Citations and Bibliography

In-text Citations.

At the end of the sentence with something to cite, insert (author’s last name, year). For example, when there are two coauthors:

(Aslanbeigui and Oakes, 2010)

Many specific, tailored examples of citations are provided in the book assigned in BUS 200:


On page 109, Lipson (2004) provides an index with page numbers for specific kinds of citation.

When citing the same source twice in a row, your in-text citation should be (Ibid.). Ibid. is short for ibidem, the Latin for “in the same place.” That is, the citation can be found in the same place (source) you previously cited. If your source is the same, but the page number is different, cite with the new page number: (Ibid., p. 13).

Bibliography Format

Your bibliography must be alphabetical by author or publishing agency. APA (American Psychological Association) style is the format used in business writing. For specifics, see http://owl.english.purdue.edu/owl/resource/560/01/.

Here are some standard kinds of citations. For less common sources, check Lipson (2004, p. 109).

Journal article:


When you use online journal databases to locate a journal article, the web address of the article should not be included in your citation. It is not a generally accessible url, only those with passwords to enter the database can get there. Instead the citation includes the database from which you accessed the article:


However, the standard bibliographical citation of a journal or news article should include a web address if the journal is in the public domain and you accessed it on the web. See for instance the examples under **News Articles** below.

**Book chapter in an edited collection:**


**Book:**


**Classic Text (Book):**


The original date of publication is put first, with the current reprint year after the slash. In the paper you will cite both years: (Keynes, 1936/1964).

**News Article with Author:**


This is cited in-text as (O’Brien, 2010).
News Article without Author:


This is cited in-text as (“BP—Blah Performance,” 2010).

US Government Publications

First you have to figure out which US agency published the webpage. This may be right after www, in the web address, but may not be completely specified there. Three examples follow.


Providing the abbreviation “US BLS” after the author permits you to use the following in-text citation: (US BLS, 2006).

When your source is an official US or state government document, include “US” or, e.g., “NJ” in the abbreviation and at the beginning of your in-text cite. For instance, information from the state’s environmental protection agency would be cited (NJ DEP, 2010). That way the reader can recognize without checking the bibliography that your material is from an official source.

If you have two citations for the same year, label them sequentially (alphabetically by title since the author is the same) 2006a and 2006b, then cite, e.g., (US SSA, 2006a) for the first source:


Sometimes the web-address does not automatically translate to the authoring agency, so always check the homepage for confirmation. For instance, for http://www.fns.usda.gov/fsp/ your bibliographical entry and citation would be:

The in-text citation would be (US FNS, 2007).

**NGOs (Non-Government Agencies, aka Non-Profit Organizations)**

If you used the following website:


to cite it requires figuring out who the sponsoring organization is. The homepage should identify that organization, and the phrase after **www.** usually gives a good hint; in this case, the sponsoring organization is listed at the top of that page, National Coalition for the Homeless.

Also, you need to know the name of the page you are looking at, which would be the title of the page. This is usually provided at the top, but sometimes in the web address. In this case, the appropriate citation for the above web address would be


where the title comes from the web address, since it is not posted on the webpage.