

St. Petersburg College – College of Technology & Management - APA - Business References/Citations

Updates – APA 6 th ed. recommends for web pages and electronic resources:		
<ul style="list-style-type: none"> • Retrieval dates (<u>Retrieved (month, day, year)</u>): not generally required. <ul style="list-style-type: none"> ○ * <u>OWL</u> (Purdue) & APA only require retrieval dates if web source material may change ie. wikis. Blogs, etc. • Webpage URL – if citing online news articles from a newspaper, or searchable news archive – cite only <u>main homepage URL</u> • Journal & magazine articles (other than/not database journal articles) require URLs 		
Examples:	References Page Examples:	Citation in text of paper:
Company/ Corporate website	Microsoft Corp. (2006). <i>Annual report</i> . Retrieved from http://www.microsoft.com/msft/reports/ar06/	Direct Quote: (Microsoft Corp., 2006, Financial section, para. 3) Paraphrase: (Microsoft Corp., 2006)
Organization or Institute web site (well known)	International Franchise Association. (2006). <i>Attracting sales to your business</i> . Retrieved from http://www.franchise.org/	Direct Quote: (International Franchise Association, 2006, Advertising section, para. 3) Paraphrase: (International Franchise Association, 2006)
Government Publication web sites	U.S. Central Intelligence Agency. (2009) China. <i>CIA World Factbook</i> 2009. Retrieved from https://www.cia.gov/library/publications/the-world-factbook/index.html	Direct quote: (U.S. Central Intelligence Agency, 2009, GDP - per capita section, para. 1) Paraphrase: (U.S. Central Intelligence Agency, 2009)
Complete website	Note: when referring to a complete website, it is acceptable to just list URL in text of paper.	(http://www.kidsspsych.org)
Multiple articles from same organization or author 1. Alphabetize by name 2. next - by date – the earliest date listed first. 3. if more than 1 per year - indicate an a, b, or c - after date	SANS Institute. (2008a, February). <i>Work station policy</i> . Retrieved from http://www.sans.edu/resources/student_projects/200802_002.doc SANS Institute. (2008b, March). <i>Mobile device encryption policy</i> . Retrieved from http://www.sans.edu/resources/student_projects/200803_002.doc SANS Institute. (2008c, August). <i>Clean desk policy</i> . Retrieved from http://www.sans.edu/resources/student_projects/200808_01.doc	Direct quote: (SANS Institute, 2008a, p. 2) (SANS Institute, 2008b, p. 3) (SANS Institute, 2008c, p.1) Paraphrase: (SANS Institute, 2008a) (SANS Institute, 2008b) (SANS Institute, 2008c)

Library Research Database Articles

Database Articles with DOIs

- If online database article has a DOI (<http://www.apastyle.org/learn/faqs/when-include-retrieval-date.aspx> & APA, p199, #3):
 - List the DOI instead of the URL
 - Do not include Retrieval date

Aras, G., & Crowther, D. (2009). Corporate sustainability reporting: A study in disingenuity ? *Journal of Business Ethics*, 87, 279-288. doi:10.1007/s10551-008-9806-0

Database ARTICLE WITHOUT DOIs

- If online database article does not have a DOI:
 - Database name is listed after citation, but URL is not required. (APA Manual, p. 202, # 17)
 - Retrieval date is not required (unless source material may change.) (APA Manual, p. 192 ; OWL shows no retrieval date)

Duran, A., & Lopez, P. (2009). Increasing chances for Hispanic selection and participation in the C-Suite. *Business Journal of Hispanic Research*, 3(1), 54-76. Retrieved from Business Source Complete database.

Examples:	References Page Examples:	Citation in text of paper:
Library Database Articles	DOI in citation	Direct quote:
	Svedberg, L. (2004). Rhetorical resources for management. <i>Educational Management Administration & Leadership</i> , 32(4), 423-438. doi:10.1177/1741143204046496	(Svedberg, 2004 , p. 424) Paraphrase: (Svedberg, 2004)
Library Database Articles	No DOI in citation	Direct quote:
	Adjustment for historical series. (2008). <i>Retail Trade</i> . Retrieved from Business Source Complete database.	("Adjustment", 2009, p. 18) Paraphrase: ("Adjustment", 2009)
Library Database EBSCO –	Spanbauer, S. (2006). Bolster your defenses against new net threats. <i>PC World</i> , 24(5), 140-140. Retrieved from Business Source Complete database.	Direct quote: (Spanbauer, 2008, p. 140) Paraphrase: (Spanbauer, 2008)

Business Source Complete, Academic Search & Communications & Media,	Country profile 2008: Greece. (2008). <i>Country Profile: Greece</i> . Retrieved from Business Source Complete database.	Direct quote: ("Country Profile 2008," 2008, p. 3) Paraphrase: ("Country Profile 2008)
	Raytheon Company. (2009). Retrieved from Datamonitor Company Profiles in Business Source Complete database.	Direct Quote: ("Raytheon Company," 2009, pp.24-25) Paraphrase: ("Raytheon Company," 2009)
Virtual Reference Collection – Gale Business Plans	Business Consulting. (2005). In Kristin Kahrs (Ed.), <i>Business Plans Handbook, Vol. 1</i> (pp. 71-84). Detroit: Gale. Retrieved from Gale Virtual Reference Library via Thomson Gale.	Direct Quote: ("Business Consulting," 2005, p. 72) Paraphrase: ("Business Consulting," 2005)
Hoovers	Hoover's. (2006). <i>Wendy's International, Inc.</i> Retrieved from http://www.hoovers.com/wendy's/--ID__11621--/free-co-factsheet.xhtml	Direct quote: (Hoovers, 2006, p. 72) Paraphrase: (Hoovers, 2006)
Business & Company Res. (Gale)	Microsoft Corp. (MSFT). (2009). Retrieved from Business & Company Research Center database.	Direct quote: ("Microsoft," 2009, para. 2) Paraphrase: ("Microsoft," 20069)
LexisNexis Academic	Company, Country or News Item: Raytheon. (2008). <i>Company Profiles</i> . Retrieved from Lexis Nexis Academic database.	Direct Quote: ("Raytheon," 2008, p.3) Paraphrase: ("Raytheon," 2008)
	Law or Code: <i>Americans With Disabilities Act of 1990</i> , Pub. L. No. 101-336, 104 Stat. 328 (1990). Retrieved from LexisNexis Academic database.	Direct Quote/Paraphrase: (Americans With Disabilities Act of 1990)
	Court Cases: <i>New York Times Co. v. Tasini</i> . 533 U.S. 483 (2001). Retrieved from LexisNexis Academic database.	Direct Quote/Paraphrase: (<i>New York Times Co. v. Tasini</i> , 2001)

More Website Citations		
Website without author or date [APA p. 205, #30]	Management. (n.d.) In <i>Merriam-Webster's online dictionary</i> (11th ed.). Retrieved from http://www.merriam-webster.com/dictionary/management	Direct quote: ("Management," n.d. para. 1). Paraphrase: ("Management," n.d.)
Newspaper online APA, Ex. 89] 5th http://www.apastyle.org/learn/faqs/cite-newspaper.aspx - 6th- no retrieval date	Leonhardt, D. (2009, June 30). A forecast with hope built in. <i>The New York Times</i> . Retrieved from http://www.nytimes.com Cite newspaper home page URL if online version has article archive or is searchable.	Direct quote: (Leonhardt, 2009, para.2) Paraphrase: (Leonhardt, 2009)
Website – section of a website	Small Business Association. (n.d). Get ready. In <i>Small Business Planner</i> . Retrieved from http://www.sba.gov/smallbusinessplanner/plan/getready/index.html	Direct quote: (Small Business Association, n.d., para. .2) Paraphrase: (Small Business Association, n.d.)
Website – chapter	Balanced Scorecard Institute. (1996). Step 2: Organize the right team in <i>Handbook for Basic Process Improvement</i> (Chapter 2). Retrieved from http://www.balancedscorecard.org/Portals/0/PDF/bpihndbk.pdf	Direct quote: (Balanced Scorecard Institute, 1996, p. 11) Paraphrase: (Balanced Scorecard Institute, 1996)
Book with editors	Smith, J. D., & Jones, C.O. (Eds.). (2008). <i>Leadership for organizations</i> . New York: Random House.	Direct quote: (Smith, 2008, p. 26) Paraphrase: (Smith, 2008)
Book – chapter or article in book. 2 authors	Talmouth, K. S. & Bok, T. U. (2008). When good leaders go bad. In T. M. Franklin, & S. W. Stone (Eds.), <i>Management for the future: Excellence in leadership</i> (pp. 221-254) Poughkeepsie, NY: Blackwell.	Direct quote: (Talmouth & Bok, 2008, p. 221) Paraphrase: (Talmouth & Bok, 2008)
Book - on CD	Smith, H. (2007). <i>Management</i> [CD]. New York: Random House.	Quote or Paraphrase: (Smith, 2006)
Brochure	Computers America. (2009). <i>Products you can count on</i> . [Brochure]. Los Angeles, CA: Computers America.	Direct quote: (Computers, 2009, p. 3) Paraphrase: (Computers, 2009)
Interview/Email	Cite in text only – not on References page	(S. Gates, personal communication, May 28, 2008)
Computer Software (APA, p. 211 #56)	Intelligent Software. (2008). Finance manager (Version 2.0) [Computer software]. San Francisco, CA: Intelligent Software.	Direct quote/Paraphrase: (Intelligent Software, 2008)
Chart	Carlton, D. P. (2007). Salaries of managers. [Chart] In H. Smith, Management. New York: Random House.	Direct quote: (Carlton, 2007, p. 56) Paraphrase: Carlton, 2007)

Podcast – Video	Bell, T. & Phillips, T. (2008, May 6). Management in crisis. <i>Nova Podcast Series</i> . Podcast retrieved from http://nova.org/podcasts/138	Direct quote: (Bell, 2008) Paraphrase: (Bell, 2008)
Podcast – Audio (APA, p. 210 #50)	Harvard Business (Producer). (2009, June 26) Harvard Business ideacast 151: How to write clearly at work. Podcast retrieved from http://hbsp2.libsyn.com/rss	Direct quote: (Harvard Business, 2009) Paraphrase: (Harvard Business, 2009)
Video via website OWL does not require retrieval date (APA, p. 209 #49)	Frontline. (2008, January 21). Growing up online. Retrieved from http://www.pbs.org/video/video/1082076027/ subject/957383701/topic/957390686	Direct quote: (Frontline, 2008) Paraphrase: (Frontline, 2008)

Sources: APA Publication Manual 6th, apastyle.org & OWL Purdue <http://owl.english.purdue.edu/owl/resource/560/01/>