

## 1: Essay writing resources - OWLL - Massey University

*A clear and practical text which helps students with all aspects of business writing: from note taking, writing reports, essays and briefing papers, to referencing and exam skills.*

Year, month day - enter month day if available. Title of Publication, Volume issue number , xxx-xxx. Retrieved from [name of library database]. Give the complete name of the library database rather than the URL of the web page. If the article has page numbers include them in the reference. For citations with no author, begin with the title first. Do not capitalise the article title - only the first word of the title, the first word of any subtitle and proper nouns. Do not place quote marks around the title of the article. The name of the publication i. Include the issue number if available. Full stops are used at the end of each element and at the end of the citation. Newztext Plus does not - you must carefully note all information required to make your citation. Even with citation makers you need to check all details carefully as there can be errors. For in-text citations where there are no page numbers use the abbreviation para. A citation to a printed newspaper, such as the New Zealand Herald indexed in Newztext Plus, includes p. A1, A3 - made up of section, e. Reference List In-text citation Donovan, B. New Zealand Herald, p. Retrieved from Newztext Plus Database. New child care laws are harming gym profits Donovan, Where cautious consumers are causing chaos. Business Week Online, Retrieved from Business Source Premier database. The great Chinese bank sale. Far Eastern Economic Review, 8 , Teaching teams about teamwork: Preparation, practice, and performance review. Business Communication Quarterly, 72 1 , No author example - begin with the article title first, followed by date: The incredible shrinking funds. The Economist, , The current recession is limiting the number of gym memberships Steverman, Chinese banks are for sale Anderson, Educators need to teach teamwork in business communication courses much as coaches do in the sports setting Snyder, The total amount invested in funds has dropped significantly The incredible shrinking funds, The reports can be global, country, industry or company. Using the description of form, in square brackets after the title, helps identify the type of material you have used from this database. Euromonitor International, the publisher of this database, is treated as corporate author. The changing role of men: How this is affecting purchasing habits [Global report]. Beer in New Zealand [Country report]. In this example the report has no date, the retrieval date is included as this information may change over time: Alcoholic drinks in New Zealand [Industry report]. Retrieved April 4, , from Passport. New product developments in beer: Less is more [Comment]. A DOI is a unique alpha-numeric code assigned to individual online works. You are not likely to see a DOI with a popular magazine or newspaper article. No full stop occurs after the DOI. Enter the DOI, e. It may be acceptable to follow older formats if you have not been requested to make the change and note that many citing tools in the Library databases have not yet updated to the new DOI format. The source you use determines the format of the citation. An annual report is treated as a book, place of publication and publisher are added to the citation. From the company website: Pumpkin Patch Limited 2. Websites - general tips Author, A. Retrieval dates are only required for online sources which may change over time, such as wikis. If your reference continues to a second line, indent the second line 3 spaces examples in sample reference list above If the URL goes to another line, break it before a slash or before a stop. Include the year and month. God defend the All Black brand. Online newspaper articles do not have page numbers, so page numbers are not included in the citation. Fonterra boosts Aussie presence. The New Zealand Herald. A volume number and pages numbers are not assigned. The description in press replaces the date information. Full stops are used between the different elements of the citation. The final version of the article will be assigned a volume number and page numbers. Double-check your reference before submitting your assignment in case the citation has altered to the final version. In press Herington, C. Firm-employee relationship strength "A conceptual model. Journal of Business Research. Journal of Business Research, 62 11 , Press releases are good examples of citations where the work is attributed to the organisation. Do not capitalise the title - only the first word of the title, the first word of any subtitle and proper nouns. Description of form - these examples also have a description added in square brackets after the date, to help identify the material. A retrieval date is not required. APA 6th ed

advises this is only required for online sources which may change over time, such as wikis. Fonterra exits joint venture in India. An essay on the revived Bretton Woods System No. Description of form - this example also has a description added in square brackets after the date, to help identify the material. Retrieval dates are required for online sources which may change over time. Add the complete URL. Retrieved September 25, , from [http:](http://) Reference List In-text citation University of Auckland. Corporate psychopath employees a heavy toll on New Zealand businesses. Retrieved from the University of Auckland, Business School website: Include the retrieval date if the content of the online source may change over time. New Zealand in profile: Retrieved 6 October, , from [http:](http://) Does drinking vitamin and mineral-enriched milk improve your health? Note any particular copyright criteria associated with the image - you will need to gain permission from the author or copyright holder before use. When an image is included in the body of an assignment it is treated as a Figure under APA rules. You provide a numbered caption to the figure immediately under the image. The word Source is included with the author date information in round brackets: Description or title of image Source: A Description of Form in square brackets is added, noting the work is a Photograph: Title of work [Photograph]. Retrieved from URL 3. E-books - general tips Reference the item according to the format in which you read it This applies most commonly to e-books.

## 2: Publishing & Writing Curriculum | Emerson College

*Lisa teaches courses in academic writing, including a communication in science paper. She is involved in designing and teaching courses in writing for education and business students.*

General advice Greetham, B. How to write better essays 2nd ed. A practical guide to writing better essays and achieving higher grades. Genres, samples, and resources. Essay writing made simple. Grammar, punctuation and spelling 2nd ed. A handbook for students. Writing guidelines for business students 4th ed. The complete guide for business, industry and IT 2nd ed. A handbook for accountants 10th ed. Upper Saddle River, NJ: How to write law essays and exams 3rd ed. How to write successful business and management essays. A short guide to writing about art 9th ed. A short guide to writing about music 2nd ed. Writing guidelines for education students 2nd ed. Doing academic writing in education: Connecting the personal and the professional. Writing guidelines for social science students 2nd ed. Writing for nursing and midwifery students. A social sciences guide 3rd ed. The principles of writing in psychology. Effective communication for arts and humanities students. Writing guidelines for science and applied science students 2nd ed. Effective communication for science and technology. Study skills for dyslexic students. The international student handbook. Academic writing for graduate students: Essential tasks and skills 3rd ed. University of Michigan Press.

## 3: eBook: Writing Guidelines For Business Students (5th Ed.) by Emerson,Lisa

*Creator Emerson, Lisa Subjects Business report writing.; Note-taking.; Business education. Audience Adult Summary The fourth edition of Writing Guidelines for Business Students includes essential guidelines for students in all levels of business courses and will help to make business writing easy.*

## 4: Writing guidelines for business students / Lisa Emerson - Details - Trove

*Writing a business report Reports may take a variety of forms. The structure and the language used will depend on the report's purpose, the needs and background knowledge of the reader(s), and the content.*

## 5: Writing Guidelines for Business Students | Emerson,Lisa | The Co-op

*Writing Guidelines for Business Students by Lisa Emerson starting at \$ Writing Guidelines for Business Students has 3 available editions to buy at Alibris.*

## 6: Business report writing resources - OWLL - Massey University

*The student's guide to writing: Writing guidelines for business students (4th ed.). South Melbourne, Australia: Cengage Learning. Massey University Private.*

## 7: Writing Guidelines for Business Students : Lisa Emerson :

*Writing Guidelines for Business Students 4e is designed to help you with all aspects of your business writing: from note taking, writing reports, essays and briefing papers, to referencing and exam skills.*

## 8: Writing guidelines for business students / Lisa Emerson | National Library of Australia

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9: Writing Guidelines for Business Students - Lisa Emerson - Google Books

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