

# **APA FORMAT FOR BUSINESS MAJORS**

by Mary Applegate

Updated January 2017

# SAMPLE TITLE PAGE

Running head: BODY LANGUAGE

1

**How Body Language Impacts Sales in International Business**

**John Wilson**

**D'Youville College**

# SAMPLE SECOND PAGE

BODY LANGUAGE

2

## How Body Language Impacts Sales in International Business

Body language refers to signals that are not verbalized but are nevertheless communicated by the body. These include standing or sitting position, eye contact, handshaking, and many other components....

# BASIC INFORMATION ON APA

Margins: 1” on all sides (unless the document is to be bound, and then leave 2” on the left side)

Line Spacing: Double space entire document, including block quotes (40 words or more)

Punctuation: Two spaces after punctuation is preferable except when referencing material

Voice: Use third person only unless instructor tells you otherwise

Edition: Use the APA Manual , 6<sup>th</sup> edition, ONLY. Other sources, especially online sources, may or may not be correct.

# WHEN SHOULD I CITE?

1. Whenever the information, concept, or words are not your own OR
2. when the statement is not common knowledge.

Remember, even if you change the words, the information is still not your own, so you DO need to cite.

# SAMPLE QUOTE WITH SIGNAL PHRASE

According to Anderson and Barker (2012),  
“the majority of college graduates majoring  
in business administration begin their  
professional careers by working for small,  
privately owned companies” (p. 14).

# SAMPLE QUOTE WITH A PARENTHETICAL CITATION

“The majority of college graduates majoring in business administration begin their professional careers by working for small, privately owned companies” (Anderson & Barker, 2012, p. 14).

# SAMPLE PARAPHRASE WITH CITATION

Although graduates with business degrees frequently seek employment with large corporations, many initially accept entry-level positions with smaller, family-owned businesses (Anderson & Barker, 2012).



# CITING WITH 3, 4, OR 5 AUTHORS

For the first citation list all authors, but for all subsequent citations, list only the first author + et al.

**First citation:** Anderson, Brown, and Jones (2015) indicate...

**Subsequent citation:** Anderson et al. (2015) indicate...

# CITING WITH 6 OR MORE AUTHORS

List the first author + et al. beginning with the first citation.

**EXAMPLE:** According to Winston et al. (2014), understanding body language is essential in international business because...

# EXPERIENTIAL EXERCISE— PARAPHRASING

Read the highlighted sentence under “Abstract” in the handout on bullying. Paraphrase the highlighted sentence beginning with a signal phrase and ending with a proper citation.

## **SAMPLE PARAPHRASE:**

According to a study conducted by Giorgi, Leon-Perez, and Arenas (2014), the more frequently employees are bullied at work, the more their sense of safety decreases.

# SAMPLE CITATION WITH MULTIPLE SOURCES

It is critical for international business majors to gain specific instruction in communication skills in order to successfully compete with other graduates in the international market (Ames, 2012; Carter & James, 2010; Davis, Longman, & Richards, 2012; McNally, Martin, Carney, Fallon, & O'Hara, 2011; Thomas et al., 2010).

**\*NOTE:** Each group of authors should be listed alphabetically by the letter of the first surname of each author in a group. (E.g., A/Ames; C/Carter & James, D/Davis, Longman, & Richards, etc. However, the order of the authors **WITHIN** the group should never be changed.)

# SAMPLE BLOCK QUOTE

As Jones and Taylor (2010) indicated in their recent study,

Those who work in international business need to possess not only a working knowledge of the subtleties of spoken language, but the unique skill of reading the nuances embedded in cultural language. Likewise, one major mistake in body language could result in the immediate loss of a million dollar business transaction. (“Communication,” para. 4)

# SAMPLE CITATION WITH NO AUTHOR

(Cite first few words of reference entry [e.g., name of article]).

Close to 90% of graduate international business majors become employed in their area of specialty before they even graduate (“International Business Majors,” 2010).

**NOTE: Do not use “Anonymous” unless the author is actually listed as “Anonymous.”**

# SAMPLE SECONDARY CITATION (USE SPARINGLY.)

According to a study conducted by Ferrentino (as cited in Lorenzo, 2012), international business graduates who have gained professional experience in communication are the best candidates for professional overseas marketing positions.

\*NOTE: Refer to the study you wish to discuss (Ferrentino), but cite the study you have actually read. In your references section, list Lorenzo (2012), NOT Ferrentino.

# EXPERIENTIAL EXERCISE— WRITING A SECONDARY CITATION

Read the highlighted sentence under “Introduction” (on the third page of the handout on bullying) and write a secondary citation for that highlighted sentence.

## **Sample secondary citation:**

According to Nielsen and Einersen (as cited in Giorgi, Leon-Perez, & Arenas, 2015), workers who have been “exposed to bullying behaviors often suffer health-related problems such as anxiety, depression, or post-traumatic stress symptoms” (p. 229).



# WHAT DO I INCLUDE IN REFERENCES?

Only the works cited in the paper are included in the references section. However, EACH of those must be included.

# SAMPLE REFERENCE PAGE

## References

American Medical Association (AMA). (2014). *Medical Ethics*. Retrieved from <http://www.ama-assn.org/ama/pub/physician-resources/medical-ethics.page>

Back-End. (n.d.). *Business Dictionary.com*. Retrieved from <http://www.businessdictionary.com/definition/back-end.html#ixzz3E5f5bDSL>

Burns, L. R. (2012). *The Business of Healthcare Innovation*. Cambridge, UK: Cambridge University Press.

Centers for Medicare & Medicaid Services. (2012). *National Health Expenditures 2012 Highlights*. Retrieved from <http://www.cms.gov/Research-Statistics-Data-and-Systems/Statistics-Trends-and-Reports/NationalHealthExpendData/downloads/highlights.pdf>

Hodges, H., & Henson, S. (2009). Medical Reimbursements and Patient Selection by Physicians: A Capital-Theoretic Approach. *Atlantic Economic Journal*, 37(4), 397-408. doi:10.1007/s11293-009-9193-7

**NOTE: This page should have a header with a page number.**

# SAMPLE REFERENCE FOR A JOURNAL ARTICLE

Jones, D., & Taylor, M. J. (2010).

Business ethics in the international  
market. *Journal of Ethics in*

*Business*, 44(2), 210-218. doi:

5.4485/21264-4177.44.2.434

# SAMPLE REFERENCE FOR A PROFESSIONAL ONLINE MAGAZINE ARTICLE

Gerzon, M. (2014, June). To resolve a conflict, first decide: Is it hot or cold? *Harvard Business Review*. Retrieved from <https://hbr.org/topic/communication>

# SAMPLE REFERENCE FOR AN ONLINE DOCUMENT WITH A CORPORATE AUTHOR

Practice in Ethics (2014). *Ethical issues  
for small businesses*. Retrieved from  
[http://www.cdc.private\\_companies/fe  
atures/business](http://www.cdc.private_companies/features/business)

# SAMPLE REFERENCE FOR A BOOK

Anderson, J.D., & Barker, E.K.

(2012). *International business*

*ethics as determined by heads of*

*state*. New York: Business Law

Publishers, Inc.

# EXPERIENTIAL EXERCISE—WRITING A REFERENCE ENTRY

Write a reference entry for the sample article.

**Sample reference entry:**

Giorgi, G., Leon-Perez, J., & Arenez, A. (2015). Are cyberbullying behaviors tolerated in some cultures? Evidence for a curvilinear relationship between workplace bullying and job satisfaction among Italian workers. *Journal of Business Ethics, 131*, 227-237. doi: 10.1007/s10551-014-2266-9

# FREQUENTLY RESEARCHED TOPICS WITH PAGE NUMBERS

- ❑ Initial and subsequent sample citations p. 177
- ❑ Rules regarding citations pp. 169-192
- ❑ Rules for references page pp. 193-224
- ❑ Levels of headings pp. 62-63
- ❑ Rules about numbers + exceptions pp. 111-114
- ❑ Sample APA paper pp.41-49



# APA BLOG

[blog.apastyle.org](http://blog.apastyle.org)