

Creating a Bibliography

Citing Print & Electronic Resources

EvMBA International Research Paper

- Use this handout as a guide for creating your bibliography and footnotes.
- It was created using the APA 5th Citation Style, which is accepted by faculty.
- It anticipates all the many different document types and formats you might come across, including books, chapter from books, websites, documents located on the web, and more.

What is a bibliography?

- Your bibliography should be an accurate reflection of all the intellectual content that you used in researching your paper. You don't have to have cited the resource within your paper for it to be included in your bibliography.
- A substantive bibliography is an important indicator of thoughtful, original and thorough research. Depth, validity and range of resources used all contribute to its substance.

What are footnotes/endnotes?

- When you specifically quote or incorporate intellectual content/ideas from a source, you must cite it within the context of your paper.
- You can either incorporate the cite at the bottom of the page in which the cite appears (footnote) or as part of a list of cites added to the end of your paper (endnote). Either format is correct, just be consistent.
- Each source cited to within the paper should also be included in your bibliography.

Do I document charts/graphs/tables?

- Yes, if you are reproducing a graph, chart, or table taken from another source, you must cite that source at the bottom of it.

Do I cite interviews?

- Yes, using the following formats:
 - Cite the interview within the text of your paper
(*Smith, J., personal communication, August 15, 2001*)
 - And include it in the bibliography
(*Smith, J., personal communication, August 15, 2001*)

A few additional tips:

- Items are listed in alpha order by first author's last name – if no author (as in many electronic items, than those are listed first.)
- Book titles are italicized – if a book is part of a series – the series title is the one italicized.
- Electronic items included the date the item was retrieved, the name of the website, and the url.

Sample Bibliography

- Country Profile 2007 - China (Publication (2007). Retrieved August 22, 2007, from EIU
http://portal.eiu.com/report_dl.asp?issue_id=1041764489&mode=pdf
- Country Tables (Publication (2007). Retrieved August 18, 2007, from International Monetary Fund
<http://www.imfstatistics.org/imf/imfbrowser.aspx?branch=ROOT>
- Economic Indicators (Publication (2007). Retrieved August 18, 2007, from Euromonitor International
<http://www.portal.euromonitor.com>
- Green Shoots: A new venture hopes to promote clean-technology investment in China [Electronic (2007). Version].
Economist. Retrieved August 22, 2007 from EIU www.eiu.com.
- Bekaert, G., Harvey, C. R., Lundblad, C., & Siegel, S. (2007). Global Growth Opportunities and Market Integration.
Journal of Finance, 62(3), 1081-1137.
- Bergsten, C. F. (Ed.). (2005). *The United States and the world economy: Foreign economic policy for the next decade*: Washington, D.C.: Institute for International Economics.
- Bhargava, V. K. (2006). *Global issues for global citizens : an introduction to key development challenges*.
Washington, D.C.: World Bank.
- Bloom, D. E., & Murshed, S. M. (2001). Globalization, global public 'bads', rising criminal activity and growth.
World Institute for Development Economics Research, United Nations University. Wider Discussion Paper, No. WDP 2001/50, 1-16.
- de Rato, R. Sustaining Global Growth: Address by Rodrigo de Rato, Managing Director of the International Monetary Fund at First Economic Forum of Comunidad de Madrid Madrid, March 30, 2007. Retrieved 08/18/2007, from International Monetary Fund
<http://www.imf.org/external/np/speeches/2007/033007a.htm>
- Dollar, D. (2007). Asian century or multi-polar century ? : The World Bank, Policy Research Working Paper Series: 4174.
- Edwards, S. (2007). On Current Account Surpluses and the Correction of Global Imbalances: National Bureau of Economic Research, Inc, NBER Working Papers: 12904.
- Fратиани, M., Savona, P., Kirton, J. J., Frатиани, M., Savona, P., & Kirton, J. J. (2003). Sustaining Global Growth and Development: G7 and IMF Governance: Introduction, Observations, and Conclusions. In *Sustaining global growth and development: G7 and IMF governance* (pp. 1-15): Global Finance Series. Aldershot, U.K. and Burlington, Vt.: Ashgate.
- He, Y. (2004). *Vertical Foreign Direct Investment, Knowledge Spillovers and the Global Growth: Theory and Evidence*. Unpublished Ph.D., University of Colorado.
- International Energy Agency (2006). *Energy Technology Perspectives 2006: Scenarios and Strategies to 2050: In Support of the G8 Plan of Action*: Paris and Washington, D.C.: Organisation for Economic Co-operation and Development.
- Macedo, J. B. d., Chino, T., Organisation for Economic Co-operation and Development. Development Centre., & Asian Development Bank. (2002). *Technology and poverty reduction in Asia and the Pacific*. Paris, France: Asian Development Bank Development Centre of the Organisation for Economic Co-operation and Development.
- O'Hara, P. A. (2006). *Growth and development in the global political economy : social structures of accumulation and modes of regulation*. Routledge frontiers of political economy ; 74 London ; New York: Routledge.
- Rosser, J. B., Jr., & Rosser, M. V. (2006). Institutional Evolution of Environmental Management under Global Economic Growth. *Journal of Economic Issues*, 40(2), 421-429.
- Smith, J., personal communication, August 15, 2001
- Solimano, A., Gutiérrez, M. A., & United Nations. Economic Commission for Latin America and the Caribbean. (2006). *Savings, investment and growth in the global age : analytical and policy issues*. Santiago, Chile: Naciones Unidas, CEPAL.
- Stephansen, K., & Keene, T. R. (2005). How U.S. Fiscal Policy Aids Both U.S. and Global Growth. In *Flying on One Engine: The Bloomberg Book of Master Market Economists: Fourteen Views on the World Economy* (pp. 67-82): New York: Bloomberg Press.
- United States. Congress. House. Committee on International Relations. Subcommittee on Africa Global Human Rights and International Operations. (2006). *African Growth and Opportunity Act : a five-year assessment : hearing before the Subcommittee on Africa, Global Human Rights, and International Operations of the Committee on International Relations, House of Representatives, One Hundred Ninth Congress, first session, October 20, 2005*. Retrieved August 22, 2007 from U.S. Government Printing Office
<http://purl.access.gpo.gov/GPO/LPS66722>
- Wang, Y., & Yao, Y. (2007). Measuring Downside Risk and Severity for Global Output. *Journal of Forecasting*, 26(1), 23-32.

Additional information....

Elements to Include in References to Electronic Sources

Because not all Internet sources have title and copyright pages, the elements for a reference can be difficult to find. In general, include the same elements, in the same order, as you would for a reference to a fixed-media source, and add as much electronic retrieval information as needed for others to locate the sources you cited.

Retrieval date

The date an electronic source was retrieved is important if the content you are citing is likely to be changed or updated. When no fixed publication date, edition, or version number can be cited, the retrieval date offers a snapshot of the content at the time of your research.

Economic Indicators (Publication (2007)). Retrieved August 18, 2007, from Euromonitor International <http://www.portal.euromonitor.com>

Books

Bhargava, V. K. (2006). *Global issues for global citizens : an introduction to key development challenges*. Washington, D.C.: World Bank.

Books with individual and corporate authors

Macedo, J. B. d., Chino, T., Organisation for Economic Co-operation and Development. Development Centre., & Asian Development Bank. (2002). *Technology and poverty reduction in Asia and the Pacific*. Paris, France: Asian Development Bank Development Centre of the Organisation for Economic Co-operation and Development.

Solimano, A., Gutiérrez, M. A., & United Nations. Economic Commission for Latin America and the Caribbean. (2006). *Savings, investment and growth in the global age : analytical and policy issues*. Santiago, Chile: Naciones Unidas, CEPAL.

Book with Corporate Author

International Energy Agency (2006). *Energy Technology Perspectives 2006: Scenarios and Strategies to 2050: In Support of the G8 Plan of Action*: Paris and Washington, D.C.: Organisation for Economic Co-operation and Development.

Book, edited

Bergsten, C. F. (Ed.). (2005). *The United States and the world economy: Foreign economic policy for the next decade*: Washington, D.C.: Institute for International Economics.

Book – Chapter and two authors

Stephansen, K., & Keene, T. R. (2005). How U.S. Fiscal Policy Aids Both U.S. and Global Growth. In *Flying on One Engine: The Bloomberg Book of Master Market Economists: Fourteen Views on the World Economy* (pp. 67-82): New York: Bloomberg Press.

Book – in a series

O'Hara, P. A. (2006). *Growth and development in the global political economy : social structures of accumulation and modes of regulation*. Routledge frontiers of political economy ; 74 London ; New York: Routledge.

Book – in a series, two publishers

Fратиани, M., Savona, P., Kirton, J. J., Frатиани, M., Savona, P., & Kirton, J. J. (2003). *Sustaining Global Growth and Development: G7 and IMF Governance: Introduction, Observations, and*

Conclusions. In *Sustaining global growth and development: G7 and IMF governance* (pp. 1-15): Global Finance Series.

Aldershot, U.K. and Burlington, Vt.: Ashgate.

Journal Articles

Bekaert, G., Harvey, C. R., Lundblad, C., & Siegel, S. (2007). Global Growth Opportunities and Market Integration. *Journal of Finance*, 62(3), 1081-1137.

Rosser, J. B., Jr., & Rosser, M. V. (2006). Institutional Evolution of Environmental Management under Global Economic Growth. *Journal of Economic Issues*, 40(2), 421-429.

Wang, Y., & Yao, Y. (2007). Measuring Downside Risk and Severity for Global Output. *Journal of Forecasting*, 26(1), 23-32.

Journal Articles, electronic

Green Shoots: A new venture hopes to promote clean-technology investment in China [Electronic (2007). Version]. *Economist*. Retrieved August 22, 2007 from EIU www.eiu.com.

Government Document

United States. Congress. House. Committee on International Relations. Subcommittee on Africa Global Human Rights and International Operations. (2006). *African Growth and Opportunity Act : a five-year assessment : hearing before the Subcommittee on Africa, Global Human Rights, and International Operations of the Committee on International Relations, House of Representatives, One Hundred Ninth Congress, first session, October 20, 2005*. Retrieved August 22, 2007 from U.S. Government Printing Office <http://purl.access.gpo.gov/GPO/LPS66722>

Discussion Paper/Working Paper

Bloom, D. E., & Murshed, S. M. (2001). Globalization, global public 'bads', rising criminal activity and growth. *World Institute for Development Economics Research, United Nations University. Wider Discussion Paper, No. WDP 2001/50*, 1-16.

Dollar, D. (2007). Asian century or multi-polar century ? : The World Bank, Policy Research Working Paper Series: 4174.

Edwards, S. (2007). On Current Account Surpluses and the Correction of Global Imbalances: National Bureau of Economic Research, Inc, NBER Working Papers: 12904.

Electronic – Web pages/Reports/Data/Powerpoints

Country Profile 2007 - China (Publication (2007). Retrieved August 22, 2007, from EIU http://portal.eiu.com/report_dl.asp?issue_id=1041764489&mode=pdf

Country Tables (Publication (2007). Retrieved August 18, 2007, from International Monetary Fund <http://www.imfstatistics.org/imf/imfbrowser.aspx?branch=ROOT>

Economic Indicators (Publication (2007). Retrieved August 18, 2007, from Euromonitor International <http://www.portal.euromonitor.com>

de Rato, R. Sustaining Global Growth: Address by Rodrigo de Rato, Managing Director of the International Monetary Fund at First Economic Forum of Comunidad de Madrid Madrid, March 30, 2007. Retrieved 08/18/2007, from International Monetary Fund <http://www.imf.org/external/np/speeches/2007/033007a.htm>

Dissertation

He, Y. (2004). *Vertical Foreign Direct Investment, Knowledge Spillovers and the Global Growth: Theory and Evidence*. Unpublished Ph.D., University of Colorado.