

Part 1: Business Citation Tips

For information on how to format in-text citations and your reference list, and for more general examples of APA citations, refer to the UBC Library handout, *Getting Started with APA Citation Style*, or the APA Publication Manual: <http://help.library.ubc.ca/evaluating-and-citing-sources/how-to-cite/>. Examples from commonly used business databases are found in Part 2.

Tip 1: When a Citation Doesn't Match an Example

If you can't find an example that matches your source exactly, base your citation on the closest example you can find. Be consistent with formatting and punctuation. Make sure you include enough information that someone else reading your reference list could find the sources you've listed. Find sources for examples on the library's How to Cite webpage: <http://help.library.ubc.ca/evaluating-and-citing-sources/how-to-cite/>. Librarians can help you locate citation rules and examples; however, they cannot format citations for you.

Tip 2: Articles in Databases – Include URL, DOI, or the Database Name

For articles found in databases, which are also published in online journals, magazines or newspapers, it is not necessary to state from which database you found the article, unless you cannot locate the article outside of the database. Include either the digital object identifier (DOI) or the web link (URL) for the article.

What is a DOI?

A digital object identifier, or DOI is a permanent identifying number assigned to an article. A DOI looks like this: doi:10.1016/j.bandc.2005.09.013. If the database has assigned a DOI to the article, add it at the end of the citation, in place of the URL. *See the example for ABI/INFORM Global database.*

How do I find the URL?

To find a URL (uniform resource locator), Google the journal title, and search within the journal's website for the article. Then copy the URL from your Internet browser's address bar, and paste it at the end of your citation. Make sure the URL you are copying is not from the Google search, e.g. www.google.ca/url.... Do not use the UBC EZ Proxy URL, which starts with <http://ezproxy.library.ubc.ca> *See the example for ABI/INFORM Global database.*

Tip 3: When to Include a Retrieval Date

Always include the date of publication. However, you only need to add the date on which you found the article if the content on that page is likely to change. For example, the data on a Thomson One company profile might be updated often, but an article published on a certain date won't change. Add the retrieval date before the URL. *See the industry snapshot example for Lexis Nexis Academic.*

Tip 4: Figures & Tables

If you have used a table or figure from another source, you need to cite the source from which you obtained the figure in your reference list. Include a caption with the figure, in the body of the report.

Tip 5: Automatic Citation Generators

Some databases, such as ABI/INFORM Global and Business Source Complete have tools which can automatically generate a citation for you. Click the "Cite" button and choose your preferred style, then copy and paste the citation into your reference list. NOTE: citations generated with these tools often have grammatical or style errors. You will need to **carefully review and edit** the citation. You may prefer to use a citation management tool; the library offers Citation Management workshops on several different types of tools: <http://elred.library.ubc.ca/libs/dashboard/>.

Part 2: Business Citation Examples

ABI/INFORM Global

Article with URL:

Beato, G. (2012). Sizzler has a food truck. Sorry, hipsters. *Adweek*, 53, 40-43. Retrieved from:
<http://www.adweek.com/news/advertising-branding/sizzler-has-food-truck-sorry-hipsters-142481>

Citation in ABI/INFORM Global, led to full text article in ScienceDirect database, which included a DOI:

Epstein, M. J., Buhovac, A. R., & Yuthas, K. (2010). Why Nike kicks butt in sustainability. *Organizational Dynamics*, 39(4), 353-356. doi:10.1016/j.orgdyn.2010.07.007

Annual Reports (found on company websites)

Air Canada. (2012). *Annual Report 2011*. Retrieved from:

http://www.aircanada.com/en/about/investor/documents/2011_ar.pdf?d=041112

BC Stats

Schrier, D. (2012, March). *BC's exports moving out of the woods*. Retrieved from BC Stats website:

<http://www.bcstats.gov.bc.ca/Files/0b6d3a28-287c-4cad-8b1b-631376de2093/BCsExportsMovingOutOftheWoods.pdf>

Author is different from publisher, so publisher is identified in retrieval statement.

Bloomberg

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

Business Source Complete

Article with URL:

Carlson, C. (2012). The importance of latte. *Administrative Professional Today*, 38(9), 7. Retrieved from:
<http://www.adminprotoday.com/2313/the-importance-of-latte.html>

Company profile:

MarketLine. (2012, June 8). *Company profile: Starbucks Corporation*. Retrieved from Business Source Complete database.

Canadian Newsstand Complete

Newspaper article with URL:

Isfeld, G. (2012, September 22). Bank of Canada's rock-bottom lending rate draws interest as inflation wanes. *The Vancouver Sun*. Retrieved from <http://www.vancouversun.com/business/Bank+Canadas+rockbottom+lending+rate+draws+interest+inflation/7284263/story.html>

Capital IQ – see S&P Capital IQ

CBCA Complete

LaSalle, L. (2012, September 7). Lululemon to continue global expansion in yoga and running apparel. *The Canadian Press*. Retrieved from CBCA Complete database.

Datastream

Datastream. (2004, March 4). *International Financial Statistics*. Retrieved from Datastream database.

EDGAR (Electronic Data Gathering, Analysis, and Retrieval System)

Westmoreland Coal Co. (2012). *10-K*. Retrieved from EDGAR database.

eMarketer

Williamson, D. (2012, August 27). *Social TV: Marketers tune in to deeper integrations*. Retrieved from eMarketer database.

Factiva

Industry snapshot:

Factiva. *Banking industry snapshot*. Retrieved Oct. 3, 2012 from Factiva database.

News article with URL:

Canada Newswire. (2012, October 1). *More Hours, More Sundays, More Banking*. Retrieved from: <http://www.newswire.ca/en/story/1045251/more-hours-more-sundays-more-banking>

Freedonia Focus

The Freedonia Group, Inc. (2011, January). *Housing: China*. Retrieved from Freedonia Focus database.

Forrester

McCarthy, J.C. (2011, February 28). *Mobile App Internet Recasts The Software And Services Landscape*. Retrieved from Forrester database.

Hoover's Company Profiles

Murray, B. (2012). *Sun-Rype Products Ltd*. Retrieved Oct. 5, 2012 from Hoover's Company Profiles database.

IBISWorld Industry Reports

Nanfelt, M. (2012, May). *Book stores in the US*. (Report No. 45121). Retrieved from IBISWorld database.

Use report number if provided.

Industry Canada

SME Benchmarking Tool Report:

Industry Canada. (2012). *Benchmarking Tool Report: NAICS 541612 - Human Resources Consulting Services*. Retrieved Dec. 18, 2012 from http://www.ic.gc.ca/app/sme-pme/bnchmrkngtl/rprt-flw.pub;jsessionid=0001j1_wKtOvSBPTlwvxyWeYfkN:-3821KU?execution=e1s5.

Web report with author name:

Pierce, A. (2011, December). *Financing Profile: Small and Medium-Sized Enterprises in Tourism Industries*. Retrieved Dec. 17, 2012 from Industry Canada website http://www.ic.gc.ca/eic/site/061.nsf/eng/h_02239.html.

LexisNexis Academic

Industry Snapshot:

LexisNexis. *Snapshot - Whole Foods Market Inc*. Retrieved Oct. 5, 2012 from LexisNexis Academic database.

Article with URL:

Hamstra, M. (2012, September 24). Whole Foods' stock hits new high. *Supermarket News*. Retrieved from <http://supermarketnews.com/retail-amp-financial/whole-foods-stock-hits-new-high>

MarketResearch.com Academic

Kalorama Information. (2012, June 12). *Mobile medical "apps" grow*. Retrieved from MarketResearch.com Academic database.

Passport GMID

Euromonitor International. (2012, September 13). *Battle of lens manufacturers*. Retrieved from Passport GMID database.

Print Measurement Bureau

Print Measurement Bureau (PMB). (2012). Table. Potato chips: # packages ate in past 30 days total. *PMB 2012 Category Reports*. Retrieved from Print Measurement Bureau database.

SEDAR (System for Electronic Document Analysis & Retrieval)

P2 Solar, Inc. (2012, October 10). *Form 10-K: Annual report for the fiscal year ended March 31, 2012*. Retrieved from SEDAR database.

S&P Capital IQ

S&P Capital IQ. *TELUS Corporation (TSX:T)*. Retrieved Oct. 3, 2012 from S&P Capital IQ database.

Use retrieval date – see Tip 3.

Standard & Poor's NetAdvantage

Leon, K. & Parechanian, S. (2012, May 17). Investment services. *S&P Capital IQ Industry Surveys*. Retrieved from Standard & Poor's NetAdvantage database.

Statistics Canada

Statistics Canada. (2011). *Radio Broadcasting Industry*. (Report No. 56-208-X). Retrieved from <http://www.statcan.gc.ca/pub/56-208-x/56-208-x2012000-eng.pdf>.

Thomson ONE

Company profile:

Thomson Reuters. (2012). *Company overview: Microsoft Corporation (NASDAQ global select market:MSFT)*. Retrieved Nov. 9, 2012 from Thomson ONE database.

News Article:

Lash, H. (2012, November 9). "Global markets: U.S. stocks, oil rebound on strong consumer data." *Front Page*. Retrieved from <http://www.reuters.com/article/2012/11/09/us-markets-global-idUSBRE88901C20121109>

United States Securities and Exchange Commission – see EDGAR

Warc: World Advertising Research Center

Article:

Lannon, J. (2011). *Hello Etsy - Achieving sustainability from small-scale commerce*. Retrieved from Warc database.

Industry Report:

Warc. (2012, June 27). *Warc consumer trends snapshot: Meta-luxury for new elites - the growing demand for high-end luxury*. Retrieved from Warc database.