Citing Business Databases & Government Data in APA Format

http://uncg.libguides.com/apa_biz
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Contents:

10-K's & 10-Q's (SEC filings)
ABI-INFORM
Academic Search Complete
Accounting, Tax & Banking
Annual reports (public companies)
BizMiner
Business Insights: Essentials
Business Monitor International (ProQuest)
Business Source Complete
Census.gov & American FactFinder
CheckPoint (RIA)
Consumer Expenditure Survey (BLS)
Country Commercial Guides
DemographicsNow
EconLit
Economist Intelligence Unit (ProQuest)
Entrepreneurial Studies Source
Euromonitor Passport
Fashion Snoops
First Research (ABI-INFORM)
Historical Statistics of the United States
Hoover's Company Profiles (ProQuest)
Hospitality & Tourism Complete
HS codes (trade data)
IBISWorld
IntelliConnect (CCH)
International Monetary Fund data
IRS 990 forms (nonprofits)
Kiss Bow or Shake Hands (ebook)
MarketLine Reports (Business Source)
Mergent Online
Mintel Academic
Morningstar
NAICS codes
National Trade Estimate Reports on Foreign Trade Barriers
Nexis Uni
Occupational Employment Statistics (BLS)
PrivCo
ProQuest Entrepreneurship
Political Risk Yearbook (Business Source)
ReferenceUSA
RMA eStatement Studies
SIC codes
SimplyAnalytics
Statista
Trade Map (International Trade Centre)
Triad Business Journal & Book of Lists
UN Data
USA Trade Online (Census)
USITC Trade Dataweb
Wall Street Journal (via Proquest)
Web sites (in general)
World DataBank
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).


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 (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, as in (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). 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


Morningstar Investment Research Center Database

*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**


**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

*An infographic*


*An infographic*


*Statista*

*A graph or table*


*Statista*

*A graph or table*


*An infographic*


*An infographic*


*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 about.]

World DataBank