Citation Style Guide

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Cite where the evidence is used

Acknowledge borrowed ideas, results, methods, data and wording at the point of use. Place exact quotations in quotation marks and give a page or other location. Paraphrasing still requires citation. Never add sources that you have not checked.

In-text author-date format

One author: (Patel, 2024) or Patel (2024). Two authors: (Patel & Rao, 2024). Three or more authors: (Patel et al., 2024), unless this creates ambiguity. The names in these examples are fictional formatting examples.

Direct quotation: (Patel, 2024, p. 18). A page range uses pp. 18-20. If a source has no page numbers, use a section heading and paragraph number where practical. Multiple works: (Patel, 2023; Rao, 2024), ordered alphabetically and separated by semicolons.

Reference list rules

List every cited, retrievable work under References. Sort by the first author's surname, then year for the same author. List all authors in the reference entry. Use a hanging indent of 0.5 inch. For the same authors and year, assign a, b and so on consistently in the list and in-text citations.

Use sentence case for work titles and retain proper nouns. Use plain text for bibliographic fields in this house style, as in the examples. Include pages or an article number as supplied by the source. Do not invent missing metadata.

Examples and placeholders

The examples on the following pages are fictional demonstrations, not published sources or suggested citations. Replace bracketed fields with verified details. No example DOI, journal credential or live research record is invented.

Articles books and conference contributions

Journal article

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Patel, K., & Rao, M. (2024). Resource efficiency in small manufacturing firms. [Journal title], [volume]([issue]), [pages]. [Verified source URL]

Book

Pattern: Author, A. A. (Year). Book title (edition, if not the first). Publisher. DOI URL if available.

Das, R. (2023). Research design for sustainable enterprises (2nd ed.). [Publisher].

Chapter in an edited book

Pattern: Author, A. A. (Year). Chapter title. In E. E. Editor (Ed.), Book title (pp. start-end). Publisher. DOI URL if available.

Rao, M. (2024). Evidence in management decisions. In K. Patel (Ed.), [Book title] (pp. [start-end]). [Publisher].

Conference paper

For a proceedings paper, cite the published proceedings and pages. For an unpublished presentation, identify the contribution type, meeting, date and location; do not present it as a journal article.

Das, R., & Patel, K. (2024). Measuring energy demand in enterprise systems. In [Proceedings title] (pp. [start-end]). [Publisher]. [Verified URL]

Rao, M. (2024, September 10). Data quality in environmental reporting [Paper presentation]. [Conference name], [City, country].

Verify publication identity

Check author order, year, title, source, volume, issue and pagination against the original record. Use article numbers where the publisher uses them. Distinguish preprints, accepted manuscripts, proceedings and final journal articles.

Web reports theses and online research

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[Organization]. (2025, March 12). [Webpage title about business sustainability]. [Official URL]

Use an organization author where appropriate. Omit a duplicate site name. Add a retrieval date for changing content, such as a dashboard.

Report

[Research organization]. (2024). [Report title on environmental management] (Report No. [number, if provided]). [Publisher, if different from author]. [Verified URL]

Thesis or dissertation

Patel, K. (2024). [Thesis title on enterprise resource use] [Doctoral dissertation, Institution name]. [Repository name]. [Verified URL]

For an unpublished thesis, replace the repository details with Unpublished doctoral dissertation or the appropriate degree description. Use only the real institution and degree.

Online sources datasets and software

Rao, M. (2024). [Dataset title on resource consumption] (Version 1.0) [Data set]. [Repository]. [Verified DOI or URL]

Das, R. (2024). [Analysis software title] (Version 2.1) [Computer software]. [Repository or publisher]. [Verified URL]

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