

**Note:** Brown and Vasarhelyi (1985) have a database of accounting literature that will be useful to researchers in the accounting area. Ferris (1988) offers topical areas for accounting research as well.

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## Section 3

# APA FORMAT FOR REFERENCING RELEVANT ARTICLES

A distinction has to be made between bibliography and references. A **bibliography** is the listing of the work that is relevant to the main topic of research interest arranged in the alphabetical order of the last names of the authors. A **reference list** is a subset of the bibliography, which includes details of all the citations used in the literature survey and elsewhere in the paper, arranged again, in the alphabetical order of the last names of the authors. These citations have the goals of crediting the author and enabling the reader to find the works cited.

At least three modes of referencing are followed in business research. These are based on the format provided in the *Publication Manual of the American Psychological Association* (APA) (2001), the *Chicago Manual of Style* (1993), and the Turabian style (1996). Each of these manuals specifies, with examples, how books, journals, newspapers, dissertations, and other materials are to be referenced in manuscripts. Since the APA format is followed for referencing by many journals in the management area, we will highlight the distinctions in how books, journals, newspaper articles, dissertations, and so on, are referenced, using this as per the Specimen Referencing format below. We will, in Section 4, discuss how these references will be cited in the literature review section. All the citations mentioned in the research report will find a place in the References section at the end of the report.

## SPECIMEN FORMAT FOR CITING DIFFERENT TYPES OF REFERENCES

### *Specimen Format for Referencing*

#### *Book by a single author*

Leshin, C. B. (1997). *Management on the World Wide Web*. Englewood Cliffs, NJ: Prentice-Hall.

#### *Book by more than one author*

Cornett, M., Wiley, B.J., & Sankar, S. (1998). *The pleasures of nurturing*. London: McMunster Publishing.

***More than one book by the same author in the same year***

- Roy, A. (1998a) *Chaos theory*. New York: McMillian Publishing Enterprises.  
 Roy, A. (1998b). *Classic chaos*. San Francisco, CA: Jossey Bamar.

***Edited Book***

- Pennathur, A., Leong, F.T., & Schuster, K. (Eds). (1998). *Style and substance of thinking*. New York: Publishers Paradise.

***Chapter in an Edited Book***

- Riley, T., & Brecht, M.L. (1998). The success of the mentoring process. In R. Williams (Ed.) *Mentoring and career success*, pp. 129–150. New York: Wilson Press.

***Book Review***

- Nichols, P. (1998). A new look at Home Services [Review of the book Providing Home Services to the Elderly by Girch, S. *Family Review Bulletin*, 45, 12–13.

***Journal Article***

- Jeanquart, S., & Peluchette, J. (1997). Diversity in the workforce and management models. *Journal of Social Work Studies*, 43 (3), 72–85.

***Conference Proceedings Publication***

- Yeshwant, M. (1998). Revised thinking on Indian philosophy and religion. In S.Pennathur (Ed.), *Proceedings of the Ninth International Conference on Religion*, (pp. 100–107). Bihar, India: Bihar University.

***Doctoral Dissertation***

- Kiren, R.S. (1997). *Medical advances and quality of life*. Unpublished doctoral dissertation, Omaha State University.

***Paper Presentation at Conference***

- Bajaj, L.S. (1996, March 13). *Practical tips for efficient work management*. Paper presented at the annual meeting of Entrepreneurs, San Jose, CA.

***Unpublished Manuscript***

- Pringle, P.S. (1991). *Training and development in the '90s*. Unpublished manuscript, Southern Illinois University, Diamondale, IL.

***Newspaper Article***

- The new GM pact. (1998, July 28). *Concord Tribune*, p.1.

## **REFERENCING NONPRINT MEDIA**

### ***Film***

Maas, J.B. (Producer), & Gluck, D.H. (Director). (1979). *Deeper into hypnosis* (film). Englewood Cliffs, NJ: Prentice-Hall.

### ***Cassette Recording***

Clark, K.B. (Speaker). (1976). *Problems of freedom and behavior modification* (Cassette Recording No. 7612). Washington, DC: American Psychological Association.

### ***Referencing Electronic Sources***

Author, I. (1998). Technology and immediacy of information [On-line] Available <http://www.bnet.act.com>

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## **Section 4** **REFERENCING AND QUOTATION IN** **THE LITERATURE REVIEW SECTION**

Cite all references in the body of the paper using the author–year method of citation; that is, the surname of the author(s) and the year of publication are given at the appropriate places. Examples of this are as follows:

- a. Todd (1998) has shown...
- b. In recent studies of dual-career families (Hunt, 1999; Osborn, 1998) it has been...
- c. In 1997, Kyle compared dual-career and dual-earner families and found that...

As can be seen from the above, if the name of the author appears as part of the narrative as in the case of (a), the year of publication alone has to be cited in parentheses. Note that in case (b), both the author and the year are cited in parentheses separated by a comma. If the year and the author are a part of the textual discussion as in (c) above, the use of parenthesis is not warranted.

Note also the following:

1. Within the same paragraph, you need not include the year after the first citation so long as the study cannot be confused with other studies cited in the article. An example of this is:  
Gutek (1985) published her findings in the book titled *Sex and the Work place*. Gutek indicated...

2. When a work is authored by **two** individuals, always cite both names every time the reference occurs in the text.
3. When a work has **more than two** authors but fewer than six authors, cite all authors the first time the reference occurs, and subsequently include only the surname of the first author followed by “et al.” as per the example below:  
 Sekaran, U., Martin, T., Trafton, and Osborn R. N. (1980) found ... (first citation)  
 Sekaran et al. (1980) found ... (subsequent citations)
4. When a work is authored by **six or more** individuals, cite only the surname of the first author followed by et al. and the year for the first and subsequent citations. Join the names in a multiple-author citation in running text by the word **and**. In parenthetical material, in tables, and in the reference list, join the names by an ampersand (&). Examples are given below.
  - a. As Tucker and Snell (1989) pointed out...
  - b. As has been pointed out (Tucker & Snell, 1989),...
5. When a work has no author, cite in text the first two or three words of the article title. Use double quotation marks around the title of the article. For example, while referring to the newspaper article cited earlier, the text might read as follows:  
 While examining unions (“With GM pact,” 1990).
6. When a work’s author is designated as “Anonymous,” cite in text, the word **Anonymous** followed by a comma and the date: (Anonymous, 1979). In the reference list, an anonymous work is alphabetized by the word **Anonymous**.
7. When the same author has several works published in the same year, cite them in the same order as they occur in the reference list, with the inpress citations coming last. For example:  
 Research on the mental health of dual-career family members (Sekaran, 1985a, 1985b, 1985c, 1999, in press) indicates...
8. When more than one author has to be cited in the text, these should be in the alphabetical order of the first author’s surname, and the citations should be separated by semicolons as per the illustration below:  
 In the job design literature (Aldag & Brief, 1976; Alderfer, 1972; Beatty, 1982; Jeanquart, 1998),...

**Personal communication** through letters, memos, telephone conversations, and the like, should be cited in the text only and not included in the reference list since these are not retrievable data. In the text, provide the initials as well as the surname of the communicator together with the date, as in the following example:

L. Peters (personal communication, June 15, 1998) feels...

In this section we have seen different modes of citation. We will next see how to include quotations from others in the text.

## QUOTATIONS IN TEXT

Quotations should be given exactly as they appear in the source. The original wording, punctuation, spelling, and italics must be preserved even if they are erroneous. The citation of the source of a direct quotation should always include the page number(s) as well as the reference.

Use double quotation marks for quotations in text. Use single quotation marks to identify the material that was enclosed in double quotation marks in the original source. If you want to emphasize certain words in a quotation, underline them and immediately after the underlined words, insert within brackets the words: *italics added*. Use three ellipsis points (...) to indicate that you have omitted material from the original source. See example that follows later.

If the quotation is of more than 40 words, set it in a free-standing style starting on a new line and indenting the left margin a further five spaces. Type the entire quotation double spaced on the new margin, indenting the first line of paragraphs five spaces from the new margin, as shown below.

In trying to differentiate dual-earner and dual-career families, Sekaran (1986) states:

Various terms are used to refer to dual-earner families: dual-worker families, two-paycheck families, dual-income families, two-job families, and so on. Spouses in dual-earner families may both hold jobs, or one of the partners may hold a job while the other pursues a career...

The distinction between dual-career and dual-earner families also gets blurred when spouses currently holding jobs are preparing themselves both educationally and technically to move up in their organization. (p. 4)

If you intend publishing an article in which you have quoted extensively from a copyrighted work, it is important that you seek written permission from the owner of the copyright. Make sure that you also footnote the permission obtained with respect to the quoted material. Failure to do so may result in unpleasant consequences, including legal action taken through copyright protection laws.