

# RESOURCES

## CITATION GUIDELINES

### REFERENCES

Please use footnotes for your source citations. Ivey's note citations are based on *The Chicago Manual of Style*, 17th edition (2017). Do not indent your citations. Please always assume that a full source is required and provide as much detail as possible. Primary sources are preferred when available. *Wikipedia* is not an admissible reference source for Ivey cases. Verbatim material should be enclosed in quotation marks and accompanied by a footnote. Please include access dates for all electronic resources.

### GENERAL CITATION GUIDELINES

#### Books

Author's First and Last Name, *Title of Book: Subtitle of Book*, Edition Number (Place of Publication: Publisher's Name, Year of Publication), Page Number(s). For book chapters, be sure to include the chapter number and the subtitle, as well as the applicable page ranges (see the bottom two examples).

- Horst Rechelbacher, *Minding Your Business: Profits That Restore the Planet* (San Rafael: Earth Aware Editions, 2008), 119.
- Jim Collins and Jerry I. Porras, *Built to Last: Successful Habits of Visionary Companies*, 3rd ed. (New York: HarperBusiness, 2002), 5–6.
- Peter C. Bell and Gregory S. Zaric, "Predictive Modelling," chap. 5 in *Analytics for Managers with Excel*, 1st ed. (New York: Routledge, 2013), 131–165.
- David Poole, "Vectors," "Matrices," and "Eigenvalues and Eigenvectors," chap. 1, chap. 3, and chap. 4 in *Linear Algebra: A Modern Introduction*, 3rd ed. (Toronto: Brooks/Cole Cengage Learning, 2011), 1–61, 142–262, 264–375.

#### Cases

Author's First and Last Name, *Case Title*, (Place of Publication: Publisher's Name, Date of Publication), Page Number(s). Product Number.

- Ilan Alon and Meredith Lohwasser, *The Espresso Lane to Global Markets*, (London, ON: Ivey Publishing, May 23, 2012), 8. Product no. 9B12M058.

#### Corporate Documents

Author's First and Last Name/Name of Organization, *Title of Report/Document* or Document Type, Page Number(s), date of publication, access date, URL.

- IKEA Canada, *Summary Report 2015*, 5, November 3, 2015, accessed December 23, 2015, [www.ikea.com/ms/en\\_CA/pdf/yearly\\_summary/IKEA\\_Canada\\_Summary\\_Report\\_2015.pdf](http://www.ikea.com/ms/en_CA/pdf/yearly_summary/IKEA_Canada_Summary_Report_2015.pdf).

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## Journal Articles

Author's First and Last Name, "Title of Article: Subtitle of Article," *Title of Journal*/Volume Number, Issue Number (Month and/or Year; or Season and Year): Page Number(s), Access Date, URL.

- John H. Dunning, "Towards an Eclectic Theory of International Production: Some Empirical Tests," *Journal of International Business Studies* 11, no. 1 (1980): 9–31, accessed November 25, 2015, [www.palgrave-journals.com/jibs/journal/v11/n1/pdf/8490593a.pdf](http://www.palgrave-journals.com/jibs/journal/v11/n1/pdf/8490593a.pdf).

## Magazines

Author First and Last Name, "Title of Article: Subtitle of Article," Magazine Name, article date, page number

- Arthur C. Brooks, "AEI's President on Measuring the Impact of Ideas," *Harvard Business Review*, March-April 2018, 37–42.
- Carter Cast, "How Brilliant Careers Are Made—and Unmade," *Rotman Management*, Fall 2018, 19–24.

## Newspapers

Author First and Last name, "Title of Article: Subtitle of Article," Newspaper Name, article date.

- Marcus Gee, "Hold on to Your Hats, Ontario: Expect a Wild Ride under Doug Ford," *Globe and Mail*, June 8, 2018.

## Websites and Online News Sources

Author's First and Last Name/Name of Organization, "Title of Web Page/Article," Title of Website or *Title of Publishing Source*, Date of Publication, Access Date, URL.

- Whole Foods Market, LP, L.P., "Privacy Policy," Whole Foods Market, December 17, 2015, accessed December 23, 2015, [www.wholefoodsmarket.com/privacy-policy](http://www.wholefoodsmarket.com/privacy-policy).
- Katherine Rosman, "How Organic Avenue Lost All Its Juice," *The New York Times*, November 4, 2015, accessed December 23, 2015, [www.nytimes.com/2015/11/05/fashion/organic-avenue-close.html](http://www.nytimes.com/2015/11/05/fashion/organic-avenue-close.html).

## Databases

Company Name, "Title or Descriptive Information," Database, Access Date.

- Apple Inc., "Stock Prices of Shares for Apple Inc.," Bloomberg L. P., accessed January 21, 2016.
- Tesla Motors, Inc., "Form 10-K," EDGAR Online, accessed January 21, 2016.
- Rolls Royce PLC, "Market Performance 2010–2015," Thompson Reuters Datastream, accessed January 21, 2016.

## Videos

"Title," Portal Name and Media Type, Total Runtime, posted by <name>, date posted, accessed date, URL

- "Bonds vs. Stocks | Stocks and Bonds | Finance & Capital Markets | Khan Academy," YouTube video, 9:20, February 2, 2009, accessed November 2, 2017, <https://youtu.be/rs1md3e4aYU>.