhere other than with you must be cited. Every source cited in your text – and only those sources – are provided in the Reference List. Generally speaking, you can regard something as common knowledge (and therefore not create a citation) if you find the same information undocumented in at least five credible sources. When in doubt, cite your source.

#### Types of Citations

In APA style there are two types of citations that must be used in a research paper, each with its own syntax rules.

- The first type is the In-Text Citation (often called the parenthetical citation), which appears in the body of the paper where the material from the source is used. The citation information provided here is limited and leads the reader to the complete-citation found in the Reference List.
- The second type is the Reference List entry, which contains the complete citation for all sources used in the body of the paper.

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### In-Text Citation Guidelines

- No Author – If the author of the source is unknown, use the first few words of the Reference List entry (usually the title). For example: (“Study Finds,” 1992).
- Three to Five Authors – If there are 3-5 authors for the source, list all authors in the first citation and use the lead-author *et al.* notation in all subsequent in-text citations. For example: (Kernis, Cornell, Sun, Berry, & Harlow, 1993) for first use; (Andrews et al., 1993) all subsequent uses.
- Six or more Authors – If there are six or more authors use the lead-author *et al.* notation in all citations. (Brown et al., 2003)
- Corporate Author – If the group is readily identifiable by its acronym, spell it out the first time and include the acronym in square-brackets, then use the acronym for all subsequent citations. For example: (National Science Foundation [NSF], 2005) for first use; (NSF, 2005) all subsequent uses.
- You must always provide page numbers for a citation after the use of quotations. For example: “... of the resulting study” (Smith, 2005, p. 13); or Smith found “... of the resulting study” (2005, p. 13).
- If the same resource is cited again in the same paragraph, the year may be omitted. For example: (Jones et al., 2006, p. 67) and then (Jones et al., p.68).
- When quoting electronic documents without page numbers, cite paragraph numbers (if given) after the abbreviation *para*. For example: (Baker, 2006, para. 4). If there are no paragraph numbers in the document, cite the nearest preceding section heading and count the paragraphs from there. For example: (Baker, 2006, Analysis section, para. 7).
- Use an ampersand (&) in the Reference List and parenthetical citations only. Use the word “and” for an in-text reference. For example: “Blake and Fry (2001) explained...” or (Blake & Fry, 2001).
- If there are two or more citations that shorten to the same lead-author and date, give as many additional names as needed to identify them. For example: (Smith, Jones, et al., 1999) and (Smith, Burt, et al., 1999).

### **In-Text Citation Author Guidelines Chart**

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Type of Citation	1 <sup>st</sup> Citation in text	Subsequent citations in text	Parenthetical format, 1 <sup>st</sup> citation in text	Parenthetical format, subsequent citations in text
<b>1 Author</b>	Smith (2007)	Smith (2007)	(Smith, 2007)	(Smith, 2007)
<b>2 Authors</b>	Smith and Jones (2008)	Smith and Jones (2008)	(Smith & Jones, 2008)	(Smith & Jones, 2008)
<b>3 Authors</b>	Smith, Jones, and Brown (2009)	Smith et al. (2009)	(Smith, Jones & Brown, 2009)	(Smith et al., 2009)
<b>4 Authors</b>	Smith, Jones, Brown and Blue (2010)	Smith et al. (2010)	(Smith, Jones, Brown & Blue, 2010)	(Smith et al., 2010)
<b>5 Authors</b>	Smith, Jones, Brown, Blue and Black (2011)	Smith et al. (2011)	(Smith, Jones, Brown, Blue & Black, 2011)	(Smith et al., 2011)
<b>6+ Authors</b>	Smith et al. (2012)	Smith et al. (2012)	(Smith et al., 2012)	(Smith et al., 2012)
<b>Group Author, abbrev.</b>	National Science Foundation (NSF, 2009)	NSF (2009)	(National Science Foundation [NSF], 2009)	(NSF, 2009)
<b>Group Author, no abbrev.</b>	Leadership Group (2008)	Leadership Group (2008)	(Leadership Group, 2008)	(Leadership Group, 2008)

### Reference List Citation Guidelines

List references in **alphabetical order based on the first-author name**. When there are multiple sources by the same author, list the references by date, with the most recent last. For example: Smith, M (2007)... comes before Smith, M (2008)...

- If Smith has two publications in the same year, append a lowercase alphabetic character (starting with “a”) to the year. For Example: Smith, M (2008a)... followed by Smith, M (2008b)....

Use **prefixes** if they are commonly part of the author’s surname. For example: *de Chardin* comes before *Decker*, and *MacGill* comes before *McGill*. However, do not use *von* as a prefix. For example: *Helmholtz, H. F. von*.

- Disregard apostrophes, spaces, and capitals in alphabetizing references. For example: *D’Arcy* comes after *Dagwood*, and *Decker* comes after *de Chardin*.
- Single author references come before references with multiple authors. For example: *Walter, 2007* comes before *Walter, et al. 2007*.



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- Alphabetize corporate authors by the first significant word (e.g. skip A, An, The, etc.). Do not use the abbreviation of a corporate name for alphabetizing purposes.

With **two to seven authors**, use an ampersand (&) before the last author. For example:

Author, A., Author, B., Author, C., & Author, D. (2011). Title of article. Title of Journal, 9(11). doi: 10.000000000

When there are **eight or more authors**, include the first six authors' names, then insert three ellipsis points (...), and add the last author's name. For example:

Author, A., Author, B., Author, C., Author, D., Author, E., Author, F., ... Author, J. (2011). Title of article. Title of Journal, 9(11). doi: 10.000000000

If the **reference list includes different authors with the same surname and first initial**, the authors' full first names may be given in brackets. For example:

Author, A. [Alfonzo]. (2010).....  
Author, A. [Alfred]. (2011).....

If the **author's first name is hyphenated**, retain the hyphen and include a period after each initial.

Bardot, J.-P. for Jean-Paul Bardot

If **authors are listed with the word *with***, include them in the reference in parentheses.

Author, A. (**with** Author, B.). (2009)....

The titles of all references must be entered in the "sentence cap" style regardless of how they appear in the original work. The sentence cap style requires that all words be in lowercase except for a) the first word, b) the first word after a colon, and c) proper nouns. For example: the book "In Search of Excellence" is entered as "In search of excellence."

- Article titles are **not** placed in quotes in the reference list.
- Italicize the names of books, journals, working and conference papers, dissertations, and similar works.

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**Document Object Identifiers (DOIs)** have been adopted by many publishers to provide a means of persistent identification of digital works or copies. It is now standard to provide the DOI of a reference, if one has been assigned to the content.

- The format for the DOI in a reference is: doi: xxxxxxxxxx
- **Do not** end the DOI with a period as it may be confused as part of the DOI.
- When a DOI is used, no further retrieval information is needed to identify or locate the content.

The following abbreviations are commonly used:

- **ed.** (edition)
- **Rev. ed.** (revised edition)
- **Ed. or Eds.** (editor or editors)
- **n.d.** (no date)
- **No.** (number)
- **p. or pp.** (page or pages)
- **Pt.** (part)
- **Suppl.** (supplement)
- **Tech. Rep.** (technical report)
- **Trans.** (translator(s))
- **Vol.** (volume, as in Vol. 2)
- **vols.** (volumes, as in vols. 1-4)

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### Examples of Citations

#### Advertisements

Newspaper, Magazine, etc. Advertisements

Stamps.com Inc. (2008). Don't let your postage meter rob you blind [Magazine advertisement]. *Supply & Demand Chain Executive*, 2(9), p. 2.

Television Advertisements

Suddenlink Corp. (2008, April 17, 8:30 pm). "Storm" [Television advertisement].

On the Web

Scott, J. (director). (2014). Puppy Love/Budweiser USA: Super Bowl XLVIII Commercial [Television Commercial]. St. Louis, MO: Fox. Retrieved from <https://www.youtube.com/watch?v=uQB7QRyF4p4>

#### Analyst Reports

Signed (on the Web)

Weinstein, S. (2003, November 4). *High growth in search creates opportunities for niche players*. Pacific Crest Securities. Retrieved from <http://www.pacific-crest.com>.

Unsigned (on the Web)

Pacific Crest Securities. (2003, November 4). *High growth in search of niche players*. Retrieved from <http://www.pacific-crest.com>.

#### Annual Report

Print Version

Microsoft Corporation. (2007). *2006 Annual Report*.

Online

Microsoft Corporation. (2007). *Annual Report*. Retrieved from <http://www.microsoft.com/msft/reports/ar07/staticversion/index.html>.

#### Articles

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### Article in Journal

#### *One Author*

Maritz, A. (2008). Entrepreneurial services marketing initiatives facilitating small business growth. *Journal of Small Business & Entrepreneurship*, 21(4), 493-503. doi: xxxxxx

#### *Two Authors*

Wegener, D. T., & Petty, R. E. (1994). Mood management across affective states: The hedonic contingency hypothesis. *Journal of Personality and Social Psychology*, 66, 1034-1048.

#### *Three to Six Authors*

Kernis, M. H., Cornell, D. P., Sun, C. R., Berry, A., Harlow, T., & Bach, J. S. (1993). There's more to self-esteem than whether it is high or low: The importance of stability of self-esteem. *Journal of Personality and Social Psychology*, 65, 1190-1204.

#### *Seven or More Authors*

Miller, F. H., Choi, M. J., Angeli, L. L., Harland, A. A., Stamos, J. A., Thomas, S. T., . . . Rubin, L. H. (2009). Web site usability for the blind and low-vision user. *Technical Communication*, 57, 323-335.

### Article in Magazine

Henry, W. A., III. (1990, April 9). Making the grade in today's schools. *Time*, 135, 28-31.

### Article in Newspaper

#### *With Author*

Schultz, S. (2005, December 28). Calls made to strengthen state energy policies. *The Country Today*, pp. 1A, 2A.

#### *No Author*

Corrosion on truck frames prompts warranty extension. (2008, March 10). *Wall Street Journal – Eastern Edition*, p. A12.

### Article with DOI

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Podsakoff, N. P., Whiting, S. W., Podsakoff, P. M., & Mishra, P. (2011). Effects of organizational citizenship behaviors on selection decisions in employment interviews. *Journal of Applied Psychology*, 96, 310–326.  
<http://dx.doi.org/10.1037/a0020948>

### Article without DOI

Beraldi, P., Conforti, D., & Violi, A. (2008). A two-stage stochastic programming model for electric energy producers. *Computers & Operations Research*, 35(10), 3360-3375.

## Books

### Entire book

Author, A. A., Author, B. B., & Author, C. C. (year). *Title of book*.  
<http://dx.doi.org/xxxxx>

Author, A. A., Author, B. B., & Author, C. C. (year). *Title of book*. Retrieved from <http://xxxxx>

Editor, A. A., Editor, B. B., & Editor, C. C. (Eds.). (year). *Title of book*.  
<http://dx.doi.org/xxxxx>

Editor, A. A., Editor, B. B., & Editor, C. C. (Eds.). (year). *Title of book*. Retrieved from <http://xxxxx>

### No Author

*Consumer behavior* (2007). Loganville, GA: Richard K. Miller.

### Edition Other Than First

Hayes, R. (2007). *Retail security and loss prevention* (2nd ed.). New York: Palgrave Macmillan.

### Multivolume Works

Schlager, N. (Ed.). (2005). *International directory of business biographies* (Vols. 1-4). Detroit, MI: Thomson Gale.

### Chapter in a book or entry in a reference book

Author, A. A., Author, B. B., & Author, C. C. (year). Title of chapter or entry. In

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A. A. Editor & B. B. Editor (Eds.), *Title of book* (pp. xxx–xxx).  
<http://dx.doi.org/xxxxx>

Author, A. A., Author, B. B., & Author, C. C. (year). Title of chapter or entry. In A. A. Editor & B. B. Editor (Eds.), *Title of book* (pp. xxx–xxx). Retrieved from <http://xxxxx>

### Online Book

Note: Online books within the eBook Central and Safari Tech Books Online databases, among others, do not have a doi. Therefore, pay attention to the URL in the address bar and transcribe the “host name” portion of the address into the reference.

Adler, C. (2014). *Wizards, aliens, and starships: physics and math in fantasy and science fiction*. Retrieved from <http://ebookcentral.proquest.com>

Schell, J. (2015). *The art of game design, 2<sup>nd</sup> edition*. Retrieved from <http://proquest.safaribooksonline.com>

### Electronic version of print book

Gunelius, S. (2008). *Harry Potter, the story of a global business phenomenon*. [Springer eBooks version].  
<https://doi.org.ezproxy.library.tamu.edu/10.1057/9780230594104>

Schiraldi, G. R. (2001). *The post-traumatic stress disorder sourcebook: A guide to healing, recovery, and growth* [Adobe Digital Editions version].  
<http://dx.doi.org/10.1036/0071393722>

### Electronic-only book

Weir, A. (2009). *The Egg*. Retrieved from [http://www.galactanet.com/oneoff/theegg\\_mod.html](http://www.galactanet.com/oneoff/theegg_mod.html)

### Case Study

Eisenmann, T., & Herman, K. (2006). *Google, Inc.* HBS No. 9-806-105. Boston, MA: Harvard Business School Publishing.

### Conference Papers / Proceedings

Conference Paper in Proceedings

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Fink, K., and Ploder, M. C. (2007). Knowledge diffusion through SME websites. In Stary, C., Barachini, F., and Hawamdeh, S. (Eds.). (2007). *Knowledge management: Innovation, technology and cultures. Proceedings of the 2007 International Conference on Knowledge Management. Vienna, Austria, 27-28 August 2007* (pp. 91-100). Singapore: World Scientific Pub. Co.

### Proceedings

Stary, C., Barachini, F., and Hawamdeh, S. (Eds.). (2007). *Knowledge management: Innovation, technology and cultures. Proceedings of the 2007 International Conference on Knowledge Management. Vienna, Austria, 27-28 August 2007*. Singapore: World Scientific Pub. Co.

### Congressional Bill or Resolution (Unenacted)

Title, Bill-or-Resolution-number, Number-of-Congress Cong., Number-of-session Sess. (Year).

Presidential Funding Act of 2010, S. 3681, 111th Cong. (2010)

### Congressional Hearing

Title-of-hearing. Number-of-Congress Cong., Number-of-Session Sess., Page-number (year) (testimony of Name-of-witness)

Constitution and Campaign Reform: Hearings before the Committee on Rules and Administration, Senate, 106th Cong. 6 (2000) (Testimony of Ira Glasser).

### Court Cases

#### U.S. Supreme Court Decision

Name v. Name. Volume-number U.S. Page-number. (Year)

Harper v. Virginia Board of Elections. 383 U.S. 663. Supreme Court of the United States. 1966.

#### Lower Federal Court Decision

Name v. Name. Volume-number Reporter-abbreviation Page-number (Court-name).

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Flibotte v. Pennsylvania Truck Lines, Inc. 131 F. 3d 21 (1<sup>st</sup> Cir. 1997).

### **Data sets, Software (including apps), Measurement Instruments, and Apparatus**

Software (including apps) or program with individual or corporate authors

Rightsholder, A. A. (year). Title of Software or Program (Version number)  
[Description of form]. Retrieved from <http://xxxxx>

Test or inventory from the web

Author, A. A. (year). Title of Test or Inventory [Measurement instrument].  
Retrieved from <http://xxxxx>

Test database record (e.g., retrieved from PsycTESTS database)

Author, A. A. (year). Name of Test or Inventory [Database record]. Retrieved  
from Database Name. <http://dx.doi.org/xxxxx>

Data set

Pew Hispanic Center. (2004). Changing channels and crisscrossing cultures: A  
survey of Latinos on the news media [Data file and code book]. Retrieved  
from <http://pewhispanic.org/datasets/>

Measurement instrument

Friedlander, M. L., Escudero, V., & Heatherington, L. (2002). E-SOFTA: System for  
observing family therapy alliances [Software and training videos].  
Unpublished instrument. Retrieved from <http://www.softa-soatif.com/>

Software

Borenstein, M., Hedges, L., Higgins, J., & Rothstein, H. (2005). Comprehensive  
Meta-Analysis (Version 2) [Computer software]. Retrieved from  
<http://www.meta-analysis.com/index.html>

Mobile application software (app), group or corporate author

Skyscape. (2010). Skyscape Medical Resources (Version 1.9.11) [Mobile  
application software]. Retrieved from <http://itunes.apple.com/>



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Epocrates. (2011). Epocrates Essentials for iPhone (Version 3.14) [Mobile application software]. Retrieved from <http://www.epocrates.com/products/iphone/index.html>

Mobile application software (app), individual authors

Deglin, J. H., & Vallerand, A. H. (2010). Davis's Drug Guide for Nurses (12th ed.) [Mobile application software]. Retrieved from <http://www.skyscape.com/estore/productdetail.aspx?productid=219>

Apparatus

EyeLink 1000 [Apparatus and software]. (n.d.). Retrieved from [http://www.sr-research.com/EL\\_II.html](http://www.sr-research.com/EL_II.html)

### Databases

For examples of how to cite information / material obtained from commercial databases available from the Texas A&M University Libraries, and specifically through the West Campus Business Library, see [pg. 23](#).

### Electronic Mail

*E-mails are not included in the list of references. However, you must include an In-Text Citation based on the following example:*

*(M. Dell, personal communication, April 15, 2008)*

### Federal Statute

Basic Forms

Name-of-Act § Section-number, Volume-number U.S.C. § Section-number (Year).

Name-of-Act, Pub. L. No. Number, § Section-number, Volume-number Stat. Page-number (Year).

Examples

Energy Policy Act of 2005, 42 USCS § 15801 (2005).

Energy Policy Act of 2005, Pub. L. No. 109-58, 119 Stat. 594 (2005).

### Films / Movies / TV

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### Basic Format

ProducerName, P. P. (Producer), & DirectorName, D. D. (Director). (Date of publication). *Title of work* [Type of work]. Country of origin: Studio or distributor.

### Television Broadcast

Rather, D. (Producer). (2007, April 16). *The BCN Nightly News* [Television broadcast]. New York: Boring Commentator Network.

### Television Series

Cheese, B. (Producer). (2008). *The history of accounting: A comedy* [Television series]. Los Angeles: Boring Studios.

### Television Series Episode

Davis, W. J. (Writer), & Paul, R. K. (Director). (2008). One for the books [Television series episode]. In B. Cheese (Producer), *The history of accounting: A comedy*. Los Angeles: Boring Studios.

## Focus Group Research

*Name-or-topic-of-focus-group*. (Date-of-focus-group). [Focus group]. Location-of-focus-group. Participants: Names-of-participants-in- alphabetical-order.

*Snack food preferences*. (2008, February 14). [Focus group]. College Station, Texas. Participants: Smith, J. A., Smith, J. B., Smith, J. C., Smith, J. D., Smith, J. E.

## Government Documents

U.S. Census Bureau. (2007). *Statistical abstract of the United States*. Washington, DC: U.S. Government Printing Office.

## Graphic Data (e.g. Interactive Maps and Other Graphic Representations of Data)

Solar Radiation and Climate Experiment. (2007). [Graph illustration the SORCE Spectral Plot May 8, 2008]. *Solar Spectral Data Access from the SIM, SOLSTICE, and XPS Instruments*. Retrieved from

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[http://lasp.colorado.edu/cgi-bin/ion-p?page=input\\_data\\_for\\_spectra.ion](http://lasp.colorado.edu/cgi-bin/ion-p?page=input_data_for_spectra.ion)

### Interviews

#### In-Person

Interviewee's-name. (date(s)-of-interview). [Interview]. Interviewee's-title, Interviewee's-company-affiliation.

Black, M. G. (2008, March 17 and 24). [Interview]. Marketing Director, M&M Co.

#### Phone

Franks, W. (2008, March 16). [Phone interview]. Marketing Director, Nestle Inc.

### Map

Lewis County Geographic Information Services (Cartographer). (2002). Population density, 2000 U.S. Census [Demographic map]. Retrieved from [http://maps.lewiscountywa.gov/maps/Demographics/census-popdens\\_2000.pdf](http://maps.lewiscountywa.gov/maps/Demographics/census-popdens_2000.pdf)

### Nonperiodical Web Document or Report

Author, A. A., & Author, B. B. (Date of publication). *Title of document*. Retrieved from <http://Web address>

Angeli, E., Wagner, J., Lawrick, E., Moore, K., Anderson, M., Soderland, L., & Brizee, A. (2010, May 5). *General format*. Retrieved from <http://owl.english.purdue.edu/owl/resource/560/01/>

### Observational Research

*Name-or-topic-of-research*. (Date(s)-of-observation). [Observation research]. Location(s)-of-observation.

*Laundry detergent purchases*. (2008, April 1-10). [Observation research]. Bryan / College Station, Texas. Albertson's (615 University Dr.); HEB (1900 Texas Ave.); Krogers (3835 Longmire).

### Patent

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See [here](#) for information on Canadian patent citations.

Author. (Issue-date). *Patent-Number*. Place-of-publication: Publisher.

Wynne, B. M. (2003). *U.S. Patent No. US 2178546 (A1)*. Washington, DC: U.S. Patent and Trademark Office.

Bryant, S. J. (1998). *European Patent No. EP GB2322334*. Munich, Germany: European Patent Office.

### Podcast

Author. (Date-of-podcast). *Name-of-podcast*. [Audio podcast]. Retrieved from URL-of-podcast.

BusinessWeek (2008, April 17). *Most innovative companies*. [Audio podcast]. Retrieved from [http://www.businessweek.com/mediacenter/podcasts/cover\\_stories](http://www.businessweek.com/mediacenter/podcasts/cover_stories)

### Press Release

American Psychological Association. (2010, August 15). *Today's superheroes send wrong image to boys, say researchers* [Press release]. Retrieved from <http://www.apa.org/news/press/releases/2010/08/macho-stereotype-unhealthy.aspx>

The White House, Office of the Press Secretary. (2010, August 4). *Administration officials continue travel across the country holding "Recovery Summer" events, project site visits* [Press release]. Retrieved from <https://obamawhitehouse.archives.gov/realitycheck/the-press-office/administration-officials-continue-travel-across-country-holding-recovery-summer-eve>

### Reports (Technical & Research)

General Reference Format

Author, A. A. (year). *Title of work* (Report No. xxx) [Description of form]. Retrieved from <http://xxxx>

Corporate author, government report

U.S. Department of Health and Human Services, National Institutes of Health,

# Citation Guide for Business Students

## APA Style

National Heart, Lung, and Blood Institute. (2003). *Managing asthma: A guide for schools* (NIH Publication No. 02-2650). Retrieved from [http://www.nhlbi.nih.gov/health/prof/lung/asthma/asth\\_sch.pdf](http://www.nhlbi.nih.gov/health/prof/lung/asthma/asth_sch.pdf)

Corporate author, task force report filed online

American Psychological Association, Task Force on the Sexualization of Girls. (2007). *Report of the APA Task Force on the Sexualization of Girls: Executive summary*. Retrieved from <http://www.apa.org/pi/women/programs/girls/report.aspx>

Authored report, from nongovernmental organization

Kessy, S. S. A., & Urio, F. M. (2006). *The contribution of microfinance institutions to poverty reduction in Tanzania* (Research Report No. 06.3). Retrieved from [http://www.repoa.or.tz/document\\_storage/Publications/Reports/06.3\\_Kessy\\_and\\_Urio.pdf](http://www.repoa.or.tz/document_storage/Publications/Reports/06.3_Kessy_and_Urio.pdf)

### SEC Filing

Company name. (date of submission). *Form number*. Retrieved from web-page-URL-or-database.

Dell, Inc. (2008, April 17). *Form 8-K*. Retrieved from <http://www.sec.gov/>

### Streaming Video / Video Podcast

PsycINFO. (2009, November 23). *How to find DOIs in APA PsycINFO* [Video file]. Retrieved from <http://www.youtube.com/watch?v=D9Afmknkzeo>

BusinessWeek (2008, April 17). *Most innovative companies*. [Video webcast]. Retrieved from [http://www.businessweek.com/mediacenter/podcasts/cover\\_stories](http://www.businessweek.com/mediacenter/podcasts/cover_stories)

### Survey Research

Each survey used in the research requires an appendix that summarizes the information collected by the survey, including the demographic profile of the respondents, as well as a copy of the survey or coverage of the questions asked by the survey.

*Survey title*. (Date(s) of survey). [Survey]. Location(s) of survey. See Appendix \_\_\_ for full details.

# Citation Guide for Business Students

## APA Style

*Candy bar preferences.* (2008, April 7-18). [Survey]. Bryan/College Station, Houston. See Appendix \_\_\_ for full details.

### Web Sites / Web Page

#### General Reference Format

Author, A. A. (year). *Title of document* [Format]. Retrieved from <http://xxxxx>

#### With no Author

*5 trends for 2018.* (n.d.) Retrieved from <http://trendwatching.com/quarterly/2017-11/5-trends-2018/>

#### Corporate Author

U.S. Census Bureau. (2005). *Establishment and firm size: 2002; (Including legal form of organization); Utilities; Subject series.* Retrieved from <http://www.census.gov/prod/ec02/ec0222sssz.pdf>

### White Paper

Furst, M., & DeMillo, R. A. (2006). *Creating symphonic-thinking computer science graduates for an increasingly competitive global environment* [White paper]. Retrieved from <http://www.cc.gatech.edu/sites/default/files/Threads%20Whitepaper.pdf>

### Working Papers

#### Printed

Nanda, Ashish. (1996). *Implementing organizational change.* HBS Working Paper No. 96-034.

#### Online

Lerner, Josh. (1999). *150 years of patent protection.* HBS Working Paper No. 00-040. Retrieved from <http://www.hbs.edu/research/facpubs/workingpapers/abstracts/9900/00-040.html>.

# Citation Guide for Business Students

## APA Style

### Examples of Citations from Commercial Databases & Other Web-Based Resources

Changes to the APA style guide suggest that you are no longer required to state from which database an article was retrieved from (unless it would be difficult to locate the item otherwise). If the database is noted as an 'Article Database,' cite as if it were a regular print journal article. Format located [here \(pg 12\)](#).

#### ABI/Inform

*Article Database*

URL: <http://search.proquest.com>

#### ABI/Inform Trade & Industry

*Article Database*

URL: <http://search.proquest.com>

#### Academic Search Ultimate

*Article Database*

URL: <http://web.a.ebsconet.com>

#### Accounting Research Manager (ARM)

American Institute of Certified Public Accountants (AICPA). (2008). *AICPA audit risk alert: Not-for-profit organizations industry developments*. Retrieved from Accounting Research Manager database.

International Accounting Standards Board (IASB). (2006, December 31). IFRS 3: Business combinations. *International Financial Reporting Standards*. Retrieved from Accounting Research Manager database.

#### ACM Digital Library

*Article Database*

URL: <http://dl.acm.org>

#### Ad\$ponder

With databases such as this one, which displays results in a spreadsheet format as a result of a query, the title of the document must be created from elements of the query.

MPA — the Association of Magazine Media, Kantar Media. (2010). Honda: Media mix 2009. Retrieved from Ad\$ponder database.

# Citation Guide for Business Students

## APA Style

### Advertising Redbooks.com

Advertising Red Books. (2018). Energizer Holdings, Inc. profile. Retrieved from Advertising Redbooks.com database.

### American City Business Journals

Pulsinelli, O. (2018, February 16). Shake Shack stakes out Montrose location, document shows, but no plans confirmed. *Houston Business Journal*. Retrieved from American City Business Journals database.

### Applied Science and Technology Source

*Article Database*

URL: <http://web.a.ebsconet.com>

### Associations Unlimited

Gale-Cengage Learning. (2018). *Academy of Marketing Science (AMS) profile*. Retrieved from Associations Unlimited database.

### Balance of Payment Statistics

With databases such as this one, which displays results in a spreadsheet format as a result of a query, the title of the document must be created from elements of the query.

International Monetary Fund (IMF). (2018). *Anguilla, balance of payments, 2011-2017*. Retrieved from Balance of Payment Statistics database.

### BCC Research

BCC Research. (2017). *Global markets, technologies and applications for flexible displays*. Retrieved from BCC Research database.

### BizMiner

BizMiner. (2015). *Industry financial profile (5 year): [611610.04] Dance schools and instruction: Indianapolis, IN; sales class: \$1 - \$499,000*. Retrieved from BizMiner database.

### Bloomberg



# Citation Guide for Business Students

## APA Style

Bloomberg L.P. (2006) Stock price graph for United Parcel Service 11/1/05 to 11/1/06. Retrieved from Bloomberg database.

### **BMI Research**

BMI Research (2018, February 7). *BMI industry view – consumer outlook – United Kingdom – Q2 2018*. Retrieved from BMI Research database.

### **Business Abstracts with Full Text**

*Article Database*

URL: <http://web.a.ebscohost.com>

### **Business Analyst Online**

Detailed Age Profile, Brazos County, Texas, Census 2010/2014/2019. (n.d.). Retrieved from Business Analyst Online database.

### **Business Source Ultimate**

*Article Database*

URL: <http://web.a.ebscohost.com>

### **Canadian Intellectual Property Office**

Category: Patent Database

URL: <http://www.ic.gc.ca>

Treat items from the Trademarks, Patents, and Copyrights databases as standalone documents. Treat other material as a website /webpage. The URL is <http://www.ic.gc.ca>.

#### Trademark

Maple Leaf Gardens Limited. (1970). Canadian Trademark Registration No. TMA168399. Gatineau, Quebec, Canada: Canadian Intellectual Property Office.

#### Patent

Goldsmith, E. M. and Delap, C. K. (2010). Canadian Patent No. CA 2357331. Gatineau, Quebec, Canada: Canadian Intellectual Property Office.

#### Copyright

# Citation Guide for Business Students

## APA Style

Canadian Amateur Hockey Association. (1988). Canadian Copyright Registration No. 425230. Gatineau, Quebec, Canada: Canadian Intellectual Property Office.

### **CCH Capital Changes Reporter**

CCH Inc. (2008). *Gaiam Inc. – corporate capital history*. Retrieved from Capital Changes Reporter database.

### **China Data Online**

All China Data Center. (2006). *China statistical year book 2006*. Retrieved from China Data Online database.

### **Communication Source**

*Article Database*

URL: <http://web.a.ebscohost.com>

### **Compact D SEC / Global Researcher SEC**

*This is a CD-ROM product*

Disclosure. (2006, July). *Cavalier Homes Inc., company profile*. Retrieved from the Compact D SEC database.

### **Compact D Worldscope / Global Researcher Worldscope**

*This is a CD-ROM product*

Disclosure. (2006, July). *Canterbury Foods Group PLC, company profile*. Retrieved from Compact D Worldscope database.

### **Computer and Information Systems Abstracts**

*Article Database*

The Computer & Info Systems database is only an index. If you retrieved an article by using the “Find Text @ TAMU” button, you ultimately retrieved your article from another of our full-text databases. Check your article.

### **Computer Source**

# Citation Guide for Business Students

## APA Style

*Article Database*

URL: <http://web.a.ebscohost.com>

### **comScore Networks**

With databases such as this one, which displays results in a spreadsheet format as a result of a query, the title of the document must be created from elements of the query.

comScore. (2008). *CNN demographic profile spreadsheet: United States; April 2008; total audience*. Retrieved from comScore Media Metrix database.

comScore. (2008). *WalMart.com media dashboard, August 2008*. Retrieved from comScore Media Metrix database.

### **Conference Board**

Stewart, S. (2007, July). *Connecting emotions and personality to your corporate image and brands, no. 243*. Retrieved from Conference Board Research database.

### **Datastream Professional**

*This is a CD-ROM product*

Thomson Financial. (2008). *Prime Media Group – equity report*. Retrieved from Datastream Professional database.

### **Derwent Innovations Index**

Bryant, S. J. (1998). *European Patent No. EP GB2322334*. Munich, Germany: European Patent Office. Retrieved from Derwent Innovations Index database.

### **Direction of Trade Statistics**

With databases such as this one, which displays results in a spreadsheet format as a result of a query, the title of the document must be created from elements of the query.

International Monetary Fund (IMF). (2008). *Australia exports; 1998-2007*. Retrieved from Direction of Trade Statistics database.

### **EconLit with Full Text**

# Citation Guide for Business Students

## APA Style

*Article Database*

URL: <http://web.a.ebscohost.com>

### **Economic Census**

U.S. Census Bureau. (2004, August). *Book publishers: 2002, Economic census information industry series*. Retrieved from Economic Census 2002 database.

### **Economist Intelligence Unit (EIU)**

Country or Industry Report

Economist Intelligence Unit. (2010, September). *Country report: Canada*. Retrieved from Economist Intelligence Unit database.

Country Data / Market-Indicators & Forecasts

This portion of the EIU database, which display results in a spreadsheet format as a result of a query, the title of the document must be created from elements of the query.

Brazil; passenger car production, registrations, stock; 2000-2007. (2007). Retrieved from Economist Intelligence Unit (EIU) database.

### **eMarketer**

Gauntt, J., & Williamson, D. (2008, May). *Mobile social networks*. Retrieved from eMarketer database.

### **Entrepreneurial Studies Source**

*Article Database*

URL: <http://web.a.ebscohost.com>

### **ERIC**

*Article Database*

URL: <http://web.a.ebscohost.com>

### **FACCTS (Faulkner's Advisory on Computer & Communications Technologies)**

Company Profile

# Citation Guide for Business Students

## APA Style

Drumheller, R. (2008, February). *Comcast company profile*. Retrieved from Faulkner's Advisory on Computer and Communications Technologies (FACCTS) database.

### Market Report

Vosevich, K. (2007, October). *Optical networking market trends*. Retrieved from Faulkner's Advisory on Computer and Communications Technologies (FACCTS) database.

### Technology Tutorial

Shaw, R. (2008, April). *Data analysis and data mining*. Retrieved from Faulkner's Advisory on Computer and Communications Technologies (FACCTS) database.

### Factiva

Hudson, K. (2006, September 28). Wal-Mart to trim options for health coverage. *The Wall Street Journal*, p. B2. Retrieved from Factiva database.

### FAOSTAT

With databases such as this one, which displays results in a spreadsheet format as a result of a query, the title of the document must be created from elements of the query.

FAO Statistics Division. (2008). *Producer price (USD/tonne), USA, apples & artichokes, 2000-2005*. Retrieved from FAOSTAT database.

### Foundation Directory Online

#### Grantor/Grantmaker Profile

Foundation Center. (2017, November 19). *Wells Fargo Foundation profile*. Retrieved from Foundation Directory Online database.

#### Grant Profile

Foundation Center. (2017). *Voice for the animals grant profile*. Retrieved from Foundation Directory Online database.

### FRED – Economic Data

# Citation Guide for Business Students

## APA Style

*Web Site / Web Page*

URL: <http://research.stlouisfed.org>

Federal Reserve Bank of St. Louis. (2014). *Total value of loans for all C&I loans, low risk, all commercial banks, 4/1/1997 - 4/1/2014*. Retrieved from <http://research.stlouisfed.org/fred2/>

### **Gale Business Insights: Global**

Gale. (n.d.). *CarMax Inc. Company Profile*. Retrieved from Gale Business Insights: Global database.

### **GlobalComms Database (TeleGeography)**

Telegeography. (2009, August 31). *Saudi Arabia wireless regulations*. Retrieved from GlobalComms database.

### **Government Finance Statistics**

International Monetary Fund. (2008). *Arguilla – Taxes on Payroll and Workforce, Cash, 2004-2012*. Retrieved from Government Finance Statistics database.

### **GuideStar Premium**

Organization Profile

GuideStar USA. (2008). *Bill & Melinda Gates Foundation Trust*. Retrieved from GuideStar database.

Form 990

Bill & Melinda Gates Foundation Trust. (2007, November 21). *Form 990-PF, return of private foundation, 2006*. Retrieved from GuideStar database.

### **HeinOnline**

HeinOnline. (2017, March), *National survey of state laws – quick reference guide – adoption*. Retrieved from HeinOnline database.

### **Hospitality and Tourism Complete**

*Article Database*

URL: <http://web.a.ebscohost.com>

# Citation Guide for Business Students

## APA Style

### Human Resources Abstracts

Many of the articles in the Human Resources Abstracts database are only an index listing. If you retrieved an article by using the “Find Text @ TAMU” button, you ultimately retrieved your article from another of our full-text databases. Check your hardcopy.

*Article Database*

URL: <http://web.a.ebscohost.com>

### IBISWorld USA

Zwolak, Roman. (2010). *Bowling alleys in the US (IBISWorld Industry Report 71395)*. Retrieved from IBISWorld database.

### IDC

Pike, S. (2018, February 17). *Olympic destroyer serves as lesson in motivation risk dynamics*. IDC. Retrieved from IDC database.

### IEEE Xplore

*Article Database*

URL: <http://ieeexplore.ieee.org>

### International Abstracts in Operations Research

*Index Database*

This database is only an index. If you retrieved an article by using the citation you found, or the DOI link, you ultimately retrieved your article from another of our full-text databases. Check your hardcopy.

### International Financial Statistics

With databases such as this one, which displays results in a spreadsheet format as a result of a query, the title of the document must be created from elements of the query.

International Monetary Fund. (2008). *Argentina – international liquidity, 1945-2006*. Retrieved from International Financial Statistics (IMF Statistical) database.

### International Trade Statistics

# Citation Guide for Business Students

## APA Style

With databases such as this one, which displays results in a spreadsheet format as a result of a query, the title of the document must be created from elements of the query.

World Trade Organization (WTO). (2008). *Merchandise trade by commodity, China & U.S., agriculture products & textiles, 2003-2007*. Retrieved from International Trade Statistics database.

### IRS Tax Forms and Publications

*Web Site / Web Page*

IRS. (2017). *Form 1040, U.S. individual income tax return*. Retrieved from <http://www.irs.gov>

### Key Business Ratios

With databases such as this one, which displays results in a spreadsheet format as a result of a query, the title of the document must be created from elements of the query.

Dun & Bradstreet. (2016). *Agricultural production – crops, key business ratios*. Retrieved from Key Business Ratios database.

### Leadership Library on the Internet

Leadership Directories, Inc. (2008). *Accenture Ltd., directory listing*. Retrieved from Leadership Library database.

### LexisNexis Corporate Affiliations

Corporate Affiliations. (2015, September 25). *McDonald's Corporation. Corporate Affiliations*. Retrieved from LexisNexis Academic database.

### Marquis' Who's Who

Marquis Who's Who. (N.D.). *Willie Howard Mays, Jr.* Retrieved from Marquis Who's Who database.

### Mental Measurements Yearbook

Sherman, E. S., & Brooks, B. L. (2015). *Memory Validity Profile*. Retrieved from Mental Measurements Yearbook database.



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### Mergent Archives

Dun and Bradstreet, Inc. (2011). *Industry norms and key business ratios*. Retrieved from Mergent Archives database.

Hoover's. (2000). *Hoover's Handbook of Private Companies*. Austin, Texas: Hoover's. Retrieved from Mergent Archives database.

### Mergent Intellect

Mergent. (2016). Stryker Corporation: Financial details - income statement. Retrieved from Mergent Intellect database.

### Mergent Online

#### Company Report

Mergent, Inc. (n.d.). Apple, Inc.: *Company details*. Retrieved September 28, 2015 from Mergent Online database.

#### Industry Survey

Peters, J., & Donald, W. (2007, August 9). *Advertising, industry survey*. Retrieved from Mergent Online database.

### Mint Global

Wachovia CEO: Wells Fargo merger won't be quick. (2008, November 20). *McClatchy-Tribune Regional News – The Charlotte Observer*. Retrieved from MintGlobal database.

### Mintel Market Sizes

With databases such as this one, which displays results in a spreadsheet format as a result of a query, the title of the document must be created from elements of the query.

Mintel Group Ltd. (2018). *Market size, cars - US*. Retrieved from Mintel Market Sizes database.

### Mintel Reports

# Citation Guide for Business Students

## APA Style

Mintel Group. (2014). *Men's and Women's Footwear – US – September 2014*. Retrieved from Mintel Reports database.

### **Morningstar Investment Research Center**

Morningstar. (2014, February 28) *Fidelity Blue Chip Growth: Rating and risk*. Retrieved from Morningstar Investment Research Center database.

### **MSCI ESG Ratings**

MSCI ESG Research. (2018, February 15). *3M company (MMM) governance metrics tearsheet*. Retrieved from MSCI ESG database.

### **NBER Working Papers**

Fletcher, J.M. & Mayer, A. (2014). *Tracing The Effects Of Guaranteed Admission Through The College Process: Evidence From A Policy Discontinuity In The Texas 10% Plan*. Contemporary Economic Policy, Western Economic Association International, 32(1), 169-186. DOI: 10.3386/w18721

Fletcher, J.M. & Mayer, A. (2014). *Tracing The Effects Of Guaranteed Admission Through The College Process: Evidence From A Policy Discontinuity In The Texas 10% Plan*. NBER Working Paper No. 18721. Retrieved from <http://www.nber.org>

### **NetAdvantage (Standard & Poor's)**

#### Industry Report

Agnese, J. & Bahari, H. (2018, February 12). *Food & staples retailing*. Retrieved from NetAdvantage database.

#### Stock & Mutual Fund Reports

S&P Global. (2018, February 17). *T Rowe Price credit opportunities fund (PRCPX)*. Retrieved from NetAdvantage database.

### **New York Stock Exchange Facts & Figures**

Intercontinental Exchange, Inc. (2018). *NYSE group volume in all stocks traded, 2010-2017*. Retrieved from New York Stock Exchange Facts & Figures database.

# Citation Guide for Business Students

## APA Style

### Nexis Uni

This database has many different types of materials, from articles, news, and specialty content such as court cases and patents. Take note of the type of material you are citing and use the appropriate format.

*Article Database*

URL: <http://www.lexisnexis.com>

### OECD iLibrary

This database has many different types of materials, from articles, news, and specialty content such as court cases and patents. Take note of the type of material you are citing and use the appropriate format.

*Article Database*

URL: <http://oecd-ilibrary.org>

### Orbis

Bureau van Dijk. (2017). *Sprint Corporation*. Retrieved from Orbis database.

### Passport

Statistical Data Set

Euromonitor Intl. (2008). *Consumption of motor gasoline, World, 2002-2007*. Retrieved from Passport database.

Country Factfile

Euromonitor Intl. (2008). *Argentina, country factfile*. Retrieved from Passport database.

Company Profile

Euromonitor Intl. (2008). *Activision Inc., company profile*. Retrieved from Passport database.

### Plunkett Research Online

Industry Trends Report

Plunkett Research, Ltd. (2007). *Banking, mortgages & credit industry: Trends*. Retrieved from Plunkett Research Online database.

# Citation Guide for Business Students

## APA Style

### Industry Statistics Report

Plunkett Research, Ltd. (2007). *Banking, mortgages & credit industry: Statistics*. Retrieved from Plunkett Research Online database.

### PrivCo

PrivCo. (2015, September 24). *Uber Technologies, Inc.: Private company financial report*. Retrieved from PrivCo database.

### Product Launch Analytics

GlobalData. (2018, February 16). *Trader Joe's – baked churro bites*. Retrieved from Product Launch Analytics database.

### ProQuest Statistical Abstract of the United States

Bureau of Transportation Statistics (Department of Transportation) (2013). Table 940: Energy consumption by mode of transportation: 2000 to 2010 [selected years], In *ProQuest Statistical Abstract of the United States: 2013*. Retrieved from ProQuest Statistical Abstract of the United States database.

### ProQuest Entrepreneurship

This database has many different types of materials, from articles, news, and specialty content such as court cases and patents. Take note of the type of material you are citing and use the appropriate format.

*Article Database*

URL: <http://search.proquest.com>

### PsycArticles

*Article Database*

URL: <http://search.proquest.com>

### PsycBooks

*E-Books Database*

URL: <http://search.proquest.com>

### Psychology and Behavioral Sciences

# Citation Guide for Business Students

## APA Style

*Article Database*

URL: <http://web.a.ebscohost.com>

### ReferenceUSA

Infogroup, Inc. (n.d.). *Starbucks Corp* [Company profile]. Retrieved from ReferenceUSA database.

### Regional Business News

*News Database*

URL: <http://web.a.ebscohost.com>

### RIA Checkpoint Federal Tax Library with AICPA Materials

Thomson Reuters. (2017, October 23). 2017 Health Care Reform: Fate of bill stabilizing Obamacare is uncertain. *RIA Tax Watch*. Retrieved from RIA Checkpoint database.

Thomson Reuters. (2008). ¶ 101. IRS will issue cash rebates in 2008 to eligible individuals to stimulate the economy. *Complete Analysis of the Economic Stimulus Act of 2008*. Retrieved from RIA Checkpoint database.

American Institute of Certified Public Accountants (AICPA). (2008). AU Section 110 Responsibilities and functions of the independent auditor. *Professional Standards*. Retrieved from RIA Checkpoint database.

### Risk Management Reference Center

*Article Database*

URL: <http://web.a.ebscohost.com>

### RKMA Publications

*E-Books Database*

URL: <http://www.rkma.com>

Consult the copyright page to find required citation data.

### Safari Tech Books Online

Consult the copyright page to find required citation data.

*E-Books Database*

URL: <http://proquest.safaribooksonline.com>

# Citation Guide for Business Students

## APA Style

### Simmons OneView

With databases such as this one, which displays results in a spreadsheet format as a result of a query, the title of the document must be created from elements of the query.

Simmons Research. (2005). *Cellular/Wireless phone brands by metro market top 100; using the NCS Fall 2004 Adult Full Year dataset*. Retrieved from Simmons OneView database.

### SimplyAnalytics

With databases such as this one, which displays results as a result of a query, the title of the document must be created from elements of the query.

SimplyAnalytics (2017). EASI/MRI Consumer Expenditure Data 2016. Retrieved from SimplyAnalytics database.

SimplyAnalytics (2017). Census 2016 Current Estimates Data. Retrieved from SimplyAnalytics database.

### Small Business Reference Center

*Article/E-Books Database*

URL: <http://web.a.ebscohost.com>

### Sports Market Analytics (SMA)

With databases such as this one, which displays results in a spreadsheet format as a result of a query, the title of the document must be created from elements of the query.

Sports Business Research Network. (2008). *Camping-vacation/overnight participation 1993-2006*. Retrieved from SBRnet database.

### SRDS Databases

Kantar Media. (n.d.). Advertising Age [Publication profile]. *Business Media Advertising Source*. Retrieved January 5, 2011, from SRDS Media Planning database.

### Statista

# Citation Guide for Business Students

## APA Style

Janßen, B., Krützfeldt, W., Ramcke, K. & Staffa, V. (2014, August). *Industry report - Computer and electronic product manufacturing NAICS Code 334*. Retrieved from Statista database.

Ipsos. (September 2014). Share of affluent household members in the United States who attended tennis matches (2011 to 2014) [Chart]. *Ipsos Affluent Survey USA*. Retrieved from Statista database.

### **Stratfor Premium**

Stratfor Enterprises. (2008, November 24). *U.S.: Rescue plan for Citigroup*. Retrieved from Stratfor database.

Stratfor Enterprises. (2008, November 20). *Latvia: Seeking support from the IMF*. Retrieved from Stratfor database.

### **Synthesis Digital Library of Engineering & Computer Science**

Wang, H., Huang, Y., Khajepour, A., & Hu, C. (2017). Electrification of Heavy-Duty Construction Vehicles. *Synthesis Lectures on Advances in Automotive Technology #1*. Morgan & Claypool. Retrieved from Synthesis Digital Library of Engineering & Computer Science database.

### **Tax and Accounting Center (BNA)**

Bureau of National Affairs. (n.d.). *Tax Prep Guides – 2013; Business Tips*. Retrieved from Tax and Accounting Center database.

Brown, K.B. (2014). *U.S. Income Portfolios: C Corporations: Portfolio 554-4<sup>th</sup>: The Attribution Rules*. Retrieved from Tax and Accounting Center database.

### **Thomson One**

Google Inc. (2009, December 31). *Annual report*. Retrieved from Thomson ONE database.

Deutsche Bank. (2008, October 15). *Swatch Group, equity research*. Retrieved from Thomson One database.

### **Trade Policy Reviews**

# Citation Guide for Business Students

## APA Style

World Trade Organization. (2017, November 16). *Trade policy review, Plurinational State of Bolivia*. Retrieved from Trade Policy Reviews database.

### Uniworld Directories

With databases such as this one, which displays results in a spreadsheet format as a result of a query, the title of the document must be created from elements of the query.

Uniworld Business Publications Inc. (2018). *German firms operating in the United States with revenue > \$50 billion* [directory listing]. Retrieved from Uniworld database.

### EDGAR (U.S. Securities and Exchange Commission SEC Filings)

Dell Inc. (2008, April 24). *Form 8-K*. Retrieved from U.S. Securities & Exchange Commission SEC Filings EDGAR database.

### USA Trade Online

U.S. Census Bureau. (n.d.). *U.S. Exports – Fertilizers – 2013*. Retrieved from USA Trade Online database.

### USPTO

Walsh, Peter M. (2010). *U.S. Patent No. 7,671,802*. Washington, DC: U.S. Patent and Trademark Office.

USPTO. (2014). *Process for Obtaining a Utility Patent* [diagram]. Retrieved from <http://www.uspto.gov/patents/process/>

### ValueLine

ValueLine. (2008, June 13). Aruba Networks. *ValueLine Investment Summary – Small & Mid-Cap Edition*. Retrieved from ValueLine database.

ValueLine. (2008). *Aruba Networks Inc. (ARUN), Custom company profile report*. Retrieved from ValueLine database.

### WestLaw



# Citation Guide for Business Students

## APA Style

This database has many different types on content including Articles, Government Documents, and Legal Cases. Use the appropriate citation style for the content.

### World Bank Data

With databases such as this one, which displays results in a spreadsheet format as a result of a query, the title of the document must be created from elements of the query.

World Bank Group. (2014). *Bananas, US, \$/kg, real 2010\$. 2010-2013*. Retrieved from World Bank database.

### World Development Indicators

With databases such as this one, which displays results in a spreadsheet format as a result of a query, the title of the document must be created from elements of the query.

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### World Intellectual Property Organization

*Trademark Database; Web Page* URL: <http://www.wipo.int>

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## APA Style

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