Citing UNCG Business Databases in APA Format

http://uncg.libguides.com/apa_biz

updated December 17, 2015

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Introduction:

As much as possible, these examples follow the 2007 APA Style Guide to Electronic References, which has been incorporated into the 6th edition (2010) of the APA Manual.

The 6th edition quotes from the 4th: "The...Manual presents explicit style requirements but acknowledges that alternatives are sometimes necessary; authors should balance the rules...with good judgement" (p. 5, emphasis mine).

The UNCG library’s APA guide to general sources, following strict examples from the Manual, lives at http://uncg.libguides.com/c.php?g=83079&p=536808

Tips & Notes:

When there is no personal author for a source, use the corporate author – the organization or publisher’s name. Many examples are below (Census, Hoovers, Mintel, World Bank, etc.)

Italicize report titles, book titles, and journal names. Don’t italicize article titles.

Remember that only the first word and any proper names in the titles of articles and reports get capitalized.

Define any special formats of your sources using either brackets like [map] or [table] after the title, or mentioning the format in the title. See SimplyMap below for two examples.

If a source has a precise date like (2015, July 6), you don’t need to include the retrieval date. But include a retrieval data (Retrieved on August 30, 2015 from…) if you only have a year for the source, like (2015).

The APA Style Guide to Electronic References states "With the exception of hard-to-find books and other documents of limited circulation delivered by electronic databases, the database name is no longer a necessary element of the reference. If you do include the database name in a reference, do not include the database URL" (p. 2, emphasis mine). Include database names when the database URL would not be distinctive (as with Ebsco, Proquest, and Gale databases, since those vendors provide so many databases).
10-K’s & 10-Q’s (S.E.C. filings from investor relations sites, Mergent, or EDGAR)

   http://investor.apple.com/sec.cfm

VF Corp. (2015, October 22). Form 10-K (annual report). Retrieved from
   http://www.mergentonline.com/

   http://www.sec.gov/edgar.shtml

ABI-INFORM

Two examples of citing articles:

   risks making fracking unprofitable; 'immense amount of pain'. Wall Street

   universities support a diverse set of startups. Journal of Technology
   Transfer, 39(5), 780-792. doi:http://dx.doi.org/10.1007/s10961-014-9336-0

An industry report from ABI:


Academic Search Complete

   from Academic Search Complete database.

[APA wants you to use the DOI (Digital Object Identifier) when provided. Then then you don’t name the database, nor provide the URL.]

**Accounting & Tax (Proquest)**


**Annual Reports (public companies)**


**BizMiner**


Business Insights: Essentials

Citing a company profile:

A company history:

Industry report:

An article:
An anonymous article:

SWOT analysis:

Business Monitor International (ABI-INFORM)

Business Source Complete
Citing an article:

A MarketLine company profile:

A MarketLine industry profile:
A Political Risk Yearbook country report:


Census.gov

Citing population data:


The Economic Census:


County Business Patterns:


Checkpoint (RIA)


**Comtrade**

**Consumer Expenditure Survey (BLS)**

**Country Commercial Guides**

**DemographicsNow**

EconLit


doi:http://dx.doi.org/10.1016/j.jhealeco.2009.11.007

[EconLit usually provides a DOI (Digital Object Identifier), which APA requires when available instead of adding "Retrieved from EconLit."]

Economist Intelligence Unit (ABI- INFORM)

Economist Intelligence Unit. (2015, May 28). CountryData Russia [spreadsheet].

Retrieved from ABI-INFORM database.


Retrieved from ABI-INFORM database.

Entrepreneurial Studies Source

Citing an article:


A company profile:

An ebook:
Retrieved from Entrepreneurial Studies Source database.

Euromonitor Passport GMID

Citing statistics:

Citing a report:
http://www.portal.euromonitor.com

Fashion Snoop
Retrieved July 11, 2015 from Fashion Snoop Database.

First Research (ABI-INFORM)
[industry profile]. Retrieved from ABI-INFORM database.

GTIS: U.S. State Export
Historical Statistics of the United States

Citing statistics:


An essay:


Hoover’s Company Profiles (ProQuest)


[Look for the author’s name near the top right, under the phone number. If you can’t find a name, use Hoovers as the author. Use the current year as the publication date, since the reports are updated regularly.]

Hospitality & Tourism Complete


[Use the DOI number and not the name of the database when the DOI is provided.]

**HS codes (trade data)**


Retrieved from http://www.census.gov/foreign-trade/schedules/b/2013/c60.html

**IBISWorld**


**IntelliConnect (CCH)**


**International Monetary Fund Data**


*[Don’t cut and paste the URLs – the same URL can lead to different IMF data tables.]*

IRS 990 forms (nonprofits)


Kiss Bow or Shake Hands (ebook)

LexisNexis Academic

MarketLine Reports (Business Source Complete)


Mergent Online

Citing part of a company profile:


An industry report:


Mintel Academic


Morningstar Investment Research Center Database

Citing a stock analysis essay:

A mutual fund analysis:
Retrieved from http://library.morningstar.com/

Ratios for a company:
http://library.morningstar.com/

NAICS codes:

National Trade Estimate Report on Foreign Trade Barriers

Occupational Employment Statistics (BLS)
Captains, Mates, and Pilots of Water Vessels. Retrieved from
http://www.bls.gov/oes/current/oes535021.htm

Employment and Wage Estimates: NAICS 482100 - Rail Transportation.
OneSource (ReferenceUSA module)

Citing a company profile:

A SWOT analysis:

An analyst report:

An industry report:

PC/TAS (CD-ROM)

Political Risk Yearbook (Business Source Complete)
PrivCo


ProQuest Entrepreneurship

Citing an article:


An industry report:


ReferenceUSA (see also OneSource above)

Citing a company record:


A list of companies (competitors, potential B2B customers, etc.)

Data summary from a consumers/lifestyle search


RMA eStatement Studies


SIC codes


SimplyMap

Citing a table:


Citing a map:


[Mention in the title or within brackets if you are citing a table or map. Since we have many data sources in SimplyMap, mention the source of the data too, like the Census, MediaMark, etc.]
**SITC codes (trade data)**


**Triad Business Journal & Book of Lists**


**UN Data**


*Since UN Data is a collection of datasets, include the database the data came from. Be sure to include the country(s) you looked up, or use “all countries”.*

**USITC Trade Database**

Wall Street Journal (via Proquest)


Web Sites


[When a web page doesn’t have a personal author, use the name of the company or organization instead. If you can’t find such a name, use the domain name as the author, ex. for a page from http://blog.computation.com, "Computation" would be the author.]

World DataBank