Citation & references

Edward Bilodeau
Librarian, Management & Business
edward.bilodeau@mcgill.ca
Today’s session

- Overview of citing sources
- Citation style (APA style)
- Helpful resources
Citing sources

- What is citation?
  - Citation is the practice of acknowledging the work, ideas, information of others in your own work.
  - A citation is a **pointer** to another work or source of information

- Why cite sources?
  - To acknowledge the work of others
  - To avoid presenting someone else’s work as your own (i.e. plagiarism)
  - To add credibility to your own work and ideas
  - To allow the reader to consult your sources
When to cite sources?

Is it a direct quote?
- YES: Include quote in “quotation marks” Cite it
- NO

Is it paraphrased?
- YES: Cite it
- NO

Is it someone else’s idea, approach, theory finding, information, or data?
- YES: Cite it
- NO

Is it your idea, approach, etc? Is it common knowledge?
- YES: No need to cite it
- NO
How do I cite my sources?
What are citation styles?

- A **citation style** is a set of rules and practices that specify how you indicate the sources you used in your paper.

- Citation styles are standardized and documented in **style guides**.

- Examples
  - APA  Social sciences
  - Chicago  Humanities, social sciences
  - Turabian  Chicago modified for use by students
  - MLA  Humanities

- Most style guides include
  - Citation style
  - Document formatting
  - Document structure
  - Writing / language use guidelines
  - ... and more!
How to cite sources in a document (APA)

Document

References

List of all sources cited in document (goes at the end of the document)
How to cite sources in a document (APA)

Add in-text citations... ...that point to full citation in list of references
How to cite sources in a document (APA)

Provide support for statements in your paper
Clearly indicate when you are using someone else’s ideas or words
Every citation can be traced back to its source document
Examples of APA style
Theoretical Perspectives on New Forms of Organizing

Evelyn M. Fenton and Andrew M. Pettigrew

This book is the collective endeavour of an international research network engaged in the study of Innovative Forms of Organizing (INFORM). The INFORM programme was a multidisciplinary, multiteam, and multiresearch-site study which aimed to empirically examine the claims made in the theoretical and practitioner literature on new and innovative forms of organizing. In addition, and most crucially, this research sought to link the adoption of new forms of organizing with performance. The programme adopted two main methods of capturing empirical data: survey questionnaire and 18 case studies. The case studies were conducted by the UK and European teams, of companies who had adopted innovative forms of organizing. This book presents eight of these case studies, designed to illustrate innovative organizational transformations.

Here it seems most pertinent to address the question: what do we mean by innovative forms of organizing? Innovation suggests radical change in Schumpeter’s terms (1934) which we have adopted alongside criteria from theories of knowledge creation (Cohen and Levinthal, 1990; Kogut and Zander, 1992; Boisot, 1995) concerning the combination of ideas. Together, these perspectives suggest that innovation concerns radical new combinations of elements. We propose four instances of innovation as guidelines for our case studies. In the first instance, innovation may refer to a genuine widespread organizational innovation, such as the development of the Multidivisional form in the 1930s or the

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References

<table>
<thead>
<tr>
<th>Citing full article</th>
<th>Cohen and Levinthal (1990) proposed a theory of absorptive capacity...</th>
</tr>
</thead>
<tbody>
<tr>
<td>Citing direct quotation</td>
<td>&quot;When information flows are somewhat random and it is not clear where in the firm or subunit a piece of outside knowledge is best applied, a centralized gatekeeper may not provide an effective link to the environment&quot; (Cohen and Levinthal, 1990, p. 132).</td>
</tr>
<tr>
<td>Citing in-line quotation</td>
<td>During periods of change &quot;a centralized gatekeeper may not provide an effective link to the environment&quot; (Cohen and Levinthal, 1990, p. 132).</td>
</tr>
<tr>
<td>Citing paraphrase</td>
<td>During periods of change, gatekeepers may not be effective at transmitting information between the organization and its environment (Cohen and Levinthal, 1990, p. 132).</td>
</tr>
</tbody>
</table>
References


APA References - Article

Tips for MGCR 222

- **Citing textbook:** If you cite the textbook multiple times in the same paragraph, you can use page numbers alone for subsequent citations.

  Lorem ipsum dolor sit amet, consectetur adipiscing elit *(Jones 2015, p.132)*. Pellentesque id metus eget est auctor convallis non nec leo. Suspendisse potenti. Cras in lectus at urna malesuada facilisis *(Jones 2015, p.156)*. Class aptent taciti sociosqu ad litora torquent per conubia nostra, per inceptos himenaeos. Fusce ac sapien est *(Jones 2015, p.213)*.

- **Citing course pack:** Cite the original source of the articles (i.e. the course pack is not a publication!)


- **Citing lecture slides**
Take-home exercise

- Take any (scholarly) book or article on management or business
  - Preferably one that uses APA citation style!
- Trace each citation from

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**Theoretical Perspectives on New Forms of Organizing**

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This book is the collective outcome of an international research network engaged in the study of *Innovative Forms of Organizing*. The network's purpose was to explore diverse forms of organizing with performance. The programme adopted two main methods: systematic, empirical case studies and a comprehensive study of specific organizational forms. The case studies were conducted by the authors and international teams, or companies who had adopted innovative forms of organizing. This book presents eight of these case studies. Designed to illustrate innovative organizational transformations.

Here it seems most prudent to address the question what do we mean by innovative forms of organizing? Innovation suggests radical change in Schumpeter's terms (1954) where we have adopted alongside criteria from other knowledge creation systems (Hodgkinson and Lawrence, 1996; Kruger and Zander, 1992; Breton, 1995) concerning the combination of ideas. Together, these perspectives suggest that innovation concerns radical new combinations of elements. We propose four instances of innovation in guidelines for our case studies. In the first instance, innovation may refer to a genuine, widespread organisational innovation, such as the development of the successful firm in the 1930s or the

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**in-text citation**

**full citation**

**(in reference)**

**actual book or article**

**(electronic or print!)**
Helpful resources
APA resources

Start with

APA Formatting and Style Guide
(Perdue Online Writing Lab)

Citing business sources
(McGill Library)

Optional reference

Publication Manual (style guide) of the American Psychological Association
6th edition

Available at bookstores or at McGill Library (print only - catalogue)
APA Formatting and Style Guide (Perdue Online Writing Lab)

https://owl.english.purdue.edu/owl/resource/560/01/

Covers most aspects of APA citation style

- General format for paper
- In-text citations
- Reference list

Includes examples and sample paper
Citing business sources (McGill Library)

http://libraryguides.mcgill.ca/citation/management

- Annual reports/filings
- Articles
- Bloomberg
- Books
- Case Studies
- Corporate Affiliations
- Economist Intelligence Unit
- eMarketer
- Factiva
- Financial Performance Data
- Hoover's
- IBISWorld
- Legal material
- Marketline
- Market Share Reporter
- Mergent Online
- Mergent WebReports
- Passport GMID
- PMB
- Statista
- Statistics Canada
- Websites
APA citations from WorldCat
APA citations on EBSCO platform
APA citations on ProQuest platform
APA citations on Google Scholar
Tip!

Always review and correct auto-generated citations!
Academic integrity at McGill

Plagiarism and Cheating
Handbook on Student Rights and Responsibilities
https://www.mcgill.ca/students/srr/academicrights/integrity/cheating

Official policy and disciplinary procedures related to plagiarism

Fairplay
https://www.mcgill.ca/students/srr/academicrights/integrity/cheating

Tutorial to help you understand plagiarism and how to avoid it!

Academic Integrity
https://www.mcgill.ca/students/srr/academicrights/integrity/cheating
Office of the Dean of Students

Short video covering the disciplinary process at McGill.

You can also contact them with any questions you have about academic integrity.
Management & business

Articles & News
Core databases for finding journal, magazine, and newspaper articles related to management and business.

Advertising
Rates & expenditures, where to advertise, collections of ads

Entrepreneurship
Venture capital, business plans, market research

Finance
Financial data, analyst reports, company reports

Healthcare Management
Resources for healthcare management and public health policy

International Business
Articles, country statistics, reports and analysis

Public Relations
Articles, news, associations

http://www.mcgill.ca/library/find/subjects/management
Questions?

email: edward.bilodeau@mcgill.ca