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:

Lipson, C. (2004). *Doing honest work in college: How to prepare citations, avoid plagiarism, and*

achieve real academic success. Chicago, University of Chicago Press.

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:

Johnston, J. (1958). Statistical cost function: A reappraisal. *Review of Economics and Statistics,*

40, 339-350.

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:

Greenberg, P.E., Kessler, R. C., Birnbaum, H. G., Leong, S. A., Lowe, S. W., Berglund, P. A., Corey-

Lisel, P. K. (2003). The economic burden of depression in the United States: How did it change

between 1990 and 2000? *Journal of Clinical Psychiatry 64*(12):1465-75. Retrieved March 3,

2007, from JSTOR database.

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:

Appelbaum, E. (1979). "The labor market."   In A. Eichner, Ed., *A guide to Post Keynesian economics*

(pp. 100-119), Armonk, NY: M. E. Sharpe, Inc., pp. 100-119.

Book:

Dean, J. (1951). *Managerial economics*. Englewood Cliffs NJ: Prentice Hall, Inc.

Classic Text (Book):

Keynes, J. M. (1936/1964). *The general theory of employment, interest and money*. New York:

Harcourt Brace.

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:

O'Brien, K. (2010, May 21). We ask, we tell, we whisper. *The Star-Ledger.* Retrieved June 15, 2010, from http://blog.nj.com/njv_kathleen_obrien/2010/05/post_6.html

This is cited in-text as (O'Brien, 2010).

News Article without Author:

BP—Blah Performance. (2010, June 16). *Newsweek*. Retrieved June 15, 2010, from
     http://www.newsweek.com/2010/06/16/bp-obama-s-blah-performance.html

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.

U.S. Department of Labor, Bureau of Labor Statistics (US BLS) (2006). "College enrollment and work

     activity of 2005 high school graduates." News release USDL 06-514. Retrieved June 15, 2010,

     from http://www.bls.gov/news.release/archives/hsgec_03242006.pdf

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:

US Social Security Administration (US SSA) (2006a). "Fact sheets for demographic groups: Social

     Security is important to women," June. Retrieved March 31, 2007, from

     http://www.socialsecurity.gov/pressoffice/factsheets/women.htm

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:

US Department of Agriculture, Food and Nutrition Service (US FNS) (2007). "Food stamp program."

     Retrieved March 31, 2007, from http://www.fns.usda.gov/fsp/

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

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

If you used the following website:

http://www.nationalhomeless.org/directories/advocacydirectory/new_jersey.html

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

National Coalition for the Homeless (2010). "Advocacy directory, NJ Homeless," retrieved June 9,

2010, from http://www.nationalhomeless.org/directories/advocacydirectory/new_jersey.html

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