Industry / Company Report Reference

What information do I need for the reference?

- Author or organisation,
- Year of publication,
- Title of the report,
- URL and the date you accessed the report.

What is the format for the reference?


Is there anything else I need to remember?

- Use this format for reports from our Industry / Market / Company databases.
- Always use the organisation as the author (E.g. Mintel, IBISWorld, Passport.)
- Italicise the title of the report.
- You do not need to include the full URL, just up to .com.

How to I cite this reference in my written work?

A recent study (Mintel Academic, 2018) suggests that….

Mintel Academic (2019) suggest that….
Company annual report reference

What information do I need for the reference?

- Author or organisation,
- Year of publication,
- Title of the report,
- URL and the date you accessed the report.

What is the format for the reference?

```
Author / Organisation

(Year of publication)  Title of report.
```


How to I cite this reference in my written work?

Unilever (2019) demonstrate Corporate Social Responsibility in the following ways ...

Corporate Social Responsibility is stated as a main strategic objective for Unilever (Unilever, 2019).
What information do I need for the reference?

- Publishing organisation,
- Year of publication,
- Title of the extract,
- URL and the date you accessed the report.

What is the format for the reference?


How to I cite this reference in my written work?

Unilever’s profit margin rose by 2% in 2018-19 (Capital IQ, 2020)....

Capital IQ (2020) show that Unilever’s profit margin...
Financial Report from a Terminal Reference

What information do I need for the reference?

- Publishing organisation,
- Year of publication,
- Title of the extract,
- URL and the date you accessed the report.

What is the format for the reference?


How to I cite this reference in my written work?

Comparing the company data from EIKON (2020) and Bloomberg (2020) ...
Newspaper Article Reference

What information do I need for the reference?

- Author,
- Year of publication,
- Title of article,
- Title of news source,
- Day and month,
- URL and the date you accessed the report.

What is the format for the reference?

Author / Organisation

(Year of publication)

‘Title of article’,

Title of Magazine

Day and month.

Available at: URL (Accessed: date).


How to I cite this reference in my written work?

A recent study (Hill, 2019) suggests that....

Hill (2019) indicates that....
## Magazine Article Reference

### What information do I need for the reference?

- Author,
- Year of publication
- Title of article
- Title of Magazine
- Day/Month published OR Volume and Issue
- URL and the date you accessed the report.

### What is the format for the reference?

<table>
<thead>
<tr>
<th>Author / Organisation</th>
<th>‘Title of article’,</th>
</tr>
</thead>
<tbody>
<tr>
<td>(Year of publication)</td>
<td></td>
</tr>
</tbody>
</table>


<table>
<thead>
<tr>
<th>Title of Magazine,</th>
<th>(Day and month).</th>
</tr>
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<tbody>
<tr>
<td>Available at: URL (Accessed: date).</td>
<td></td>
</tr>
</tbody>
</table>

### How to I cite this reference in my written work?

A recent article (Massar, 2020) suggests that….

Massar (2020) argues that…..
<table>
<thead>
<tr>
<th>In-Text Citations (More examples)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>One author</strong></td>
</tr>
<tr>
<td>Research suggests (Edwards, 2019) that….</td>
</tr>
<tr>
<td><strong>Organisations / Companies as authors</strong></td>
</tr>
<tr>
<td>Research suggests (The National Institute for Health and Care Excellence, 2019) that….</td>
</tr>
<tr>
<td><strong>Two authors</strong></td>
</tr>
<tr>
<td>Research suggests (Edwards and Hill, 2017) that…</td>
</tr>
<tr>
<td><strong>Three authors</strong></td>
</tr>
<tr>
<td>Research suggests (Edwards, Hill and Newman, 2016) that…</td>
</tr>
<tr>
<td><strong>Four or more authors</strong></td>
</tr>
<tr>
<td>Research suggests (Edwards et al., 2015) that…</td>
</tr>
<tr>
<td><strong>Tip</strong>: Please make sure that you always include all authors in your references. Only use et al. for in-text citations.</td>
</tr>
<tr>
<td><strong>Citing Multiple Sources</strong></td>
</tr>
<tr>
<td>Research suggests (Edwards et al., 2015; Halstead, 2004; Lawson, 2019 and Rizvi, 2008) that…</td>
</tr>
<tr>
<td><strong>Citing sources published in the same year by the same author</strong></td>
</tr>
<tr>
<td>Edwards (2018a) argues that cycling is the future for transport in the UK. Studies suggest (Edwards, 2018b) that the growing awareness of climate issues and the reduction in the prices of folding bikes will be an important factor in this development.</td>
</tr>
<tr>
<td>References:</td>
</tr>
</tbody>
</table>