Citing Business Databases & Government Data in APA Format

http://uncg.libguides.com/apa_biz
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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 Publication Manual presents explicit style requirements but acknowledges that alternatives are sometimes necessary; authors should balance the rules of the Publication Manual with good judgement.*" (6th ed., p. 5, emphasis mine). This guide represented my own "good judgments".


Notes & tips:

When there is no personal author for a source, use the corporate author – the organization, company, or publisher’s name. Many examples are below (Census, Mintel, PrivCo, 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 are **capitalized**.

Define any **special formats** of your sources using either brackets, such as [map] or [table] or [infographic], after the title. See *SimplyAnalytics* or *Statista* below for examples.

If a source has a **precise date** like (2018, July 6), you **don’t** need to include the retrieval date. But include a retrieval data (Retrieved on August 30, 2018 from…) if you only have a year for the source, as in (2018).

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). So include database names when the database URL would not be distinctive (as with Ebsco, ProQuest, and Gale databases, since those vendors provide many databases).
10-K’s & 10-Q’s (S.E.C. filings from investor relations sites, Mergent, or EDGAR)


ABI-INFORM (ProQuest)

Citing articles:


Citing an industry report:


Academic Search Complete (Ebsco)


Accounting, Tax, & Banking (ProQuest)


Annual Reports (public companies)


BizMiner


Business Insights: Essentials

Citing a company profile:


A company history:


Industry report:


A table from the Market Share Reporter


SWOT analysis:

Business Monitor International (via ABI-INFORM, ProQuest)


Business Source Complete (Ebsco)

*Citing an article:


*A MarketLine company profile:


*A MarketLine industry profile:


*A Political Risk Yearbook country report:


Census.gov & American FactFinder

*Citing population data:


*Citing the Economic Census:


*Citing the Business Patterns dataset:

Checkpoint (RIA)


Consumer Expenditure Survey (BLS)


Country Commercial Guides


DemographicsNow


EconLit


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

Economist Intelligence Unit (via ABI-INFORM ProQuest)


Entrepreneurial Studies Source (Ebsco)

Citing an article:


Citing a company profile:


Euromonitor Passport

Citing statistics:


Citing a report:


Fashion Snoops


First Research (ABI-INFORM ProQuest)


Historical Statistics of the United States

Citing statistics:


Citing an essay:

**Hoover’s Company Profiles (ProQuest)**


**Hospitality & Tourism Complete (Ebsco)**


**HS codes (trade data)**


**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)**


**MarketLine Reports (via Business Source Complete, Ebsco)**


**Mergent Online**

*Citing part of a company profile:*


*Citing a Mergent industry report:*


**Mintel Academic**

Citing a stock analysis essay:


A mutual fund analysis:


Ratios for a company:


NAICS codes:


National Trade Estimate Report on Foreign Trade Barriers


Nexis Uni


Occupational Employment Statistics (BLS)


Political Risk Yearbook (Business Source Complete, Ebsco)


PrivCo


ProcurementIQ


ProQuest Entrepreneurship

Citing an article:


An industry report:

ReferenceUSA

*Citing a company record:


*Citing a list of companies (competitors, potential B2B customers, etc.)


*Data summary from a consumers/lifestyle search


RMA eStatement Studies


SIC codes


SimplyAnalytics

*Citing a map:


*Citing a table:


[Mention in the title or within brackets if you are citing a table, map, or chart. Since there are many sources of data in SimplyAnalytics, mention the source of the data too, like the Census, MediaMark, Simmons, etc.]
Statista

*A graph or table*


*An infographic*


*A dossier report*


Trade Map (ITC/International Trade Centre)


Triad Business Journal & Book of Lists


UN Data (United Nations)


*[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”]*
USA Trade Online (Census)


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, as in the Ford and SBA examples above.]

World DataBank