

CITATION GUIDELINES

REFERENCES

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GENERAL CITATION GUIDELINES

Authors’ names are presented in standard order (first name first). Titles of larger works (e.g., books, journals, movies) are italicized; titles of smaller works (e.g., chapters, articles, individual web pages) are enclosed in quotation marks; and titles of websites/online sources should not be italicized unless analogous to larger works or sources of published information (e.g., books, journals, magazines, newspapers, and blogs).

Books

Author’s First and Last Name, *Title of Book: Subtitle of Book*, Edition Number (Place of Publication: Publisher’s Name, Year of Publication), Page Number(s). For book chapters, be sure to include the chapter number and the subtitle, as well as the applicable page ranges (see the bottom two examples).

- Horst Rechelbacher, *Minding Your Business: Profits That Restore the Planet* (San Rafael, CA: Earth Aware Editions, 2008), 119.
- Jim Collins and Jerry I. Porras, *Built to Last: Successful Habits of Visionary Companies*, 3rd ed. (New York, NY: HarperBusiness, 2002), 5–6.
- Peter C. Bell and Gregory S. Zaric, “Chapter 5: Predictive Modelling,” in *Analytics for Managers with Excel*, 1st Edition (New York, NY: Routledge, 2013), 131–165.
- David Poole, “Chapter 1: Vectors,” “Chapter 3: Matrices,” and “Chapter 4: Eigenvalues and Eigenvectors,” in *Linear Algebra: A Modern Introduction*, 3rd Edition (Toronto, ON: Brooks/Cole Cengage Learning, 2011), 1–61, 142–262, 264–375.

Cases

Author’s First and Last Name, “Case Title,” Distributor and Product Number (Place of Publication: Publisher’s Name, Date of Publication), Page Number(s).

- Ilan Alon and Meredith Lohwasser, “The Espresso Lane to Global Markets,” Ivey Publishing product no. 9B12M058 (London, ON: Ivey Publishing, May 23, 2012), 8.

Corporate Documents

Author's First and Last Name/Name of Organization, *Title of Report/Document* or Document Type, Page Number(s) if Specifically Cited, Date of Publication, Access Date, URL.

- IKEA Canada, *Summary Report 2015*, 5, November 3, 2015, accessed December 23, 2015, www.ikea.com/ms/en_CA/pdf/yearly_summary/IKEA_Canada_Summary_Report_2015.pdf.

Journal Articles

Author's First and Last Name, "Title of Article: Subtitle of Article," *Title of Journal* Volume Number, Issue Number (Month and/or Year; or Season and Year): Page Number(s), Access Date, URL.

- John H. Dunning, "Towards an Eclectic Theory of International Production: Some Empirical Tests," *Journal of International Business Studies* 11, no. 1 (1980): 9–31, accessed November 25, 2015, www.palgrave-journals.com/jibs/journal/v11/n1/pdf/8490593a.pdf.

Websites and Online News Sources

Author's First and Last Name/Name of Organization, "Title of Web Page/Article," Title of Website or *Title of Publishing Source*, Date of Publication, Access Date, URL.

- Whole Foods Market, IP, L.P., "Privacy Policy," Whole Foods Market, December 17, 2015, accessed December 23, 2015, www.wholefoodsmarket.com/privacy-policy.
- Katherine Rosman, "How Organic Avenue Lost All Its Juice," *The New York Times*, November 4, 2015, accessed December 23, 2015, www.nytimes.com/2015/11/05/fashion/organic-avenue-close.html.

Databases

Company Name, "Title or Descriptive Information," Database, Access Date.

- Apple Inc., "Stock Prices of Shares for Apple Inc.," Bloomberg L. P., accessed January 21, 2016.
- Tesla Motors, Inc., "Form 10-K," EDGAR Online, accessed January 21, 2016.
- Rolls Royce PLC, "Market Performance 2010–2015," Thomson Reuters Datastream, accessed January 21, 2016.

Videos

"Title," Portal Name and Media Type, Total Runtime, posted by <name>, date posted, accessed date, URL

- "Bonds vs. Stocks | Stocks and Bonds | Finance & Capital Markets | Khan Academy," YouTube Video, 9:20, February 2, 2009, accessed November 2, 2017, <https://youtu.be/rs1md3e4aYU>.