APA 6th Edition

APA 6th citation reference components should contain:

Author name, date of publication, title of the work, and publication/retrieval information. Only include the date of retrieval if the data could change (i.e., rating, analyst report, recommendation, etc.).

For Business databases, many citations may follow this format:

Database name. (Date). Title of document [identification]. Retrieved from name of the database

APA citations should be listed alphabetically and done in hanging indent paragraph style.

How to make a hanging indent:

1. Highlight full paragraph (or all citations in list)
2. Right-click
3. Select Paragraph from the menu
4. Find Indentation and select Hanging from the Special: dropdown menu

Reference Examples:

**ABI/Inform**


**American Fact Finder (U.S. Census)**


**Associations**

**Bloomberg**


**Business Insights: Global**


**Business Source Complete**


**Checkpoint**


**Class Materials**

Class materials, including Power Point presentations, are not recoverable by other researchers, so you don’t need to show them in your reference list. You do, however, need to cite them in-text, as follows (APA refers to this as “personal communication”):

Professor’s name (personal communication, date)

Examples:

...according to T. K. Lutes (personal communication, April 18, 2018) or

(T.K. Lutes, personal communication, April 18, 2018)

**Company Website**


**Connect**


**Dallas Business Journal Portal**


**EDGAR**

Factiva


Films on Demand


Financial Times


Global Road Warrior


HeinOnline


IBISWorld


JSTOR

Mergent Intellect


Mergent Online


Mintel

Morningstar Direct
NetAdvantage


Nexis Uni


Passport


Privco


S&P Capital IQ


Simmons Insights


Social Media

Facebook

Linkedin

Twitter
SMU Cox Biz Library. (2017, October 24). See how @SMU ranks in Texas' best global universities via http://ow.ly/mN5h30g67vf @SMUCox @coxbba [Tweet]. Retrieved from https://twitter.com/smucoxbizlib

Statista.com


Statistical Abstract


Thomson One

Uniworld Online


Value Line Research Center


WARC


WRDS


Yahoo Finance

Creating Business Citations

In APA 6th there is no definitive answer on how to cite data from business databases, such as S&P Capital IQ, Bloomberg, or Mintel. This guide to citation was compiled through basic rules of APA 6th edition and researched examples through other business schools’ guides to citing. This guide is not all encompassing of APA 6th, but rather highlighted sections that are useful in business citation. The following examples are noted with the corresponding section to the APA 6th edition manual if further clarification is needed.

In-Text Citations

Citation components should contain:

Author, year, page or paragraph info (for direct quotes only)

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APA 6th edition 6.03 Direct Quotation of Sources

Direct quotations from a source are enclosed in double quotations and cite the author, year, and page or paragraph information.

- **Citing using paragraph information.** Paragraph information (APA 6th manual; section 6.05) is the title of the paragraph section if one exists (use double quotes if shortening the title) and the paragraph number. If the paragraphs are not numbered, count the paragraphs (see example below).

Example (quotes fewer than 40 words):

“This is an example of a direct quotation, so it needs to be enclosed in double quotes” (Tsuchiya, 2015, p.1).

Tsuchiya (2015) states, “this is an example of a direct quotation, so it needs to be enclosed in double quotes” (p.1).

“This is an example of a direct quotation using paragraph information” (Tsuchiya, 2015, “APA 6th edition 6.03,” para. 2).

When paraphrasing, do not use double quote marks. Also, page/paragraph information is optional (APA 6th manual; section 6.04).

Example (quote more than 40 words):
This is an example of a block quotation. Double quotes are not used for block quotations; however, block quotations are indented one-half inch from the left. They are also double spaced. At the end of the quotation, the citation is inserted and includes author, year, and page or paragraph number. (Tsuchiya, 2015, p.1)

APA 6th edition 6.13 Groups as Authors

Corporations, associations, government agencies, and study groups. Spell out the name in each in-text citation unless an abbreviation or acronym is easily recognizable. Subsequent citations can use the shortened form. Refer to APA table 6.1.

Example:

First Citation in text: Central Intelligence Agency (CIA, 2018) found the following...

Subsequent Citation in text: CIA (2018) found the following...

Or

First parenthetical: (Central Intelligence Agency [CIA], 2018)

Subsequent parenthetical: (CIA, 2018)

APA 6th edition 6.15 Works with no Author

Cite the first few words of how it appears in the reference list and place in double quotes followed by the year.

Example: (“Apple Inc. financials,” 2018)

APA 6th edition 6.16 Two or More Works Within the Same Parentheses

Citing two works in the same parentheses with the same author and date. In parenthesis, put author name followed by the years with an alpha suffix (a,b,c) after the date. Use alpha suffixes in the reference list as well.

Example: (Epperson, 2018a, 2018b)
References

The reference list should always be in alphabetical order by the author’s surname. Reference components should contain:

Author name, date of publication, title of the work, and publication/retrieval information. Only include the date of retrieval if the data could change (i.e., rating, analyst report, recommendation, etc.).

Note: APA 6th (2009) states in Chapter 7: Reference Examples, “…you may need to use a reference for a source for which this chapter does not provide specific guidance. In such a case, choose the example that is most like your source and follow that format” (p. 193).

Examples in the APA 6th book that are most like a business database are located in section 7.01 online newspaper, online journal, online magazine; section 7.03 Technical and Research Report; and section 7.08 Data Sets.

Author & Date

APA 6th edition 6.25 order works by same author

When the author has more than one work with the same publication date, arrange alphabetically by title excluding articles (a/and/the) also add alpha suffixes to the publication date.

Example: Epperson (2018a). Apple company profile

Epperson (2018b). Google company profile

APA 6th edition 6.25 order of works with group authors or with no authors

1. Alphabetize groups (associations or government agencies) by the first significant word of the name and use full official names.

2. No author, move the title to the author position and alphabetize by the first significant word.


Raising the bar. (2018)
Title

APA 6th edition 6.29 Nonroutine information in titles

In addition to the title, further identification important to retrieve the information should be provided in brackets following the title.

Example: [Data file]
[Company profile]
[Industry report]
[Financials]

Publication data

APA 6th edition 6.31 Electronic Sources and Locator Information

APA 6th recommends providing the same information as if the item was a hard copy and add as much electronic information as possible to be able to retrieve the item. 1.) Provide a digital object identifier (DOI); if not available, 2.) Provide the uniform resource locator (URL) from the homepage of the information; if not available or applicable, 3.) Provide the name of the database (APA 6th edition 6.32). Citing the database is common in business citation especially when citing company overviews, financials, and industry reports. Give retrieval dates where the source material will change over time e.g. company profiles.

Example: DOI: 10.1037/0003-066X.59.1.29
URL: https://www.cia.gov/