

## APA Style Guidelines

(Adapted by P. Pringle for Business Students from CNU Writing Center handout)

American Psychological Association (APA) documentation style is the most common form used in business journals. It uses in-text citations, and an alphabetized Reference list at the end of the paper to advise readers of your sources (that is, material you have quoted, paraphrased or summarized).

**APA Citations** require the last name of the author(s) and the date, within the text of your paper. If you are citing material from a specific page, you will also need to include the page number.

*“Small businesses have advantages directly related to their size” (Gitman and McDaniel, 2003, p.147).*

OR

*According to Gitman and McDaniel (2003,p.147), “Small businesses...”.*

OR (paraphrased)

*Gitman and McDaniel (2003,p.147) indicate that there are certain advantages for small businesses as a result of their size.*

**When the reference is to a work by more than two authors, cite all the authors the first time the reference appears. In a subsequent reference, use the first author's last name followed by et al. (meaning "and others").**

First reference:

*“The Simplex process was successfully applied to develop a much more harmonious and co-operative constructive atmosphere around...the bargaining process” (Basadur, Pringle, Speranzini, Bacot, 2000,p.72).*

Second reference:

*Basadur et al (2000) clearly demonstrated the power of using Simplex in union management negotiations.*

**When the reference is to a work by a corporate author, use the name of the organization as the author.**

*Retired officers retain access to all of the university's educational and recreational facilities (Columbia University, 1987, p. 54).*

**Personal letters, telephone calls, and other material that cannot be retrieved are not listed in References but are cited in the text.**

*Jane Black (telephone conversation, May 2, 2003) confirmed these facts.*

**When more than one of your sources are supporting the same idea you should cite them together.** List works by different authors in alphabetical order by last name, and use semicolons to separate the references.

*The greatest problem with sole proprietorships is the issue of unlimited liability (Gitman & McDaniel, 2003; Johns, 1999; Smith, 2002).*

**article with no author:** Use the first two words of the article title, and the date)

**Materials accessed on the Web:** All articles and documents are cited in the same manner as if you had obtained them in hard copy see examples above. DO NOT USE A URL OR WEBSITE ADDRESS AS A CITATION UNLESS you are recommending the whole website *The SBA website is a marvelous resource for small businesses (<http://www.sba.gov>).*

## Reference List

- All entries should be alphabetized and **double spaced**, with the first line of each entry flush with the margin. Indent subsequent lines 5 spaces.
- Italicize book and journal titles; do not use quotation marks to indicate article titles. Capitalize only the first word of the title and the subtitle, if any, and any proper names.
- In-text citations should correspond with the first word of each item on your References list.

### EXAMPLES:

#### Book with single author:

Dessler, G., (2003). *Human Resource Management*, 9<sup>th</sup> edition. New Jersey: Prentice Hall.

#### Book with multiple authors:

Gitman, L., and McDaniel, C., (2003). *The best of the future of business*. Ohio: South-Western.

#### Edited book :

Gibbs, J.T., and Huang, L. N. (Eds.). (1991). *Children of color: Psychological interventions with minority youth*. San Francisco: Jossey-Bass.

#### An article/chapter from an edited volume:

Price, R. (1991). The comparative analysis of union growth. In R.J. Adams, (ed.) *Comparative Industrial Relations, contemporary research and theory* (pp37-55). London: Harper-Collins Academic.

#### Book without an author or editor:

*Webster's New Collegiate Dictionary*. (1961). Springfield, MA: G. & C. Merriam.

#### Journal, Magazine or Newspaper article.

Basadur, M., Pringle, P., Kirkland, D., (2002). Crossing Cultures: Training effects on the divergent thinking attitudes of Spanish-speaking south American managers. *Creativity Research Journal*, 14 (3 & 4) 395-408.

#### Report from the Government Printing Office or corporate author

National Institute of Mental Health. (1982). *Television and behavior: Ten years of scientific progress* (DHHS Publication No. A 82-1195). Washington, DC: U.S. Government Printing Office.

**References for documents sourced on-line:** All material referenced from on-line sites will **follow the above formats AND MUST CONCLUDE with a retrieval statement**. It is important to give the date of retrieval because documents on the Web may change in content, move, or be removed from a site altogether.

*retrieval statement for on-line databases:*

Retrieved May 10, 2004 from Proquest, , article #237689.

Retrieved May 4, 2004 from Infotrac, (Business Index ASAP), article # 17596891.

*retrieval statement for CD-ROM databases*

Retrieved from Proquest ABI/Inform CD-ROM, 2002, article# 2367845.

*retrieval statement for the world wide web:*

Retrieved May 8, 2004 from the World Wide Web: <http://www.entrepreneurmag.com>

**Additional Resources:** website for the *Publication Manual of the American Psychological Association*

<http://www.apastyle.apa.org>