MLA: Business Citations

This guide has been compiled by referencing the MLA Handbook, the Purdue OWL website (owl.english.purdue.edu/owl), and by consulting the work of other business librarians who have created similar guides. Business citations are not directly addressed in the MLA Handbook, so decisions on how to format many of these citations have been a matter of interpretation.

For help with writing and citation format, visit the YSU Writing Center on Maag Library’s lower level.

IN-TEXT CITATIONS:

You must provide parenthetical references (in-text citations) for quotes, paraphrases, and summaries used within a paper. The parenthetical reference refers the reader to the complete bibliographic citation on the Works Cited page at the end of the paper.

According to MLA guidelines, you must provide the last name of the author(s) and the page number(s) in parentheses at the end of the borrowed material. Use abbreviations where appropriate so the flow of the paper is interrupted as little as possible.

"U.S. imports of certified coffee exploded from 1.3 million pounds in 1999 to almost 45 million pounds in 2005, for a total value of $45 million" (Jaffee 16).

If you introduce borrowed material with the author's name, put only the page number(s) in parentheses at the end of the borrowed material.

According to Jaffee, "U.S. imports of certified coffee exploded from 1.3 million pounds in 1999 to almost 45 million pounds in 2005, for a total value of $45 million" (16).

IN-TEXT CITATION RULES:

• Referencing more than one page: (Jaffee 116-17).
• More than one author in list with the same last name, add first initial: (D. Jaffee 16).
• More than one author in list with the same last name and first initial, add full first name: (Daniel Jaffee 16).
• 2-3 authors, give last name of each: (Thurston, Morris, and Steiman 56).
• More than 3 authors, use first author's last name followed by et al.: (Curran et al. 2601-09).
• Corporate author, use corporation name, shortened or in full: (International Trade Centre 61).
• No known author, use shortened title of work.
• The title should be placed within quotation marks (articles) or italicized (books, entire websites).
• 2 or more works with same title and no author listed, add a publication fact, such as the date.
• More than one work by an author, add cited title, shortened or in full, after the author's last name: (Fridell, Coffee 73).
MLA CITATION BASICS:

- MLA citation page title: Works Cited (centered)
- 1" margins on all sides / 12-point font / Number pages in upper right hand corner (1/2" from top)
- Double space citations on Works Cited page.
- Hanging indentation: If a Works Cited entry continues to a second line, indent all subsequent lines 1/2".
- Alphabetize Works Cited page by author last name or title of document if no author name exists.
- For more than one work by the same author, order the entries alphabetically by title, and use three hyphens in place of the author's name for every entry after the first:
  
  

- If the work has an editor, follow the name with a comma, then ed.
- If no author/editor is listed, start citation with title.
- Capitalize each word in the titles of articles, books, etc. Do not capitalize articles (the, an), prepositions, or conjunctions unless one is the first word of the title or subtitle.
- Use these abbreviations when the information is unavailable: No publisher: n.p.; No publication date: n.d.
- Including a URL is optional, but may be required by your instructor. If required, add URL at end of citation in angle brackets. If the URL continues to a second line, divide it after a backslash. Example:


- Indicate the Medium of Publication: Print, Web, Film, CD-ROM, DVD...

Scholarly Journal Article from a Database:


In-Text Citation Example: (Daunfeldt and Rudholm 805).

Magazine/Trade Publication Article from a Database:

Author(s). "Title of Article." *Title of the Periodical* Date of Publication: Page number(s). *Database Title*. Web. Date accessed.


In-Text Citation Example: (Cernivec 36).
Annual Report/SEC Filing from a Company Website:
"Title of 10-K or Annual Report." Title of Overall Website. Publisher, Date of publication. Web. Date accessed.
In-Text Citation Example: ("Keurig Annual Report" 9).

Annual Report/SEC Filing from a Database:
Title of 10-K or Annual Report. Publisher, Year of Publication. Database Title. Web. Date accessed.
In-Text Citation Example: (Keurig Form 10-K 29).

Business Source Complete: MarketLine Company Profile:
"Title of Company Profile." Title of Source. Publisher, Date of Publication. Database Title. Web. Date accessed.
In-Text Citation Example: ("Keurig" MarketLine 16) [Include part of database title if needed to clarify.]

LexisNexis Academic Company Profile:
"Title of Company Profile." Title of Source. Publisher, Date of Publication. Database Title. Web. Date accessed.
In-Text Citation Example: ("Keurig" LexisNexis). [Include part of database title if needed to clarify.]
Note: Use n.d. if no date is available. LexisNexis Academic company profiles are not dated.

Mergent Company Profile:
Title of Company Profile. Publisher, Date of Publication. Database Title. Web. Date accessed.
In-Text Citation Example: (Keurig Mergent). [Include part of database title if needed to clarify.]
Note: Use n.d. if no date is available. Mergent Online company profiles are not dated.

Standard & Poor's NetAdvantage Company Profile:
Title of Company Profile. Publisher, Date of Publication. Database Title. Web. Date accessed.
In-Text Citation Example: (Keurig S&P). [Include part of database title if needed to clarify.] 
Note: Use n.d. if no date is available. S&P NetAdvantage company profiles are not dated.