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:**


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


### Annual Reports (found on company websites)


### BC Stats

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


### Business Source Complete

**Article with URL:**

http://www.adminprotoday.com/2313/the-importance-of-latte.html

**Company profile:**


### Canadian Newsstand Complete

**Newspaper article with URL:**


### Capital IQ – see S&P Capital IQ

### CBCA Complete


### Datastream

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


eMarketer


Factiva

Industry snapshot:


News article with URL:

http://www.newswire.ca/en/story/1045251/more-hours-more-sundays-more-banking

Freedonia Focus


Forrester


Hoover’s Company Profiles


IBISWorld Industry Reports


Use report number if provided.

Industry Canada

SME Benchmarking Tool Report:


Web report with author name:


LexisNexis Academic

Industry Snapshot:


Article with URL:

MarketResearch.com Academic

Passport GMID

Print Measurement Bureau

SEDAR (System for Electronic Document Analysis & Retrieval)

S&P Capital IQ
Use retrieval date – see Tip 3.

Standard & Poor’s NetAdvantage

Statistics Canada

Thomson ONE
Company profile:

News Article:

United States Securities and Exchange Commission – see EDGAR

Warc: World Advertising Research Center
Article:

Industry Report: