Business Library Citation Style Guide

This guide is intended to show you how to cite information from some of the databases/electronic resources available from the Business Library website. All citations in this guide appear in the APA Citation Style format.

Please be advised that the guide in no way pre-empts a faculty member’s citation style preferences. Always make certain that the citation style you are using is acceptable to your instructor.

The citation style guide includes examples from:

- All the databases listed on the Mahaffey Business Library homepage—those under Company Information, Industry Information, and Marketing & Market Research, and the three listed under Quicklinks (ABI/Inform Global, Business Source Complete, and Data-Planet Statistical Datasets).

- China Data Online, OECD iLibrary, SimplyMap, Statista, and World Development Indicators, all of which are popular databases on the Business Resources A-Z list.

- Some of our Business Library-only databases: Bloomberg, Capital IQ, and Morningstar.

The database title is listed, followed by the type of information that needs to be cited (an article, company report, marketing report, financials, etc.), a general format guideline, and one or more specific examples.

When including a web address or URL in your citations, always use one that has the Notre Dame proxy server information (eresources.library.nd.edu), so that other Notre Dame researchers will be able to find the online information.

To copy and paste from the Citation Guide, right-click on the page and copy an example (use Google Chrome for best results). Paste it into your document and then edit it with your own citation information. Format it to make it consistent with the rest of your document.

Please note that some databases do provide citations that you can copy and paste into your paper. Feel free to use them, but always double-check to make sure they have all the information you need, and that the formatting is correct. You will most likely have to edit the citation after you copy and paste. Some examples of these citations are provided in the guide.

This guide is not comprehensive! For additional examples of how to cite online and other sources, please consult the various citation style websites and resources listed on the Citing Sources page of the Business Library website.

If you have any questions or comments about citing your sources or about the citation style guide, please contact us using the Ask a Business Librarian form.

Last updated on February 26, 2016
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Company Information

Business Insights: Essentials

Article from a journal, magazine, or newspaper:


Industry Overview:


NOTE: The citation below comes from Business Insights: Essentials. This is an example of how a database creates a format that must be changed to meet the requirements of the APA style, and to make the format consistent with the rest of your bibliography (compare with the first citation above).

Source Citation:


Factiva

Factiva Company report:


Article from a website:


**LexisNexis**

NOTE: LexisNexis maintains a useful wiki on how to cite its resources. The examples below reflect the Lexis Nexis APA citation style format.

Article from journal, magazine, or newspaper:


Company Snapshot:

Author/Editor. (Year, Month/Day). Title. Accessed [Month/Year] from LexisNexis Academic, http://eresources.library.nd.edu/databases/lnacademic


Company Financials:

Author/Editor. (Year, Month/Day). Title. Accessed [Month/Year] from LexisNexis Academic, http://eresources.library.nd.edu/databases/lnacademic

Marketing & Market Research

**Mintel**

Market Research Report:


Article:


Infographic Overview:


**Market Research.com Academic**

Market Research Report:


Passport (Euromonitor)

Country Profile:
Author/Editor. (Year, Month/Day). *Country profile title*. Accessed [Month/Year] from Passport (Euromonitor), http://eresources.library.nd.edu/databases/passportgmid


Global Briefing:
Author/Editor. (Year, Month/Day). *Global briefing title*. Accessed [Month/Year] from Passport (Euromonitor), http://eresources.library.nd.edu/databases/passportgmid


Industry Report:
Author/Editor. (Year, Month/Day). *Industry report title*. Accessed [Month/Year] from Passport (Euromonitor), http://eresources.library.nd.edu/databases/passportgmid


Industry Information

IBIS World

Industry Market Research Report:


S&P netAdvantage

Industry Survey:

Quicklinks

ABI/Inform Global

NOTE: The citations below are adapted from ABI/Inform’s own APA style citation format.

Article from a journal, magazine or newspaper:

Author’s Last Name, First Initial. (Year, Month/Day). Article title, Magazine/Journal/Newspaper Title, Volume number(Issue number), Page numbers. Accessed [Month/Year] from ABI/Inform Global, http://eresources.library.nd.edu/databases/abi


Article from a wire feed:

Author’s Last Name, First Initial. (Year, Month/Day). Article title, Resource Title, Volume number(Issue number), Page numbers. Accessed [Month/Year] from ABI/Inform Global, http://eresources.library.nd.edu/databases/abi


Industry Report:


Business Source Complete

NOTE: The citations below are adapted from Business Source Complete’s own APA style citation format. Business Source Complete also allows you to export citations into your RefWorks account. You may have to edit these citations further in RefWorks to make them accurate and consistent.

Article from a journal, magazine or newspaper:

Author’s Last Name, First Initial. (Year, Month/Day). Article title, Magazine/Journal/Newspaper Title, Volume number(Issue number), Page numbers. Accessed [Month/Year] from Business Source Complete, http://eresources.library.nd.edu/databases/businesssource

Country Profile:


Business Video:


**Data-Planet Statistical Datasets**

NOTE: The citations below are adapted from Data-Planet’s own APA style citation format, which may not be accurate. Many professors have told their students NOT to cite Data-Planet Statistical Datasets as the author of the data, but rather to find out through Datasets who actually created the data. Proquest *provides* the data but does not *produce* it. Study the citations that Data-Planet provides, and make changes for accuracy and consistency.

Dataset:

Author. (Year). *Title of dataset* [Notation]. Accessed [Month/Year] from Data-Planet Statistical Datasets, http://eresources.library.nd.edu/databases/lnstatisticaldatasets


**Google Scholar**

A special note about Google Scholar...students typically use it to gain full-text access to articles or reports. If this material is available within Notre Dame's collection of online resources, there will be a link next to the citation that says “FindText @ Notre Dame.” Clicking on this link takes you to the ND resource(s) that contain the article. If you find an article using this method, you should cite the ND resource that contains the document, in the "Accessed from" part of the citation, rather than cite Google Scholar itself. However, if you're using Google Books for your research, see the example below.
**Google Books**

**Electronic Version of a Printed Book:**


**Business Resources A-Z (selected)**

**China Data Online**

**Dataset:**

Author. (Year, Month/Day). Title of data. *Title of data set [Notation].* Accessed [Month/Year] from China Data Online, URL


**Frost & Sullivan**

**Market Insight Report:**


**Industry Research Report:**

NOTE: The basic APA format for citing databases may be modified for greater citation accuracy. In the examples below, there is cited data (Energy balances) that is part of a larger data set (Energy projections for IEA countries).

**Dataset:**

Author. (Year, Month/Day). Title of data. *Title of data set* [Notation]. Accessed [Month/Year] from OECD iLibrary, URL


Author. (Year, Month/Day). Title of data. *Title of table* [Notation]. Accessed [Month/Year] from OECD iLibrary, URL


**Book:**

Author. (Year, Month/Day). Title of chapter or entry. *Title of book* (pp. xxx-xxx). Location: Publisher. Accessed [Month/Year] from OECD iLibrary, URL

**Simply Map**

NOTE: Simply Map does not provide citations for specific datasets; however, the help guide provides a suggested citation format. Geographic Research, Inc. **is listed as the author of the data within Simply Map because it partners with Simply Map's various data providers.** These providers are listed in the Data Overview section of the help guide, but it may not be possible to cite them in your paper. It can be difficult to determine exactly which provider created a particular dataset within Simply Map.

**Demographic map:**

Author. (Year, Month/Day). Title of data. Title of data set [Notation]. Accessed [Month/Year] from SimplyMap, http://eresources.library.nd.edu/resources/43922/43923


**Statista**

Author. (Year, Month/Day). Title of data. Title of data set [Notation]. Accessed [Month/Year] from Statista, http://eresources.library.nd.edu/databases/statista


**World Databank**

**Dataset:**

Author. (Year, Month/Day). Title of data. Title of data set [Notation]. Accessed [Month/Year] from World Development Indicators, http://eresources.library.nd.edu/resources/1968785/1968786

Business Library-only Resources

Notice that most of the examples below demonstrate different formats (in the title field) to cite the same information. Be sure to choose one format and remain consistent with it throughout your bibliography. Because these are Business Library-only resources, the URL may be left out of the citation.

**Bloomberg**

**Stock Price**


**Company Financials**


**Capital IQ**

**Company Financials**


**Morningstar**

**Company Financials**

