“BUSINESS PERSPECTIVES”
REFERENCE LIST AND CITATION STYLE GUIDE

“Business Perspectives” style for citations and reference lists is largely based on the style used by the American Psychological Association (APA). For details, please refer to APA Formatting and Style Guide or enquire with a journal’s editorial office if you have any questions regarding the preparation of citations and the list of references.

IN-TEXT CITATIONS

Only authors’ last names should be included in the in-text citations.

Short quotations

According to Author (year), “Short quotation” (page number).

According to Klose (2017), “Exchange rates are expected to adjust according to the stance of monetary policies, which are in normal times differences in interest rates set by the central banks” (p. 1).

Long quotations

Jones’s (1998) study found the following:

Students often had difficulty using APA style, especially when it was their first time citing sources. This difficulty could be attributed to the fact that many students failed to purchase a style manual or to ask their teacher for help (p. 199).

Note: Long quotations (more than 40 words) should be typed in a separate block indented by 0.5 inches from both sides.

A work by two authors

Research by Johnson and Smith (2012) supports...

(Johnson & Smith, 2012)

Note: Use the word “and” between the authors' names in the text and use the ampersand in the parentheses.

A work by three to five authors

All authors’ names are provided the first time you cite the work.

Zavadskas, Turskis, Dejus, and Viteikiene (2007) depict the optimal criterion linked to sensitivity analysis.

Note: Use the word “and” between the authors' names in the text and use the ampersand in the parentheses.

In second and subsequent citations, only the first author’s name followed by ‘et al.’ is given.
Zavadskas et al. (2007) ...

In the reference list, ‘et al.’ is not used.

**A work by six or more authors**
Only the first author for the first and subsequent citations followed by ‘et al.’ is cited.

Kozhemiakina et al. (2019) consider the main trends in creating new workplaces in the Ukrainian industrial sector.

In the reference list, ‘et al.’ is not used. If there are more than seven authors, list the first six followed by ellipsis and the last author’s name (which is not preceded by an ampersand).

**Citing indirect sources**

Johnson argued that... (as cited in Smith, 2009, p. 102).
REFERENCES

Common types of references include journal/periodical articles, books, conferences, websites/online resources. For other types of references, please refer to APA Formatting and Style Guide.

Journal articles

*Note*: It is **MANDATORY** to include a doi if it has been assigned to a journal article.

Author, A. A., Author, B. B., & Author, C. C. (year). Title of the article. *Journal Title*, *Volume*(Issue), first page-last page. [https://doi.org/prefix/suffix](https://doi.org/prefix/suffix)

*Note*: If there is more than one author, the last author’s name should be preceded by the comma and the ampersand. If there are more than seven authors, list the first six followed by ellipsis and the last author’s name (which is not preceded by an ampersand).


*Note*: If the article doesn’t have a doi, please insert the URL from which an article can be retrieved.


Books

**Books without editors**

Author, A. A. (year). *Title of work: Capital letter also for subtitle*. Location: Publisher.


**Books with editors**


**Conference proceedings**


**Dissertations/Theses**


**Websites and Online Resources**

Author (or name of the organization) (year). *Title of the webpage*. Retrieved from http://...