

IMPORTANT: You should familiarise yourself with our full Business School **Guide to Citing, Referencing and Avoiding Plagiarism (APA 7th)** before consulting this shorter A to Z list of example references.

The APA (7th ed.) style is a version of the Harvard method of referencing. Short citations (usually identifying the author and date of your source) appear in the text of your work. These direct the reader to full references in a list at the end. You need to include a citation every time you quote, paraphrase, summarise, or otherwise draw upon the work or ideas of another person. Careful referencing will allow your reader to distinguish between your own ideas and those of others, and to identify and check the sources used in your work. It will also help you to avoid any accusations of plagiarism. **Always include page number(s) in citations** to identify the exact location of the text you are referring to, unless you are drawing attention to the whole book, article, etc. For online sources, include the DOI if there is one; if not, use the URL (and a retrieval date for any source likely to change over time).

• Act of Parliament

Reference list entry:

Companies Act 2006, ch. 36. Retrieved from http://www.legislation.gov.uk/ukpga/2006/46/pdfs/ukpga_20060046_en.pdf

In-text citation: (Companies Act 2006, ch. 36)

• Annual report

Reference list entry:

Microsoft Corp. (2012). *Annual report*. <http://www.microsoft.com/annualreports>

In-text citation: (Microsoft Corp., 2012, p. 10)

• Blog

Reference list entry:

Davies, G. (2013, 28 July). Summer(s) time at the Fed. <http://blogs.ft.com/gavyndavies/>

In-text citation: (Davies, 2013, para. 1)

• Book (edited)

Reference list entry:

Hausman, D. M. (Ed.). (2007). *The philosophy of economics: An anthology* (3rd ed.). Cambridge University Press.

In-text citation: (Hausman, 2007, p. 30)

• Book (single or multiple author)

Reference list entry:

Krugman, P. R. & Obstfeld, M., & Melitz, M. J. (2012). *International economics: Theory & policy* (9th ed.). Pearson Education.

In-text citation: (Krugman, Obstfeld, & Melitz, 2012, p. 23)

• Book in a series

Reference list entry:

Sampson, H. (2013). *International seafarers and transnationalism in the twenty-first century*. New Ethnographies. Manchester University Press.

In-text citation: (Sampson, 2013, p. 21)

• British Standards and International Standards

Reference list entry:

British Standards Institute. (2010). *BS ISO 690:2010: Information and documentation. Guidelines for bibliographic references and citations to information resources*.

In-text citation: (British Standards Institute [BSI], 2010, p. 2) then subsequent citations (BSI, 2010, p. 24)

• Case Studies

Reference list entry:

Young, A. (1998). *Gerber Products Company: Investing in the new Poland*. (Case 793-069). Harvard Business Publishing.

In-text citation: (Young, 1998, p. 3)

• Chapter or contribution in book

Reference list entry:

Spaargaren, G. (2004). Sustainable consumption: a theoretical and environmental policy perspective. In D. Southerton, H. Chappells and B. Vliet (Eds.), *Sustainable consumption: the implications of changing infrastructures of provision* (pp. 15-31). Edward Elgar.

In-text citation: (Spaargaren, 2004, p. 24)

• Course material (online)

Reference list entry:

Balch, K. (2013). BEA1010 Business finance for accountants: Lecture 1a [PowerPoint slides]. University of Exeter.

In-text citation: (Balch, 2013, slide 4)

• Database resource or dataset

Reference list entry:

Euromonitor. (2012). The iPad maintains slim lead over Android in 2013 [Datagraphic]. Passport GMID.

In-text citation: (Euromonitor, 2012)

• E-book or PDF

If the e-book or PDF has a DOI include this after the reference, but otherwise the format is the same as for a print version. If the e-book is simply republishing in electronic format an older printed book, include '(original work published [date])' at the end of the reference, and cite as in this example: (Smith, 1912/2014).

• Film and DVD

Reference list entry:

Guggenheim, D. (Director). (2006). *An inconvenient truth: A global warning* [DVD]. Hollywood: Paramount.

In-text citation: (Guggenheim, 2006)

• Journal or periodical article (online with DOI)

Reference list entry:

Delahaye, A., Booth, C., Clark, P., Procter, S., & Rowlinson, M. (2009). The genre of corporate history. *Journal of Organizational Change Management*, 22(1), 27-48. <https://doi.org/10.1108/09534810910933898>

In-text citation: (Delahaye et al., 2009, p. 28)

• Journal or periodical article (online without DOI)

Reference list entry:

Madsen, C. (2012). Technology Adoption and Adaptation in Canada's West Coast Shipyards, 1918-1950. *Business and Economic History On-Line*, 10, 1-56.

<http://www.thebhc.org/publications/BEHonline/2012/madsen.pdf>

In-text citation: (Madsen, 2012, p. 43)

• Journal or periodical article (print)

Reference list entry:

Newton, L., & Carnevali, F. (2010). Researching consumer durables in the nineteenth century: The case of the piano. *Business Archives: Sources and History*, 101(November), 17-29.

In-text citation: (Newton & Carnevali, 2010, p. 19)

• **Music (commercial audio recordings)**

Reference list entry:

Stereophonics. (2011). Indian summer. On *Graffiti on the Train*. EMI.

In-text citation: (Stereophonics, 2011, track 3)

• **Newspaper or magazine article (online)**

Reference list entry:

Inman, P. (2013, July 24). Manufacturers see first rise in new orders for a year. *The Guardian*.

<http://www.guardian.co.uk>

In-text citation: (Inman, 2013, para. 3)

• **Newspaper or magazine article (print)**

Reference list entry:

Govan, F. (2013, July 20). Spanish acquisitions. *The Daily Telegraph: Property Suppl.*, pp. 1-2.

In-text citation: (Govan, 2013, p. 1)

• **Nongovernmental organisation report**

Reference list entry:

World Health Organisation (WHO). (2013). *World health statistics 2013*.

http://www.who.int/gho/publications/world_health_statistics/2013

In-text citation: (World Health Organisation [WHO], 2013, part 1, p. 12) then subsequent citations (WHO, 2013, part 2, p. 1)

• **Parliamentary debate (Hansard)**

Reference list entry:

Hansard HC Deb vol 424 cols 8-10 (19 July 2004)

In-text citation: (*Hansard* 19 July 2004 cols 8-10)

• **Parliamentary report**

Reference list entry:

Energy and Climate Change Committee, *Energy and climate change - fifth report: Energy prices, profits and poverty* (HC (2012-13) 108-I). TSO.

In-text citation: (Energy and Climate Change Committee, 2012-13, paras. 43-46)

• **Podcast / Webcast / Archived Radio or Television programme**

Reference list entry:

Grissell, L. (Producer) (2013, July 23). *The Long View with Jonathan Freedland: Tax avoidance* [Podcast].

<http://www.bbc.co.uk/podcasts/series/longview>

In-text citation: (Grissell, 2013)

• **Sessional (Command) paper**

Reference list entry:

Department of Business, Innovation and Skills. (2011). *Higher education: Students at the heart of the system* (Command Paper 8122).

<http://www.official-documents.gov.uk/document/cm81/8122/8122.asp>

In-text citation: (Department of Business, Innovation and Skills, 2011, p. 43)

• **Static images (online or printed)**

Reference list entry:

Evans, W. (1963). Two construction workers.

<http://www.getty.edu/art/gettyguide/artObjectDetails?artobj=108285>

In-text citation: (Evans, 1963)

• **Television programme (not in a series)**

Reference list entry:

McAulay, G. (Producer). (2010). *The box that changed Britain* [Television programme]. BBC.

In-text citation: (McAulay, 2010)

- **Television programme (single episode in series)**

Reference list entry:

Egan, D. (Writer), & Alexander, J. (Director). (2005). Failure to communicate [Television series episode]. In D. Shore (Executive Producer). *House*. Fox Broadcasting.

In-text citation: (Egan & Alexander, 2005)

- **Thesis or dissertation (available online)**

Reference list entry:

Stoja, E. (2006). *Testing for corporate capital structure targeting in the UK at the market, industry and firm level* [Doctoral dissertation, University of Exeter]. EThOS (Persistent ID: uk.bl.ethos.430572)

In-text citation: (Stoja, 2006, p. 54)

- **Thesis or dissertation (unpublished)**

Reference list entry:

Schwartz, S.P. (2003). *Cornish migration to Latin America: A global and transnational perspective* [Unpublished doctoral dissertation]. University of Exeter.

In-text citation: (Schwartz, 2003, p. 33)

- **Twitter, Instagram, or TikTok post**

Reference list entry:

Greenpeace. [@Greenpeace]. (2020, September 19). Despite global lockdowns for #Covid19, the #ClimateCrisis continues to grow. We need swift emergency action on climate. [Tweet]. Twitter. <https://twitter.com/greenpeace/status/1307273403540426759?s=21>

In-text citation: (Greenpeace, 2020)

- **Web page**

Reference list entry:

KPMG. (2013). Business implications of cloud. <http://www.kpmg.com/Global/en/topics/cloud-computing/Pages/default.aspx>

In-text citation: (KPMG, 2013, para. 2)

- **Wiki Entry**

Reference list entry:

Tulip mania. (n.d.). In *Wikipedia*. Retrieved July 17, 2013 from <http://en.wikipedia.org/wiki/Citation>

In-text citation: ("Tulip mania," n.d., para. 2)

- **Working paper**

Reference list entry:

Masset, P. & Weisskopf, J.-P. (2010, March). Raise your glass: wine investment and the financial crisis (American Association of Wine Economists Working Paper No. 90484). <http://EconPapers.repec.org/RePEc:ags:aawewp:90484>

In-text citation: (Masset & Weisskopf, 2010, p. 2)

- **YouTube video**

Reference list entry:

Preece, D. (2011, September 12). The Case Method – Harvard Business School [Video]. <http://www.youtube.com/watch?v=wudRjl1TQoI>

In-text citation: (Preece, 2013)