

Citing Business Sources Using APA 7th Edition Citation Style

The *Publication Manual of the American Psychological Association* (7th Edition) provides guidance on writing research papers and acknowledging sources. The below examples, based on APA style, are intended to provide help on how to format in-text references/citations in a reference list for the kinds of resources frequently used by Business students and faculty.

In addition to these examples, citation management tools like [Zotero](#) can help you with your research, as they can serve as a repository for your references and are able to auto generate* in-text citations and a Reference list.

**Just a word of caution when using auto generation: double check the citations and references for accuracy, as they are generated by vendor software not humans!*

Every Business assignment (e.g., report/paper) must include references that have TWO parts:

1. **In-Text Reference (Citation):** The purpose of in-text references/citations is to identify the sources of your information and to distinguish your ideas from those of others. In the body of your paper, provide the **surname of the author(s)** and the **year of publication** to credit a specific passage/idea used. You can provide the reference information in your own text or within parentheses. The standard format is: (Author, Year of Publication, Page Number*). *Page number is required for direct quotes, but optional when paraphrasing.
 - a. **Example for narrative in-text citation:** In Dill's 2021 article, it is cited that certain industries like health, retail and food services have experienced especially high rates of turnover.
 - b. **Example for parenthetical in-text citation:** Certain industries like health, retail and food services have experienced especially high rates of turnover (Dill, 2021).
2. **Reference List:** The purpose of the list is to guide your reader to the sources you have used in your paper. At the end of your paper, on a separate page, provide the full details of all sources in a reference list, entitled "References" (without quotation marks and centered). Your reference list should display each entry in alphabetical order by the surname of the first author. Each reference entry should be double-spaced with the second line indented. Double-spacing is also required between all entries. APA Style has a useful [Guide to Creating An APA Style Reference List](#).

See the below Reference List examples for frequently-used UNB Libraries' business databases.

ABI/INFORM Complete (ABI)

Dill, K. (2021, Oct 15). America's workers are leaving jobs in record numbers; U.S. workers handed in nearly 20 million resignations this spring and summer. *Wall Street Journal* (Online).

BCC Research

BCC Publishing Staff. (2021, November). *Smart grid: Global markets to 2026 (ENG032A)*.

<https://www.bccresearch.com/>

Bloomberg

Bloomberg. (n.d.). Stock price graph for Bank of Montreal 1/01/2020 to 12/31/21 [Data set].

Retrieved January 14, 2022, from <https://www.bloomberg.com/>

Bloomberg Businessweek

Rai, S., Ghosh, S., Kalesh, B., & Luo, J. (2021, November 8). India's fintech boom. *Bloomberg Businessweek*, (4719), 25–26.

Business Plans Handbook (Gale)

Gale. (2021). Electronic waste collection and recycling business. In D. Craft (Ed.), *Business plans handbook* (Vol. 51, pp. 69-81). Gale Directory Library.

<https://www.gale.com/databases/gale-directory-library>

Business Source Ultimate

[Journal Article]

Joshi, A., Hambrick, D. C., & Kang, J. (2021). The generativity mindsets of chief executive officers: A new perspective on succession outcomes. *Academy of Management Review*, 46(2), 385–405. <https://doi.org/10.5465/amr.2018.0426>



[MarketLine company profile]

MarketLine. (2021, August 19). *Tesla, Inc.* [Company profile]. Business Source Ultimate.

<https://www.ebsco.com/products/research-databases/business-source-ultimate>

[Political Risk Yearbook country report]

PRS Group. (2021, July). Brazil country report. *Political Risk Yearbook*. Business Source

Ultimate. <https://www.ebsco.com/products/research-databases/business-source-ultimate>

Canadian Business & Current Affairs Complete (CBCA)

Team Canada unveils winning wardrobe: Lululemon worked with athletes to create uniforms that marry fashion and function. (2021, Oct 27). *Toronto Star*, B10.

[Note that for news articles with no attributed author, move the title to the first position in the reference list. In text, use the article title in "quotation marks" in lieu of the author's name. For long titles, just use the first few words.]

Company Webpage - Company Reports & Filings (Public Webpage)

Roblox Corp. (2021, August 16). *Quarterly Report*. <https://ir.roblox.com/overview/default.aspx>

D&B Hoovers

[Company Profile]

Dun & Bradstreet. (n.d.). *Beyond Meat, Inc.* [Company profile]. Retrieved November 9, 2021,

from <https://web.lib.unb.ca/eresources/index.php?id=3262>

[Note: Because the above report is regularly updated, a retrieval date is included in the citation.]

[Industry Profile]

Freedonia Focus Reports. (2021, June). *Beverages: United States* [Industry profile]. Dun & Bradstreet.

EconLit

Baudot, L., Huang, Z., & Wallace, D. (2021). Stakeholder Perceptions of Risk in Mandatory Corporate Responsibility Disclosure. *Journal of Business Ethics*, 172(1), 151–174.

<https://doi.org/10.1007/s10551-020-04476-7>



EDGAR – U.S. Securities & Exchange Commission (Public Website)

Tesla, Inc. (2021, February 8). *Tesla, Inc.: Form 10-K 2020*. EDGAR.

https://www.sec.gov/ix?doc=/Archives/edgar/data/1318605/000156459021004599/tsla-10k_20201231.htm

eMarketer

eMarketer reports are covered by analysts. **Analysts should be used as authors.**

von Abrams, K. (2021, October 21). *The global media intelligence report 2021: A reference*

guide to consumers' media use in 43 countries. eMarketer. <https://www.emarketer.com/>

First Research

See Mergent Intellect

Forrester Research

Forrester reports are covered by analysts. **Analysts should be used as authors.**

Liu, J., Collins, E., McElveen, S., & Turley, C. (2021, October 26). *Know your social media*

audience in 2021 — And if they want to interact with you. Forrester.

<https://www.forrester.com/>

Fredonia Focus Reports

See D&B Hoovers

Frost & Sullivan

Frost & Sullivan. (2021, November 3). *Global healthcare personal protective equipment growth*

opportunities (K638). <https://ww2.frost.com>

FP Advisor (formerly Infomart)

FP Advisor. (n.d.). *Corporate snapshots: Royal Bank of Canada*. Retrieved January 19, 2022

from <https://fpadvisor.financialpost.com/corporate-snapshots/search>

[Note: Because the above report is regularly updated, a retrieval date is included in the citation.]



Harvard Case Study

Puri, S. (2022). *Should you compromise your founding principles for faster growth?* (Harvard Business Review Case Study No. R2201X-PDF-ENG).

<https://hbsp.harvard.edu/product/R2201X-PDF-ENG?Ntt=>

IBISWorld - Industry Reports

IBISWorld Industry reports are covered by analysts. **Analysts should be used as authors.**

McGrath, S. (2021, May). *Fruit and nut farming in Canada* (IBISWorld Canada Industry Report 11135CA). IBISWorld. <https://www.ibisworld.com>

Market share reporter (Gale)

Gale. Leading Children's Apparel Store Operators, 2019. (2021) In V. L. Burton, III & R. S. Lazich (Eds.), *Market Share Reporter* (31st ed.). Gale.

MarketLine company profile

See Business Source Ultimate

Meltwater - Canadian newspapers & beyond (formerly Infomart)

Bishop, J. (2021, November 4). Atlantic coast becomes one of the 'most reliable places' to find great white sharks. *New Brunswick Telegraph Journal* (Print Edition), A3.

Mergent Archives

Mergent Inc. (2019, October). *Biotechnology Asia-Pacific: a company and industry analysis*.

Mergent. <https://www.mergentarchives.com>

Mergent Intellect

[Company Profile]

Mergent Inc. (n.d.). *Shopify Inc.* [Company Overview]. Retrieved November 8, 2021 from

<https://www.mergentintellect.com>

[Note: Because the above report is regularly updated, a retrieval date is included in the citation.]



[First Research Industry Profile]

First Research (2022, January 10). *Venture Capital*. First Research. Mergent.

<https://www.mergentintellect.com>

Mergent Online

Mergent Inc. (n.d.). *Costco Wholesale Corp* [Company financials data set]. Retrieved November 8, 2021 from <https://www.mergentonline.com>

[Note: Because the above report is regularly updated, a retrieval date is included in the citation.]

OECD iLibrary -- Note OECD iLibrary contains books, papers, and statistics

OECD reports are covered by analysts. **Analysts should be used as authors.**

Lane, M., & Saint-Martin, A. (2021, Jan 25). The impact of Artificial Intelligence on the labour market. OECD Publishing. OECD iLibrary. <https://doi.org/10.1787/1815199X>

Passport

Passport reports are covered by analysts. **Analysts should be used as authors.**

Solomon, D. (2021, Oct 25). *Global economic outlook: Q4 2021*. Euromonitor International.

Passport GMID. <https://www.portal.euromonitor.com/>

PitchBook

In PitchBook, you may use search filters to create different kinds of lists. To cite these lists, use square brackets to describe how you compiled your list.

PitchBook Data. (n.d.). [List of completed buyouts in Canada between Jan 1 202 and June 1 2021]. Retrieved November 12, 2021 from <https://pitchbook.com>

PitchBook Data. (n.d.) *Saeplast* [Company profile]. Retrieved November 12, 2021 from <https://pitchbook.com>

[Note: Because the above report is regularly updated, a retrieval date is included in the citation.]



Political Risk Yearbook Country Report

See Business Source Ultimate

PressReader - Worldwide Newspapers

Waldie, P. (2021, Nov 12). Ugandan activist finds her voice and spot in the picture. *Globe and Mail* (Print edition), A4.

SEDAR - Canadian Securities Administrators (public website)

Thomson Reuters Corporation. (2021, Nov 4). *52-109F2 - Certification of interim filings - CEO* (E). SEDAR. <https://sedar.com>

Statista

Statista is a statistics portal that brings together data/information from 18,000 different sources. If Statista notes a source, then the source should be used as the author.

Marketplace Pulse. (2020, June). *Most popular categories among handmade Etsy sellers*

worldwide as of June 2020, by share of sellers [Graph]. Statista.

<https://www.statista.com/statistics/1019956/global-leading-categories-handmade-etsy-sellers/>

Statistics Canada

Statistics Canada. (2021). *Table 21-10-0011-01 Commercial and industrial machinery and equipment rental and leasing, sales by type of client* [Data table].

<https://doi.org/10.25318/2110001101-eng>

Vividata

Vividata. (2021, Spring). *Finance\Online banking - personally used past 3 months* [Base: Age 14+] [Data set]. <https://vividata.ca>



IMPORTANT NOTES

- Your professor may require a very specific referencing style, which would supersede these examples.
- The majority of company and industry profiles do not state a personal author. If a personal author cannot be found, use the name of the company that provided the report (e.g., MarketLine). If an author or a company cannot be identified then use the name of the database (e.g., Vividata).
- APA guidelines advise to include a DOI (Digital Object Identifier) if available. If your references were found within UNB-subscribed databases and are not available on a public webpage, list the database rather than including the DOI or URL.
- If citing from a public website, include the URL and a **retrieval date** as the content may change.
- According to APA guidelines (Section 8.9, 7th ed.), personal communications are not to be included in a reference list. Instead, cite personal communications within your report/paper by giving the initials and surname of the communicator; also provide the date when the communication took place. For example:

During a personal interview conducted with the writer, Bill Gates, founder of the Microsoft Corporation, noted that recoverable data could not be provided (W.H. Gates, personal communication, April 24, 2001).
- The examples in this handout are based on the APA style as set out in the [Publication Manual of the American Psychological Association \(7th edition\)](#), which is available at all UNB Libraries' locations (ask at any Service Desk).

Additional assistance with APA citation style:

- [UNB Writing Centre Guides \(login to view\)](#)
- [Purdue OWL \(Online Writing Lab\)](#)
- [APA Style Website](#)
 - [Common Reference Examples Guide \(7th Edition\)](#)
- [APA 7 Citation and Referencing for Business \(Business Library, University of Calgary\)](#)

Special thanks to the Business Librarians Exchanging Instructional Materials (BLExIM) for sharing the below guide, which was used as a reference, and to Leanne Wells, former Business Librarian and creator of the *UNB Libraries' Guide to Referencing Specific Business Sources* (6th Edition):

Schemm, N., Dellenbach, M., Grisham, Z., Hageman, M., Tingle, N., Trowbridge, M., & Wheatley, A. (2020). APA 7th ed. citation for business sources.
<https://bit.ly/APA7business>

