

## APA Citation Guidelines for CU-Boulder Business Students

Examples below are for general use only. In general, a reference list should be double-spaced and paragraph indented, but check with your instructor. Following are two sources to consult for detailed explanations:

American Psychological Association. (2001). *Publication manual of the American Psychological Association* (5<sup>th</sup> ed.).

Washington, D.C.: Author.

American Psychological Association. (2001). *APA style*. Washington, D.C.: Author. Retrieved January 30, 2002, from

[http:// www.apastyle.org/elecref.html](http://www.apastyle.org/elecref.html)

The Business Library Circulation Desk has copies of the APA Manual for short-term check-out.

### REFERENCE CITATIONS IN TEXT

This format covers almost every type of material, including books, journal and magazine articles, newspaper articles, web sites, data, interviews, etc. If in doubt consult one of the two sources listed above.

#### ▪ One or more authors (or no author), specific quotation:

Example: "Silicon Valley's public relations campaign of presenting itself as a 'new economy' has trumpeted the assertion that gender equality exists in the high-tech industry" (Krantzler, 2002, p.71).

Example: It has been said that "smokers enjoy the social benefits of the habit" ("Study Finds," n.d., ¶5).

Explanation: The citation with a direct quote should include three elements: 1) the last name of the author(s) (e.g., Krantzler), or, if there is no author, the first few words of the article title (e.g., "Study Finds"), 2) the year of publication (2002), or, if there is no date of publication, the "no date" symbol (n.d.), and 3) the page number(s) (e.g., p. 71) or the paragraph number (¶5): Author's Last Name or "First Few Words of Article Title," Year of Publication or n.d., Page Number of Quotation (from a source with page numbers) or Paragraph Number (from a source from the Internet). Single page numbers are listed with a "p" followed by a period (e.g., p. 1), and several page numbers are listed after a "pp" (e.g., pp. 1-2, or pp. 1,5). The paragraph symbol (¶) is used to cite quotations from the Internet (e.g., ¶5). You can find this symbol in Microsoft Word by clicking on the "Insert" menu and choosing "Symbol."

#### ▪ One author, not a specific quotation:

i. Example: Brinbaum (2002) states that 1% of Americans believe that Enron is one of the serious issues facing the government today.

ii. Example: Experts criticize congressional candidates for being closely associated with big business (Brinbaum, 2002).

Explanation: When a writer summarizes an author's words, they need to list the last name of the author and the year of publication either in the text or in the parenthetical citation.

#### ▪ Two or more authors, not a specific quotation:

i. **The first time you paraphrase ideas from the source, you include all authors' last names:**

Singer, Hoewyk, and Maher (2000) designed a study of incentives in telephone surveys.

ii. **Thereafter, reference the source in text like this:**

Singer, et al. (2000) found evidence that houses with unlisted numbers differ from houses with listed numbers.

Explanation: “et al.” is a Latin abbreviation that is used to indicate, “and all the other authors.”

- Groups as authors (corporations, associations, agencies, etc.), not a specific quotation:

i. **with publication date:**

Nike, Inc. reports yearly revenue of 9,488,800 dollars for the past fiscal year (Nike, Inc., 2001).

ii. **no publication date:**

According to the University of Colorado Business School only 32 percent of students were employed at graduation in 2001 (Leeds School of Business, n.d.).

Explanation: If an organization or a company is the author of a text that you use in your paper, place its name where the author’s name would usually be placed: at the beginning of the parenthetical citation, followed by a comma and the year of publication or the symbol for “no date.” Whenever a writer cites a work with no publication date, it is important to use the abbreviation for “no date” in both the in-text citations, and in your References page: n.d.

- Interviews: When you cite an interview, list the person conducting the interview as the author, followed by the year. If you discuss the name of the interviewer in the text, simply place the year in the parenthetical citation after the interviewer’s name:

(Smith, 2003)

Smith’s (2003) interview of Bill Gates was informative.

## REFERENCE LIST

### A. Books

- **Book—One Author**

Rye, D.E. (2000). *1,001 Ways to get promoted*. Franklin Lakes, NJ: Career Press.

Explanation: Last name of author, first initial(s). (Year of publication). Title of book (in italics, only the first word capitalized). City of publication, abbreviated state of publication: Name of Publisher (all major words capitalized).

- **Book—Two Authors**

Butler, T., & Waldroop, J. (1997). *Discovering your career in business*. Reading, MA: Addison-Wesley Publishing Company, Inc.

Explanation: Last name of author, first initial(s), ampersand (&) Last name of author, first initial(s). (Year of publication). *Title of book* (in italics, only the first word capitalized). City of publication, abbreviated state of publication: Name of Publisher (all major words capitalized).

- **Book – No Author or Editor**

*Ward's business directory of U.S. private and public companies.* (2001).  
(44th ed., vol. 8). Detroit: The Gale Group.

Explanation: *Title of book* (in italics, only the first word capitalized). (Year of publication). *Title of book* (in italics, only the first word capitalized). City of publication, abbreviated state of publication: Name of Publisher (all major words capitalized).

- **Chapter in Edited Book**

Willis, P. (1999). Labor power, culture, and the cultural commodity. In M. Castells, R. Flecha, P. Freire, H. A. Giroux, D. Macedo, & P. Willis, (Eds.), *Critical education in the new information age* (pp. 139-169). Lanham, MD: Rowman & Littlefield.

Explanation: Last name of author(s), first initial(s). (Year of publication). Title of book chapter (only the first word capitalized). Names of editors, listed with first initial and last names, separated by commas, ampersand (&) before the final editor's name, followed by the abbreviation for "editors" (Eds.) and a comma. *Title of book* (in italics, only the first word capitalized), followed by page numbers of the chapter in parentheses. City of publication, abbreviated state of publication: Name of Publisher (all major words capitalized).

- **Electronic Book**

Rye, D.E. (2000). *1,001 Ways to get promoted*. Franklin Lakes, NJ: Career Press.

Explanation: When you use an electronic source obtained from a database, you enter the date of retrieval and the name of the database after the title.

## **B. Journal Articles**

- **Journal Article (continuous pagination)**

Carlson, D. S., & Kacmar, K. M. (2000). Work-family conflict in the organization: do life role values make a difference? *Journal of Management*, 26, 1031-1054.

Explanation: Last name and first initials of the author(s). The year of publication (in parentheses). The title of the article, capitalizing only the first word. *Journal title, volume number* (in italics), pages of the article.

- **Journal Article (no author)**

The blood business. (1992, September 11). *Time*, 97, 47-48.

Explanation: The title of the article, capitalizing only the first word.. The year, month and day of publication (in parentheses). *Journal title, volume number* (in italics), pages of the article.

- **Online Journal Article based on a print source of same format**

Carlson, D. S., & Kacmar, K. M. (2000). Work-family conflict in the organization: do life role values make a difference? [Electronic version]. *Journal of Management*, 26, 1031-1054.

Explanation: If you use an online journal article that is also in print form, include the bracketed information (e.g., [Electronic version]) after the title.

- **Online Journal Article based on a print source with changed format (i.e., no page numbers, additional data or commentary)**

Regan, N. (2002). Concerned students hear experts predict a revitalized profession. *CPA Journal*. Retrieved June 17, 2002, from <http://www.nysscpa.org/cpajournal/2002/0302/nv/nv1.html>

Explanation: Be sure to include the date of retrieval and the web address for all online articles that are not accessed through a database.

- **Online Journal Article** (from a database such as *ABI/INFORM Global* or *Business Source Premier*)

Regan, N. (2002). Concerned students hear experts predict a revitalized profession. *CPA Journal*, 72(3), 8. Retrieved June 17, 2002, from the Business Source Premier database.

Explanation: If an online article is accessed through a database, simply state the retrieval date and the name of the database (capitalize all major words in the database name), followed by the word "database."

### C. Magazine Articles

- **Print Magazine Article**

Brinbaum, J.H. (2002, June 10). D.C. declares Enron's 15 minutes of fame over. *Fortune*, 145(12), 38.

- **Online Magazine Article (directly from publisher's web site or e-magazine)**

Brinbaum, J.H. (2002, June 10). D.C. declares Enron's 15 minutes of fame over. *Fortune*. Retrieved June 17, 2002, from [http://www.fortune.com/index.t.jhtml?channel=print\\_artivle.jhtml&doc\\_id=208145](http://www.fortune.com/index.t.jhtml?channel=print_artivle.jhtml&doc_id=208145)

- **Online Magazine Article** (from a database such as *Business Index ASAP* or *Business and Industry*)

Brinbaum, J.H. (2002, June 10). D.C. declares Enron's 15 minutes of fame over. *Fortune*, 145(12), 17. Retrieved June 17, 2002, from the Business Index ASAP database.

### D. Newspaper Article

You do not usually include newspapers in the reference list in research papers. See the Style Guide for details. However, in other assignments, you may need to provide a bibliography.

- Newspaper Article (including from microfilm or microfiche)

Chung, M. (2002, June 19). Good and bad news fails to rattle Wall St. *The Financial Times*, pp. A1, A8.

Explanation: Author's last name, first initial. (Year, month, and day of publication). Title of article (capitalizing only the first word). *Newspaper Title* (all major words capitalized, in italics), article page(s).

- **Online Newspaper Article (directly from publisher's web site or e-magazine)**

Chung, M. (2002, June 19). Good and bad news fail to rattle Wall St. *The Financial Times*. Retrieved June 19, 2002, from <http://news.ft.com>

Explanation: Include the same information presented in the first example, but omit page numbers and add retrieval information: Date of retrieval and web address.

- **Online Newspaper Article (from a database such as *LexisNexis Academic* or *Proquest Newstand*)**

Chung, M. (2002, June 19). Good and bad news fails to rattle Wall St. *The Financial Times*. Retrieved June 19, 2002, from the LexisNexis Academic database.

Explanation: Include the same information presented in the first example, but omit page numbers and add retrieval information: Date of retrieval and the name of the database, capitalizing all major words.

## E. Web

- **Specific Web Page**

University of Colorado, Boulder, Leeds School of Business. (n.d.).

Undergraduate employment report for 2001. Retrieved June 19, 2002, from the Leeds School of Business Web site: <http://leeds.colorado.edu/career>

Explanation: Author of the web page. (Year of publication, or "n.d." if there is no publication date). Name of the report or article listed at the top of the web page, capitalizing only the first word (and any formal words). Retrieval date, website name, and web address.

- F. **Financial Data and Reports (such as financial data from Thomson Research, report and rankings from Socrates, investment reports from Business & Company Resource)**

Nike, Inc. (2002). *Annual Financials 2001*. Retrieved March 19, 2003, from the Thomson Research database: <http://research.thomsonib.com/gaportal/ga.asp>

Kimball, D. (2002, December 9). *Ford Motor trimming 4Q02 EPS on new product schedule (part 1 of 2)*. Lehman Brothers U.S. Morning Meeting Notes.

Retrieved January 16, 2003, from the Business & Company Resource Center  
database: <http://galenet.galegroup.com>

Explanation: If there is no author for the report (e.g., D. Kimball), then you can cite the company as the author (e.g., Nike, Inc.). After the author, write the year of publication, followed by month and day if appropriate (in parentheses). Add any additional information about the source at this point, such as the name of the meeting or conference where it was presented. Finally, end the reference with retrieval information. Since these articles or reports are not published elsewhere, you must present the database name and the web-address for the database.

## G. Government Documents

### ▪ **Print**

U.S. Department of Labor, Bureau of Labor Statistics. (2003). *Occupational outlook handbook, 2002-2003*. . Washington, D.C.: U. S. Government Printing Office.

### ▪ **Online**

U.S. Department of Labor, Bureau of Labor Statistics. (2003). *Occupational outlook handbook, 2002-2003*. Washington D.C.: U. S. Government Printing Office. Retrieved January 10, 2003, from  
<http://stats.bls.gov/oco/home.htm>

Explanation: Organizational author of document. (Year of publication). *Title of document* (in italics). City of Publication: Publisher. If referencing an online version, add the date of retrieval and web address.

## H. Interviews [Note: the location is the place of the interview.]

If you are doing a special project and your instructor wants you to include this information in your bibliography, the following is the format you can use.

### ▪ **In-Person Interview**

Hislop, K. (2002, December 18). A personal interview with B. Owens. Denver, Colorado.

Explanation: Last name of interviewer, first initial. (Year of interview, month of interview followed by date of interview). A personal interview with (name of interviewer: first initial followed by last name). City of interview, state of interview.

### ▪ **Telephone Interview**

Nelson, L. (2002, July 10). A telephone interview with H. Rodham Clinton. Boulder, Colorado.

Explanation: In a telephone interview, follow the same guidelines as stated above, but use the words “telephone interview” instead of “personal interview.” Also, include the city and state of the location of the interviewer at the end of the citation.