

Citations and reference list

Research skills in economics and business studies (10/2024)

Citations and references provide verifiable sources for your statements. Therefore, the citation must be clear and unambiguous. Each short reference in the text refers to exactly one entry in the reference list. The list provides all relevant publication details, so that others can find the exact version of the source you used. When selecting sources, make sure that they are worth citing (see handout [Search and evaluate sources](#)). Save sources that change (e.g. websites) so that you can present them if necessary.



Be careful: If you use a source for your paper, but do not cite it, your paper will be considered plagiarism and attempted cheating.

Which citation style should I use?

Ask your supervisors if they prefer a particular style. This handout uses the [APA style 7th edition](#) as an example because it is widely used in the social sciences. You can use it unless your institution requires a different style. Most importantly: Use one citation style consistently throughout your paper!

What does a reference in text look like?

The APA-style requires short references in the text with: last name(s), year and page. Put the reference in parentheses. You can also integrate the name(s) into the text.

Dickinson and McElroy (2019) test the influence of glucose on paper airplane construction. In their paper, Dickinson and McElroy (2019) refer to international paper airplane competitions (p. 4). They conclude that glucose intake influences paper airplane construction and can either impair or improve it (Dickinson & McElroy, 2019, p. 6).

- If you use multiple sources from one person or group from one year, add a / b / ... to the year of publication to distinguish the different sources: (Dickinson, 2022a).
- A citation can refer to one page p. (Alfonso, 2021, p. 3) or several pages pp. (Dickinson & Drummond, 2024, pp. 3-4).
- For works by three or more people, only mention the first name and add an et al. (= and others): (Dickinson et al., 2021, p. 16).

What is an indirect citation / paraphrase?

A paraphrase is the reproduction of someone else's thoughts or text in your own words. It is not typographically highlighted, but integrated into the text. When paraphrasing, you must cite the source directly in the text and in the reference list.

The findings indicate that the impact of glucose should be evaluated in relation to the individual's body weight (Dickinson & McElroy, 2019, p. 11).

What is a direct citation / quotation?

It is relatively uncommon to find literal quotations in economics and business studies, but they may be used if the specific wording is relevant. When using shorter quotations (up to 40 words), you should place them within quotation marks. Longer quotations should be set apart by indented paragraphs (no quotation marks). Cite the source in the text and in the reference list. Indicate if you made any changes.

- Mark additions with square brackets [addition] and omissions with three dots ...
- Indicate whether an emphasis was introduced by you or was already present in the original text.
- Spelling mistakes in the original are copied unchanged. They should be marked with [sic] in italics.

In contrast, the authors conclude that their "full analysis ... reveals that this gender-specific result does *not* support Hypothesis 1" (Dickinson & McElroy, 2019, p. 9, emphasis in original). While there is some support for hypothesis 2, "Table 1 estimatinos [sic] do not show support for hypothesis 3" (Dickinson & McElroy, 2019, p. 9).

Can I use figures and tables from a source?

Yes, if they contribute to the scientific results and if you are referring to them. Numbering, e.g. **Table 2** (bold), and *title* (italics) are each on a line above, notes and the source below the figure or table.

Note. **p=.05, ***p=.01. From *Flying High on Glucose? Glucose Intoxication and Gender Effects in Paper Airplane Production*, by D. Dickinson and T. McElroy, 2019, Appalachian State University (<http://econ.appstate.edu/RePEc/pdf/wp1903.pdf>). Copyright 2019 by the Appalachian State University.

What do I need to consider when compiling the reference list?

A reference list with all necessary details serves as an index for resolving the citations in your text. Sources that you read but do not cite are not included. Reference management software can help you create reference lists. Ask your library about licenses and training.

In APA style, references are sorted by surname(s), initial(s) of first name(s), year (ascending).

Dickinson, D. (2020). ...
Dickinson, D. (2022a). ...
Dickinson, D. (2022b). ...
Dickinson, D., McEvoy, D., & Bruner, D. (2021). ...

How do I cite a journal article (online) with a DOI in the reference list?

Look out for: & before the last author, comma before &, journal title and volume in italics, issue number (in parentheses) and page number, no period after DOI or link.

Chadi, A., Jeworrek, S., & Mertins, V. (2016). When the meaning of work has disappeared: Experimental evidence on employees' performance and emotions. *Management Science*, 63(6), 1696-1707. <https://doi.org/10.1287/mnsc.2016.2426>

How do I cite an article from a journal (online) with more than 20 authors?

Look out for: Omission of persons 20 to second to last, no & before the last author, but ... instead. If there is an ID but no volume, issue or page number, the ID is preceded by 'article'.

Löschel, A., Großkurth, P., Colombier, M., Criqui, P., Xiangwan, D., Frei, C., Gethmann, C. F., Gummer, J., Lecocq, F., Parikh, J. K., Sauer, D. U., Schlögl, R., Schmidt, C. M., Staiß, F., Stephanos, C., Tanaka, K., Zhiyu, T., Umbach, E., Wenham, M., ... Cong, Y. (2018). Establishing an expert advisory commission to assist the G20's energy transformation processes. *Economics: The Open-Access, Open-Assessment E-Journal*, Article 2018-12. <https://doi.org/10.5018/economics-ejournal.ja.2018-12>

How do I cite an article from a collective work?

Look out for: editors, book title in italics, pages (pp.) in parentheses, publisher.

Fort, R. D. (2006). Competitive balance in North American professional sports. In J. L. Fizez & S. Roberts (Eds.), *Handbook of sports economics research* (pp. 190-208). Routledge.

How do I cite a book?

Look out for: Edition (if applicable) in parentheses after the title.

Robbins, S. P., & Judge, T. A. (2021). *Essentials of organizational behavior* (15th ed.). Pearson.

How do I cite a working paper / report?

Look out for: Working paper series and number without dot in parentheses after the title, institution instead of publisher, DOI or link.

Boeing-Reicher, C., & Boysen-Hogrefe, J. (2017). *Estimating the effects of the "flight to quality", with an application to German bond yields and interest payments* (Kiel working paper 2086). Kiel Institute for the World Economy. <http://hdl.handle.net/10419/162853>

How do I cite a conference presentation?

Look out for: description in square brackets, name and location of conference (city, country).

Blundell, R. (2018, October 04-05): *Household Behavior and the Dynamics of Inequality* [Keynote address]. CRC Retreat, Montabaur, Germany. <https://www.ucl.ac.uk/~uctp39a/presentations.html>

How do I cite a website, blogpost or an online news article?

Look out for: day, month and year (n.d. = no date), date of retrieval only for publications that change.

Ifo Institute. (n.d.) *Inequality*. Retrieved October 07, 2024, from <https://www.ifo.de/en/topics/inequality>
Chinn, M. (2022, July 28). *Is this a recession?* Econbrowser. <http://econbrowser.com/is-this-a-recession>
Talmon, J. S. (2024, October 04): *Labor market shows unexpected strength*. New York Times. <https://www.nytimes.com/2024/10/04/business/economy/jobs-report-september.html>



More information: You can find more examples in the [APA Style Common Reference Examples Guide](#) and additional resources about research skills on [EconBiz](#).