

Citing Your Sources Using Chicago (Turabian) Style for Papers

Giving credit to the sources you reference in your paper is not only about compliance with copyright laws, but it's also a critical part of building credibility and trust with your client. Using Chicago (also known as Turabian) Style, the list below demonstrates the proper formats for citing popular business research sources in your paper.

Bibliography = Located at the end of your paper, the bibliography is a list of all the sources that you used to inform your work. Items should be listed alphabetically.

Footnote = When you are presenting information in your paper that can be tied back to your research, you should insert footnote with the citation. Note that the format you will use the *first* time you reference a source is different from subsequent footnotes, which can be abbreviated. Be sure to include the page numbers on which you found the information you are referencing. If there are no page numbers, simply end the footnote with a period.

Resource	Description	Bibliography	Footnote
Industry or Market Research Report from a GBL Database	Frequently used GBL databases for industry and market research include First Research, S&P NetAdvantage, Mintel Oxygen, and Passport GMID. When a report does not list a specific author, start with the title of the report.	Gabrielsen, Jon T. <i>The Global Market for Alternative Fuels for Commercial Vehicles</i> . Wellesley: BCC Research, 2016. Accessed May 25, 2016. Retrieved from BCC Research.	First citation: Jon T. Gabrielsen, <i>The Global Market for Alternative Fuels for Commercial Vehicles</i> (Wellesley: BCC Research, 2016). Subsequent: Gabrielsen, <i>The Global Market for Alternative Fuels for Commercial Vehicles</i> .
Industry or Market Research Report from a GBL Database (No author)		<i>Global Medium & Heavy Trucks</i> . London: Marketline, 2014. Accessed May 25, 2016. Retrieved from Marketline.	First citation: <i>Global Medium & Heavy Trucks</i> (London: Marketline, 2014), 18. Subsequent: <i>Global Medium & Heavy Trucks</i> , 15-18.
Consulting Firm White Paper from the Web	Major consulting firms like Deloitte, Ernst & Young, and PwC typically publish industry-related white papers that are free to access and download.	Srinivas, Val. "Banking Industry Outlook: Banking reimagined." Deloitte. 2016. Accessed May 25, 2016. http://www2.deloitte.com/us/en/pages/financial-services/articles/banking-industry-outlook.html .	First citation: Val Srinivas, "Banking Industry Outlook: Banking reimagined," http://www2.deloitte.com/us/en/pages/financial-services/articles/banking-industry-outlook.html , (2016). Subsequent: Srinivas, "Banking Industry Outlook: Banking reimagined."

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<p>Digital News or Magazine Article from a GBL Database</p>	<p>Frequently used GBL databases for digital news or magazine articles include Factiva and Business Source Complete.</p>	<p>Lohr, Steve. "So Much Work Is Going Digital, but Productivity Remains Stuck," <i>The New York Times</i>, June 6, 2016. Accessed June 8, 2016. Retrieved from Factiva.</p>	<p>First citation: Steve Lohr, "So Much Work Is Going Digital, but Productivity Remains Stuck," <i>The New York Times</i> (June 6, 2016).</p> <p>Subsequent: Lohr, "So Much Work Is Going Digital, but Productivity Remains Stuck."</p>
<p>Digital News or Magazine Article from the Web</p>	<p>Frequently used web sources for digital news or magazine articles include Economist.com and trade publications like Nation's Restaurant News.</p>	<p>Maze, Johnathan. "McDonald's to expand all-day breakfast menu," <i>Nation's Restaurant News</i>, July 6, 2016. Accessed July 8, 2016. http://nrn.com/quick-service/mcdonald-s-expand-all-day-breakfast-menu.</p>	<p>First citation: Johnathan Maze, "McDonald's to expand all-day breakfast menu," <i>Nation's Restaurant News</i>, (July 6, 2016).</p> <p>Subsequent: Maze, "McDonald's to expand all-day breakfast menu."</p>
<p>Company Website</p>	<p>This form is best used for information you find on a company website, such as the "About Us" section or an executive bio. For reports that are published on other types of websites or blog posts, a different format may be appropriate (e.g. Consulting Firm White Paper or blog).</p>	<p>"Our Story." Levi Strauss & Co. 2016. Accessed May 25, 2016. http://www.levistrauss.com/our-story/.</p>	<p>First citation: "Our Story," Levi Strauss & Co, http://www.levistrauss.com/our-story/, (2016).</p> <p>Subsequent: "Our Story," Levi Strauss & Co, http://www.levistrauss.com/our-story/, (2016).</p>

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<p>Press Release from a Company Website</p>	<p>Press Releases can also be found in GBL databases like Factiva or Nexis. In that case, use the same format as for “Digital News or Magazine Article from a GBL Database.”</p>	<p>The Coca-Cola Company. "Major Bottler Arca Continental to Join U.S. Coca-Cola System Through New Agreements With The Coca-Cola Company and Coca-Cola Bottling Company United." News release, May 25, 2016. The Coca-Cola Company. Accessed May 25, 2016. http://www.coca-colacompany.com/press-center/press-releases/major-bottler-arca-continental-to-join-us-coca-cola-system.</p>	<p>First citation: The Coca-Cola Company, “Major Bottler Arca Continental to Join U.S. Coca-Cola System Through New Agreements with The Coca-Cola Company and Coca-Cola Bottling Company United,” News release, (May 25, 2016).</p> <p>Subsequent: The Coca-Cola Company, “Major Bottler Arca Continental to Join U.S. Coca-Cola System Through New Agreements.”</p>
<p>Raw Data from a GBL Database</p>	<p>Frequently used GBL database sources for datasets include Passport GMID and Economist Intelligence Unit.</p>	<p>Economist Intelligence Unit. Fiscal Indicators for Costa Rica. 2010-2020. Raw data. Accessed June 20, 2016. Retrieved from Economist Intelligence Unit. London.</p>	<p>First citation: Economist Intelligence Unit, Fiscal Indicators for Costa Rica, 2010-2012, Raw Data (London: Economist Intelligence Unit, June 20, 2016).</p> <p>Subsequent: Economist Intelligence Unit, Fiscal Indicators for Costa Rica, 2010-2012, Raw Data.</p>
<p>Raw Data from a Website</p>	<p>Frequently used web sources for datasets include government, NGO, or banking websites such as the Bureau of Labor Statistics or the United Nations’ FAOSTAT.</p>	<p>United States Bureau of Labor Statistics. Civilian noninstitutional population age 15 and over. 2003-2014. Raw data. Accessed June 20, 2016. http://www.bls.gov/tus/#tables, Washington, DC.</p>	<p>First citation: United States Bureau of Labor Statistics, Civilian noninstitutional population age 15 and over, 2003-2014, Raw data (Washington DC: U.S. Bureau of Labor Statistics, June 20, 2016).</p> <p>Subsequent: U.S. Bureau of Labor Statistics, Civilian noninstitutional population age 15 and over, 2003-2014, Raw data.</p>

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<p>SEC Filing from SEC.gov or a Company Website</p>	<p>Reports filed by public companies with the Securities & Exchange Commission are available to the public via the SEC EDGAR website and the company website.</p>	<p>The Coca-Cola Company. <i>Form 10-Q April 1, 2016</i>. Retrieved from http://www.coca-colacompany.com/investors/investors-info-quarterly-filings.</p>	<p>First citation: The Coca-Cola Company, <i>Form 10-Q April 1, 2016</i>.</p> <p>Subsequent: The Coca-Cola Company, <i>Form 10-Q April 1, 2016</i>.</p>
<p>SEC Filing from a GBL Database</p>	<p>You can also find SEC public company filings in several GBL databases, such as Thomson ONE, FactSet, and Bloomberg.</p>	<p>The Coca-Cola Company. <i>Form 10-Q April 1, 2016</i>. Retrieved from FactSet.</p>	<p>First citation: The Coca-Cola Company, <i>Form 10-Q April 1, 2016</i>.</p> <p>Subsequent: The Coca-Cola Company, <i>Form 10-Q April 1, 2016</i>.</p>
<p>Wall Street Analyst Report from a GBL Database</p>	<p>Wall Street Analyst Reports are accessed from the GBL database Thomson ONE.</p>	<p>Vogel, Paul, Justin Humenansky, and Michael Urciuoli. <i>TYMHM: Nothing but Net</i>. New York: Barclays Research, 2016. Accessed May 25, 2016. Retrieved from Thomson ONE.</p>	<p>First citation: Paul Vogel, Justin Humenansky, and Michael Urciuoli, <i>TYMHM: Nothing but Net</i> (New York: Barclays Research, 2016), 2-3</p> <p>Subsequent: Vogel, Humenansky, and Urciuoli, <i>TYMHM: Nothing but Net</i>, 2-3</p>
<p>E-Book</p>	<p>Use same format as a book, but add the “Retrieved from [site or e-book service]” component only in the bibliography, not the citations.</p>	<p>Jap, Sandy. <i>Partnering with the Frenemy: A Framework for Managing Business Relationships, Minimizing Conflict, and Achieving Partnership Success</i>. Old Tappan: Pearson, 2016. Retrieved from Proquest Safari Books Online.</p>	<p>First citation: Sandy Jap, <i>Partnering with the Frenemy</i> (Old Tappan: Perason, 2016), 54-57.</p> <p>Subsequent: Jap, <i>Partnering with the Frenemy</i>, 63.</p>

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<p>Blog Post – from a stand-alone blog</p>	<p>The first example shows how to cite a stand-alone blog. The second example shows how to cite a blog that is part of larger publisher’s site, such as a blog on NPR or on the New York Times website.</p>	<p>Diamond, Ethan. “Bandcamp, Downloads, Streaming, and the Inescapably Bright Future.” <i>The Bandcamp Blog</i> (blog), May 19, 2016. https://blog.bandcamp.com/2016/05/19/bandcamp-downloads-streaming-and-the-inescapably-bright-future/.</p>	<p>First citation: Ethan Diamond, “Bandcamp, Downloads, Streaming, and the Inescapably Bright Future,” <i>The Bandcamp Blog</i> (blog), https://blog.bandcamp.com/2016/05/19/bandcamp-downloads-streaming-and-the-inescapably-bright-future/, (May 19, 2016).</p> <p>Subsequent: Diamond, “Bandcamp, Downloads, Streaming, and the Inescapably Bright Future.”</p>
<p>Blog Post – from a larger publisher’s site</p>	<p>The first example shows how to cite a stand-alone blog. The second example shows how to cite a blog that is part of larger publisher’s site, such as a blog on NPR or on the New York Times website.</p>	<p>George, Bradley. “Online Eye Exam Site Makes Waves In Eye Care Industry.” <i>All Tech Considered</i> (blog), NPR, May 25, 2016. http://www.npr.org/sections/alltechconsidered/2016/05/25/479346651/online-eye-exam-site-makes-waves-in-eye-care-industry.</p>	<p>First citation: Bradley George, “Online Eye Exam Site Makes Waves in Eye Care Industry,” <i>All Tech Considered</i> (blog), NPR, http://www.npr.org/sections/alltechconsidered/2016/05/25/479346651/online-eye-exam-site-makes-waves-in-eye-care-industry, (May 25, 2016).</p> <p>Subsequent: George, “Online Eye Exam Site Makes Waves in Eye Care Industry.”</p>

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<p>Interview - unpublished</p>		<p>Anderson-Strait, Malisa (Business Librarian, Goizueta Business Library). Interviewed by Saira Raza at Goizueta Business Library, May 2016.</p>	<p>First citation: Malisa Anderson-Strait (Business Librarian, Goizueta Business Library). Interviewed by Saira Raza at Goizueta Business Library, (May 2016).</p> <p>Subsequent: Anderson-Strait. Interviewed by Saira Raza at Goizueta Business Library, (May 2016).</p>
<p>Interview - published</p>	<p>There are slight differences between how to cite an interview that has been published versus an unpublished interview that you conduct yourself. If the interview was part of a focus group in which the participants must remain anonymous, there is no need to cite.</p>	<p>Konsynski, Benn. "Goizueta Faculty Interview: ISOM Professor Benn Konsynski Discusses Technology, Libraries, and What It Takes to Be a Real "S.O.B." (Student of Benn)." Interview by Saira Raza. <i>Goizueta Business Library Blog</i>, April 14, 2016.</p>	<p>First citation: Benn Konsynski, "Goizueta Faculty Interview: ISOM Professor Benn Konsynski Discusses Technology, Libraries, and What it Takes to Be a Real "S.O.B." (Student of Benn)," Interview by Saira Raza, <i>Goizueta Business Library Blog</i>, (April 14, 2016).</p> <p>Subsequent: Benn Konsynski, "Goizueta Faculty Interview: ISOM Professor Benn Konsynski Discusses Technology, Libraries, and What it Takes to Be a Real "S.O.B." (Student of Benn)," Interview by Saira Raza, <i>Goizueta Business Library Blog</i>, (April 14, 2016).</p>

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