

Citation rules in the body of the text

APA style

(7th edition)

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**em
lyon**
business
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In the most of your academic works, citations should be added in the body of the text. If a document listed in "[what to cite](#)" table is used in an academic work, a bibliographic reference should be added in the body of the text and in the list of references (bibliography). This way, the reader will know where the idea comes from.

At emlyon, we recommend the use of APA style. In this author/date style, references are inserted in the text, in brackets, with the author's last name, the year of publication and, if necessary, the exact page of the citation. E.g. (Damasio, 2020) (Damasio, 2017, p. 104). Starting from this short reference in the text, the reader can easily find the document in question with its full reference in the bibliography or the list of references. The **use of footnotes/endnotes** is not recommended in the APA style. The only exceptions are copyright acknowledgments and specific clarifications that would be too awkward to include in the body of the text.

Here are some rules on the citation in the body of the text according to the APA style:

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Author's last name and year of publication in brackets directly in the body of the text. The use of footnotes/endnotes should be avoided.

Example: Thus, the number of people that undergone surgery is increasing continuously (Damasio, 2020).

In the case of one or several authors

- One author: (Damasio, 2004)
- 2 authors: (Bechara and Damasio, 2006)
- 3 authors or more: (Damasio and al., 2005) The Latin locution "al." means "others"
- If the author is an Institution or a publisher, use the institution's name: (Xerfi, 2018), (Statista, 2019), (OpenAI, 2023)....

Several citations from the same author and the same year

- Add a lower case letter "a" after the date of the first document that you cite, than "b" for the next one, "c" and so on (Veilleux, 2003a)... (Veilleux, 2003b)...
- Same rule for market studies, reports and statistics. If you cite more than one document from the same year, same publisher, add lower case letter to the date: (Xerfi 2018a)... (Xerfi, 2018b)

With or without the number of pages?

- There is no page number indicated in the reference if you paraphrase, if you mention the work of someone, or a general idea / results in one's work. E.g. (Tremblay, 2008)
- Page number should be indicated in the reference when there is quotation of author's exact words (text put in quotation marks). E.g. (Tremblay, 2008, p. 16)

NB. Word-by-word excerpts from a document follow strict citation rules. If the excerpt is less than 40 words long, incorporate it directly into the text in quotation marks.

Example :

Torres defines the multimarket competition in one of his works: "La notion de 'concurrence multipoints' (ou 'multimarchés') est apparue pour tenter de comprendre l'équilibre concurrentiel qui s'instaure entre de grands conglomérats" (Torres, 2010, p.18)

If the excerpt contains 40 words or more, present it in a separate block of text, without quotation marks. The first paragraph of the excerpt should be 1.25 cm indented from the rest of the text. If the excerpt contains several paragraphs, the first line of each subsequent paragraph has an additional indentation (i.e. paragraph) of 1.25 cm.

Exemple :

Cateura analyses the concurrent strategies and says:

Ces stratégies spécialisées et agressives apparaissent donc comme originales au regard des différents comportements d'acteurs sur le marché de l'électricité en cours de libéralisation. Ainsi, les acteurs les plus agressifs ont été ceux qui avaient le moins de moyens, et qui se sont positionnés sur un segment de marché des plus difficiles. Dans un contexte de hausse des prix, les détaillants 'low cost' n'ont pas réussi à maintenir leur indépendance et ont dû largement modifier leurs stratégies pour s'adapter à une activité de commercialisation peu rentable. Cependant d'un point de vue entrepreneurial et financier, ces projets restent malgré tout remarquables. L'ouverture du marché des clients résidentiels prévue pour le 1^{er} juillet 2007, devrait donner une nouvelle valeur à ces fournisseurs spécialisés.

L'ouverture du marché des clients résidentiels prévue pour le 1^{er} juillet 2007, devrait donner une nouvelle valeur à ces fournisseurs spécialisés. (Cateura, 2020, p. 356)

Ibid., idem and others

Latin locutions *ibid.*, *idem* and *op. cit.*, which are commonly used in other bibliographic styles/standards, are not used in the APA style. When sources are reused in the text, APA recommends that textual citations should be repeated in author-date form.

If the bibliographical reference is incomplete

- Without date, use the abbreviation **n.d. (no date)**: (Deschamps, n.d.)
- If the author is an institution or an organization (e.g. INSEE, European Commission), the name of the institution is the author. E.g. (INSEE, 2020)
- Without author. When the document has no author, the title or the first words of the title stand for the author in the short citation. (Strategic watch, 2019)

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