In this course, we will be using APA format for in-text citations and references listed on the reference page or bibliography.

There are numerous variations in format depending on the type of source document you are using, and you may need to consult a reference in order to select the correct format. More specific information is available at https://library.macewan.ca/research-info/writing-and-citation. The information included here is intended to provide a quick guide for the most common types of sources used in this course.

All information taken from any source needs to be cited. This includes paraphrased work as well as quotations. All references appearing on the reference page need to be discussed in the body of the report and be appropriately cited.

In-text Citation

In-text citations should include three components:

1. the last name of the author,
2. the year the document was published, and
3. a page number or, for a webpage source, a paragraph number.

There are two ways to use the citations and you should use both in order to vary the writing in your report. The first is to refer to the author (or multiple authors) of the source directly, at the beginning of the sentence. A more indirect method is to include the citation information in brackets at the end of the sentence. If you are using a significant amount of information from one source, the first method is more effective. Always make it clear where the information or ideas have come from. If you leave text uncited, it is considered plagiarism.

1. McCavanaugh (2013) found that both Laidlaw Corporation and Crandle Incorporated had underestimated their earnings three years in a row (p. 3).
2. Underestimation of earnings seems to be common in this industry (McDonald, 2014, para. 4).

References

In general terms, the format is


or more specifically:

Author(s). (Date). Title. Publication or retrieval information.

If the date of publication is not available, use (n.d.) instead.

The retrieval information should not include the URL for the library periodical databases (such as EBSCO Host, ABI/Inform or Canadian Business and Current Affairs) since they cannot necessarily be accessed by
the reader and are not permanent URLs. If an article does not have a stable URL or DOI, then do a Google search for, and use, the home page of the journal or newspaper instead.

In a reference entry, it’s not necessary to alphabetize the order of the authors; simply write down the authors in the order they were published, but always begin with each author’s last name (see Guarnieri entry below). Remember to put all the references listed on the page in alphabetical order by the last name of the first author listed in each entry. All references should be formatted with a hanging indent, so that the author’s name stands out. Finally, ensure that you double space the References page.

Examples of Reference Entries for Typical Business Sources

Journal article – With a DOI Number


Journal article – No DOI Number

Include the URL for the homepage of the journal, not the URL of the database you found the article in.


Magazine or Newspaper article, electronic, author known

Use the URL of the home page of the newspaper, not the URL of the database you found the article in.


Magazine or Newspaper article, electronic, author unknown

When no author is identified, move the title to the author position.


Books

The title of the book is in italics, not the publisher. Remember to place a period at the end of a reference entry if it does not end with a URL or DOI.

MGMT 261- APA Format Citation and Reference Guidelines
Prepared by Mark Arnison

Page from a Corporate Website

If you use information from a corporate website, that does not have an author listed, the corporation is considered the author and should be listed in the author position. Do not rearrange the names of the corporation the way you would for a person. For instance, Canadian Tire should be listed as Canadian Tire Corporation, not Corporation, C.T. If the webpage is not a standalone document (like a report) do not italicize the name of the page.


Business Databases such as MarketLine Advantage

If there is no author listed, use the name of the business database as the author. Include a description of the type of work in square brackets after the name of the report. Use the full name of the database in the retrieval information.


Concordia University has an excellent reference page showing how to cite material from a wide variety of business databases in APA format. See https://www.concordia.ca/libraryguides/finance/citing-databases.html

Statistics Canada (or other government agency report)

If the information is not presented as a standalone report, do not italicize the name of the report. If the information is from a standalone report (with authors listed), italicize the name of the report and include a catalogue number. Include the format of the information in square brackets after the title. The latest date for the information is often at the bottom of the Statistics Canada web page.


SEDAR (Canadian Annual Reports)