



HBS Citation Guide

2019–20 ACADEMIC YEAR

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If you have any comments about this guide, contact rreiser@hbs.edu.

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Citation Conventions

ABOUT THIS GUIDE

This guide describes citation conventions that HBS students can use when writing research papers. For information about citing materials not covered in this guide, please contact rreiser@hbs.edu.

PURPOSE OF CITATIONS

There are three main reasons to include citations in your papers:

- To give credit to the authors of the source materials you used when writing the paper.
- To enable readers to follow up on the source materials.
- To demonstrate that your paper is well-researched.

There are many ways to document your research. The following guidelines, based on *The Chicago Manual of Style*, present one style. Whichever style you choose, it is important to follow a format that is clear and consistent.

WHAT TO CITE

You should cite all direct quotations, paraphrased factual statements, and borrowed ideas. The only items you don't need to cite are facts that are common knowledge, such as the year of the first U.S. stock market crash. However, if you present facts in someone else's words, you should cite the source of those words. In addition, if you paraphrase large amounts of information from one source, you should cite that source, as emphasized in the following guidelines from sourcing expert Gordon Harvey:

When you draw a *great deal* of information from a *single* source, you should cite that source even if the information is common knowledge, since the source (and its particular way of organizing the information) has made a significant contribution to your paper.¹

Failure to give credit to the words and ideas of another author is plagiarism. Most people don't intend to commit plagiarism, but may do so inadvertently because they are in a hurry or because of sloppy work habits. For tips on how to avoid plagiarism, see the following resources:

"Avoiding Plagiarism," in *Harvard Guide to Using Sources*, <http://usingsources.fas.harvard.edu/icb/icb.do?keyword=k70847&tabgroupid=icb.tabgroup106849>

"Citing Sources & Plagiarism" on the HBS MBA website, <https://inside.hbs.edu/departments/mba/support/default.aspx?page=proper-citation>

"Working Habits that Work," in *Academic Integrity at Princeton, Princeton University*, <http://www.princeton.edu/pr/pub/integrity/pages/habits>

TYPES OF CITATIONS: FOOTNOTES, SOURCE LINES, AND BIBLIOGRAPHIES

Citations can appear in three main forms: footnotes (or endnotes), source lines, and bibliographies. Each form contains similar information arranged in different ways. The following sections provide details about each form.

FOOTNOTES AND ENDNOTES

Footnotes and endnotes have the same function—to cite the exact page of a source you refer to in your paper. The only difference between footnotes and endnotes is placement: footnotes appear at the bottom of the page, whereas endnotes appear at the end of the document.

The main characteristics of footnotes and endnotes are as follows:

- They are preceded by a number.
- The author's name is in natural order.
- The elements of the citation are separated by commas.

The following examples show a quotation and its corresponding footnote or endnote:

Quotation cited in text

Sahlman says, “Taking advantage of arbitrage opportunities is a viable and potentially profitable way to enter a business.”³²

Corresponding footnote or endnote

³² William A. Sahlman, “How to Write a Great Business Plan,” *Harvard Business Review* 75 (July–August 1997), 103.

SOURCE LINES

Source lines typically appear under charts, exhibits, figures, tables, and other graphical items. Source lines should acknowledge the source of the graphic or the data that was used to create it. A source line begins with the word *Source* and continues with the same information that would appear in a footnote or endnote.

The following are some examples of source lines:

Source: Jon F. Thompson, *Cycle World*, vol. 35, no. 6 (June 2012), p. 23.

Source: Semiconductor Industry Association, “Worldwide Semiconductor Shipments,” http://www.sia-online.org/downloads/ww_shipments.pdf, accessed August 2013.

Source: Casewriter's diagram based on Rhythms NetConnections, Inc. price data for April 30, 2014 through April 30, 2015, via Thomson Reuters/Datastream, accessed November 2015.

Source: Compiled from Bloomberg LP, LexisNexis, and SEC filings data, May 2015.

BIBLIOGRAPHIES

A bibliography lists all of the sources you used to create a research paper. The bibliography appears at the end of the paper, after the endnotes (if any).

Should You Include a Bibliography?

If you have included complete footnotes (or endnotes) and source lines in your paper, then you do not need to include a bibliography unless your professor has requested one, or unless you want to provide a summary of the sources you used to write your paper.

Formatting a Bibliography

Bibliographies have the following formatting conventions:

- The first author's name is inverted (last name first), and most elements are separated by periods.
- Entries are arranged alphabetically by the author's last name, or by the first word of the title if no author is listed.
- Entries have a special indentation style (*hanging indent*) in which all lines but the first are indented.

Examples of Bibliography Entries

The following are examples of bibliography entries:

Anik, Lalin, and Michael I. Norton. "Matchmaking Promotes Happiness." *Social Psychological & Personality Science* 5, no. 6 (August 2014): 644-652.

Christensen, Clayton M. *The Innovator's Dilemma: When New Technologies Cause Great Firms to Fail*. Boston: Harvard Business School Press, 1997.

Mayo, Anthony, and Mark Benson. "Bill Gates and Steve Jobs." HBS No. 407-028 (Boston: Harvard Business School Publishing, 2010).

REPEATING A CITATION

After the first complete citation of a work, you may abbreviate subsequent instances by using either *Ibid.* or a shortened form of the citation.

Ibid.

Use *Ibid.* to repeat a citation that appears immediately after the original one. *Ibid.* takes the place of the author's name, the title of the work, and as much of the subsequent information as is identical. For example:

⁵⁰ Thomas Smith, "New Debate over Business Records," *New York Times*, December 31, 1978, sec. 3, p. 5.

⁵¹ *Ibid.*, p. 6.

If you are planning to rearrange your footnotes or endnotes later on, it's a good idea to use the shortened citation form rather than *Ibid.*

Shortened Citation Form

Use the shortened citation form to a repeat citation that is after, but not contiguous to, the current one. This form is preferable to *Ibid.* for citations that you intend to rearrange later.

The shortened citation should include enough information to help readers identify the source— i.e., the last name of the author; enough of the title to be clear; and the page number, if different from the first. For example:

¹ David Hounshell, *From the American System to Mass Production, 1800–1932* (Baltimore: Johns Hopkins University Press, 1984), p. 221.

² [Citation of different source]

³ Hounshell, *From the American System*, p. 119.

CREATING NEW CITATION STYLES

If you can't find an example of the type of source material you want to cite, and if you've exhausted other resources (including *The Chicago Manual of Style* and rreiser@hbs.edu), then just cite all of the details that would help readers find the source easily. Think about the four “W”s: WHO created the work, WHAT is the title and type of information, WHEN was it published, and WHERE can readers find it?

The following examples show citations that were created without templates but are precise and easy to follow:

Author's email survey of students from MBA class of 2013, November 16, 2012, Harvard Business School, Boston, MA.

Clarence Saunders, “Documentary Evidence about Piggly Wiggly,” Harvard pre-1920 social history/ business preservation microfilm project, available from Historical Collections, Baker Library, Harvard Business School, Microfilm HD Box #136.

Caroline J. Ferguson and Barbara A. Schaal, “Phylogeography of *Phlox pilosa* subsp. *ozarkana*,” poster presented at the 16th International Botanical Congress, St. Louis, 1999.²

When you're citing unusual source materials, don't be too concerned about following a particular format; instead, just include all of the details that would help readers locate the information quickly. (It's usually better to provide too much rather than too little information.)

PERMISSION REQUIREMENTS

If you plan to publish your paper or distribute it beyond your classroom (e.g., on the Web), and if the paper contains the following kinds of information, then you might need permission from the copyright holder:

- Graphical items (charts, graphs, maps, photographs, tables, etc.)
- Entire documents or articles
- Excerpts of text or data that are greater than 10% of the original

Be sure to check the copyright holder's permission requirements before redistributing any of their information outside the classroom. The copyright holder might be a person, an organization, or even a state or national government.

Examples of Citations

This section shows examples for the most common types of source materials. For information about citing other materials, see *Creating New Citation Styles* on p. 8, or contact rreiser@hbs.edu.

A few notes:

ACCESS DATES – For brevity, access dates for URLs show only the month and year (e.g., June 2012). However, if you’re citing information that pertains to a time-sensitive field such as law or medicine, then it makes sense to include a complete access date.

CAPITALIZATION – Titles in citations are capitalized exactly as they appear in the source documents. For example, under *Analyst Reports*, the first two examples use sentence-style capitalization, whereas the next two examples use headline style. These styles reflect the capitalization style of the original documents.

When all-caps appear in the title of a source document only for the sake of design (and not for any substantive reason), they should be converted to headline-style caps in the citation. For details on headline-style capitalization, see *The Chicago Manual of Style*.

FOOTNOTE VS. BIBLIOGRAPHY FORMAT – Most examples appear in both footnote and bibliography format. Although your paper will probably require citations in footnote format only, the bibliography format is shown in case your professor wants you to include a bibliography.

These examples are based on the “Notes and Bibliography” style described in *The Chicago Manual of Style*. That manual also describes the “Author-Date” style, which is preferred by some publishers. For descriptions of each style, see *The Chicago Manual of Style*.

URLs – In the examples, some URLs have been replaced by [URL]. In your paper, you should replace [URL] with the actual URL, or with a shortened URL if space is limited.

ADVERTISEMENTS

On the Web⁴

Footnote

¹ Volkswagen of America, Inc., “Crazy Guy,” television advertisement (Arnold Communications, Inc., directed by Phil Morrison), 2000, [URL], accessed August 2002.

Bibliography

Volkswagen of America, Inc. “Crazy Guy.” Television advertisement. Arnold Communications, Inc., directed by Phil Morrison, 2000. [URL], accessed August 2002.

ANALYST REPORTS

Signed (on the Web)

Footnote

¹ Steve Weinstein, “High growth in search creates opportunities for niche players,” Pacific Crest Securities, November 4, 2003, p. 11, [URL], accessed December 2008.

Bibliography

Weinstein, Steve. “High growth in search creates opportunities for niche players.” Pacific Crest Securities, November 4, 2003. [URL], accessed December 2008.

Unsigned

Footnote

² Wachovia Capital Markets, LLC, “Perspectives on the U.S. Restaurant Industry,” August 20, 2007.

Unsigned (via database)

Footnote

³ Wachovia Capital Markets, LLC, “Perspectives on the U.S. Restaurant Industry,” August 20, 2007, via Thomson Reuters/Investext, accessed September 2009.

ANNUAL REPORTS (PRINTED)

Footnote

⁴ General Motors, 2001 Annual Report (Detroit: General Motors, 2002), p. 34.

Bibliography

General Motors. 2001 Annual Report. Detroit: General Motors, 2002.

NOTE: Publication details, such as the location and name of the publisher, are optional in citations of annual reports—e.g., the following format is also fine: General Motors, 2001 Annual Report.

ANNUAL REPORTS (ONLINE)

On the Web

Footnote

⁵ General Motors, 2010 Annual Report, p. 118, [URL], accessed October 2011.

Bibliography

General Motors. 2010 Annual Report. [URL], accessed October 2011.

On the Web (via database)

Footnote

¹ General Motors, 2010 Annual Report, p. 58, via Thomson Reuters/Investext, accessed [month/year].

Bibliography

General Motors. 2010 Annual Report. Thomson Reuters/Investext, accessed [m/y].

ARTICLES

See *Newspapers (Printed)*; *Periodicals (Printed)*.

BLOGS

In the first example below, “blog” is in parentheses because it is not part of the blog title. In the second example, “blog” is italicized and capitalized because it is part of the blog title.

Blog post

Footnote

⁷ Bruce Buschel, “Running a Restaurant Is No Joke,” *You’re the Boss* (blog), *New York Times*, August 25, 2011, [URL], accessed September 2013.

Footnote

⁸ Leonard Gilroy, “Indiana Toll Road Concessionaire on Investing Local, Hiring Local,” *Out of Control Policy Blog*, Reason Foundation, January 4, 2010, [URL], accessed July 2013.

Comment on blog post

Footnote

² Kris, August 26, 2011 (9:37 a.m.), comment on Bruce Buschel, “Running a Restaurant Is No Joke,” *You’re the Boss* (blog), *New York Times*, August 25, 2011, [URL], accessed September 2013.

BOND PROSPECTUSES

Footnote

⁸ Formula One Finance B.V., August 1999 prospectus for US\$1.4 billion of 100% Secured Floating Rate Notes, due 2010.

Bibliography

Formula One Finance B.V. August 1999 prospectus for US\$1.4 billion of 100% Secured Floating Rate Notes, due 2010.

BOOKS (PRINTED)

One author

Footnote

⁹ William W. George, *Seven Lessons for Leading in Crisis* (San Francisco, CA: Jossey-Bass, 2009), p. 29.

Bibliography

George, William W. *Seven Lessons for Leading in Crisis*. San Francisco, CA: Jossey-Bass, 2009.

Two authors

Footnote

² Dorothy Leonard and Walter Swap, *Deep Smarts: How to Cultivate and Transfer Business Wisdom* (Boston: Harvard Business School Press, 2005), p. 27.

Bibliography

Leonard, Dorothy, and Walter Swap. *Deep Smarts: How to Cultivate and Transfer Business Wisdom*. Boston: Harvard Business School Press, 2005.

Three authors

Footnote

²⁰ Jeffrey H. Dyer, Hal B. Gregersen, and Clayton M. Christensen, *The Innovator's DNA: Mastering the Five Skills of Disruptive Innovators* (Boston: Harvard Business School Press, 2011), p. 138.

Bibliography

Dyer, Jeffrey H., Hal B. Gregersen, and Clayton M. Christensen. *The Innovator's DNA: Mastering the Five Skills of Disruptive Innovators*. Boston: Harvard Business School Press, 2011.

More than three authors

Footnote

¹⁸ C. Roland Christensen et al., *Business Policy: Text and Cases*, 5th ed. (Homewood, IL: Richard D. Irwin, Inc., 1982), p. 101.

Bibliography

Christensen, C. Roland, et al. *Business Policy: Text and Cases*. 5th ed. Homewood, IL: Richard D. Irwin, Inc., 1982.

Editor

Footnote

¹⁹ Rohit Deshpandé, ed., *Using Market Knowledge* (Thousand Oaks, CA: Sage Publications, 2000), p. 89.

Bibliography

Deshpandé, Rohit, ed. *Using Market Knowledge*. Thousand Oaks, CA: Sage Publications, 2000.

Multiple editors

Footnote

²⁰ David A. Garvin, C. R. Christensen, and A. Sweet, eds., *Education for Judgment: The Artistry of Discussion Leadership* (Boston: Harvard Business School Press, 1991).

Bibliography

Garvin, David A., C. R. Christensen, and A. Sweet, eds. *Education for Judgment: The Artistry of Discussion Leadership*. Boston: Harvard Business School Press, 1991.

Corporate author (organization, association, or corporation)

Footnote

²¹ World Health Organization, *WHO Editorial Style Manual* (Geneva: World Health Organization, 1993).

Bibliography

World Health Organization. *WHO Editorial Style Manual*. Geneva: World Health Organization, 1993.⁵

Edition

Footnote

²² Anthony A. Atkinson, Robert S. Kaplan, Ella Mae Matsumura, and S. Mark Young, *Management Accounting*, 5th ed. (Upper Saddle River, NJ: Pearson Prentice Hall, 2007).

Bibliography

Atkinson, Anthony A., Robert S. Kaplan, Ella Mae Matsumura, and S. Mark Young. *Management Accounting*. 5th ed. Upper Saddle River, NJ: Pearson Prentice Hall, 2007.

Chapters or other titled parts of a book

Footnote

⁴ R. S. Tedlow, “The Fourth Phase of Marketing: The History of Marketing and the Business World Today,” in *The Rise and Fall of Mass Marketing*, edited by G. Jones and R. S. Tedlow (London: Routledge, 1993), p. 81.

Bibliography

Tedlow, R. S. “The Fourth Phase of Marketing: The History of Marketing and the Business World Today.” In *The Rise and Fall of Mass Marketing*, edited by G. Jones and R. S. Tedlow. London: Routledge, 1993.

Footnote

⁶ Kevin Murphy, “Executive Compensation: Where We Are and How We Got There,” in *Handbook of the Economics of Finance*, eds. George Constantinides, Milton Harris, and René Stulz (North Holland: Elsevier Science, 2012), p. 97.

Bibliography

Murphy, Kevin. “Executive Compensation: Where We Are and How We Got There.” In *Handbook of the Economics of Finance*, eds. George Constantinides, Milton Harris, and René Stulz. North Holland: Elsevier Science, 2012.

BOOKS (ONLINE)

See *E-Books*.

BROCHURES

According to *The Chicago Manual of Style*, “pamphlets, corporate reports, brochures, and other freestanding publications are treated essentially as books.”⁶

Signed

Footnote

³ *Mary Cassatt: Modern Woman*, ed. Judith A. Barter (Chicago: Art Institute of Chicago, 1998), p. 7.

Bibliography

Barter, Judith A., ed. *Mary Cassatt: Modern Woman*. Chicago: Art Institute of Chicago, 1998.

Unsigned

Footnote

⁶ *Reinventing Software*, IBM corporate brochure (White Plains, NY, December 2002), p. 3.

Bibliography

Reinventing Software. IBM corporate brochure. White Plains, NY, December 2002.

Footnote

¹² *Altera Corporate Overview*, from Altera website, <http://www.altera.com/corporate/overview/ovr-index.html>, accessed October 2003.

Bibliography

Altera Corporate Overview. From Altera website, <http://www.altera.com/corporate/overview/ovr-index.html>, accessed October 2003.

CASES (PRINTED)

Printed

Footnote

¹³ Mikołaj Jan Piskorski and David Chen, “Twitter,” HBS No. 710-455 (Boston: Harvard Business School Publishing, 2010), p. 8.

Bibliography

Piskorski, Mikołaj Jan, and David Chen. “Twitter.” HBS No. 710-455. Boston: Harvard Business School Publishing, 2010.

CASES (ONLINE)

On the Web

Footnote

¹⁴ Amy C. Edmondson and Laura R. Feldman, “Group Process in the Challenger Launch Decision (A),” HBS No. 603-068 (Boston: Harvard Business School Publishing, 2002), <http://hbsp.harvard.edu>, accessed October 2012.

Bibliography

Edmondson, Amy C., and Laura R. Feldman. “Group Process in the Challenger Launch Decision (A).” HBS No. 603-068. Boston: Harvard Business School Publishing, 2002. <http://hbsp.harvard.edu>, accessed September 2007.

Footnote

¹⁵ Michael J. Enright et al., “Daewoo and the Korean Chaebol,” University of Hong Kong case no. HKU143 (University of Hong Kong, August 2001), via Harvard Business Publishing, <http://hbsp.harvard.edu/>, accessed March 2007.

Bibliography

Enright, Michael J., et al. “Daewoo and the Korean Chaebol.” University of Hong Kong case no. HKU143 (University of Hong Kong, August 2001). Harvard Business Publishing. <http://hbsp.harvard.edu/>, accessed March 2007.

CHARTS

When citing a chart, illustration, or other graphical item, use the same style that is used to cite tables. See *Tables*.

CITATION WITHIN A CITATION

See *Secondary Sources*.

CLASSROOM DISCUSSIONS

Footnote

¹ Michael J. Roberts, “The Entrepreneurial Manager,” MBA class discussion, September 29, 2001, Harvard Business School, Boston, MA.

Bibliography

Roberts, Michael J. “The Entrepreneurial Manager.” MBA class discussion, September 29, 2001. Harvard Business School, Boston, MA.

COMPILED INFORMATION

The way you create a graphical item like a chart, exhibit, or table determines how you should word the source line for it. The following examples show source lines that vary according to how the item was created.

Item copied directly from a single source

Source: [Citation of SOURCE—e.g., author, title, publisher, date, etc.]

Item compiled from multiple sources

Source: Compiled from [SOURCE 1], [SOURCE 2], and [SOURCE 3].

Item compiled from multiple sources, including the author's own calculations

Source: Compiled from [SOURCE 1], [SOURCE 2], and author's calculations.

Item in format created by the author, but based on data from multiple sources

Source: Author, based on data from [SOURCE 1], [SOURCE 2], and [SOURCE 3].

See also *Tables*.

CONFERENCE PAPERS

Published (in printed form)

Footnote

¹⁶ J. Wiklund, F. Delmar, and K. Sjöberg, "Selection of the Fittest? How Human Capital Affects High-Potential Entrepreneurship," in *Proceedings of the Academy of Management 2004 Conference*, New Orleans, LA, August 6–11, 2004, pp. 246–250.

Bibliography

Wiklund, J., F. Delmar, and K. Sjöberg. "Selection of the Fittest? How Human Capital Affects High-Potential Entrepreneurship." In *Proceedings of the Academy of Management 2004 Conference*. New Orleans, LA, August 6–11, 2004.

Published (in online form)

Footnote

¹⁷ Mark T. Leary and Michael R. Roberts, "Do Firms Rebalance Their Capital Structures?" June 7, 2004, 14th Annual Utah Winter Finance Conference; Tuck Contemporary Corporate Finance Issues III Conference Paper, SSRN website, <http://ssrn.com/abstract=571002>, accessed October 2005.

Bibliography

Leary, Mark T., and Roberts, Michael R. "Do Firms Rebalance Their Capital Structures?" June 7, 2004, 14th Annual Utah Winter Finance Conference; Tuck Contemporary Corporate Finance Issues III Conference Paper. SSRN website, <http://ssrn.com/abstract=571002>, accessed September 2007.

Unpublished

Footnote

¹⁸ Sarah Dodd, "Transnational Differences in Entrepreneurial Networks," paper presented at the Eighth Global Entrepreneurship Research Conference, INSEAD, Fontainebleau, France, June 1998.

Bibliography

Dodd, Sarah. "Transnational Differences in Entrepreneurial Networks." Paper presented at the Eighth Global Entrepreneurship Research Conference, INSEAD, Fontainebleau, France, June 1998.

DATABASES

To cite information you found in a database, see *Citations of Commercial Databases* on p. 40.

DOWNLOADED DOCUMENTS

Footnote

¹⁹ National Venture Capital Association, "Venture Capital 101" (PDF file), downloaded from NVCA website, [URL], accessed August 19, 2009.

E-BOOKS

To cite an e-book, include the same information you would include when citing the printed version but change the publication date (if needed) and add the format or type of e-reader. In addition, include the URL if you read the e-book on the Web.

NOTE: The following examples are shown in footnote format only.

CD-ROM

¹ *Oxford English Dictionary*, 2nd ed., version 4.10, CD-ROM (Oxford: Oxford University Press, 2009), p. 157.

NOTE: If there are no page numbers, it's fine to cite a chapter number, section name, or whatever type of locator is used in the book.

Kindle

³ Marshall Phelps and David Kline, *Burning the Ships: Intellectual Property and the Transformation of Microsoft* (New York: John Wiley & Sons, 2009), Amazon Kindle, loc. 301.

Kobo

³ Marshall Phelps and David Kline, *Burning the Ships: Intellectual Property and the Transformation of Microsoft* (New York: John Wiley & Sons, 2009), Kobo Aura, [location of information in the book].

Nook

⁵ Marshall Phelps and David Kline, *Burning the Ships: Intellectual Property and the Transformation of Microsoft* (New York: John Wiley & Sons, 2009), Barnes & Noble Nook, [location of information in the book].

PDF E-book

⁶ Marshall Phelps and David Kline, *Burning the Ships: Intellectual Property and the Transformation of Microsoft* (New York: John Wiley & Sons, 2009), PDF e-book, [page number], [URL], accessed August 2011.

EMAIL

Footnote

¹ Sender's Name, "Subject," email message to Recipient's Name, Date.

NOTE: *The Chicago Manual of Style* says the following about email addresses in citations: "An email address belonging to an individual should be omitted. Should it be needed in a specific context, it must be cited only with the permission of its owner."⁷

FACEBOOK

The following examples are shown in footnote format only.

Generic example

¹ Username or Group Name, "First few words of post," Facebook, Date, Time, URL, [access date].

Specific examples

² BBC Business News, "Tech giant Apple launches a cheaper iPhone....," Facebook, September 10, 2013, 6:49 p.m., <https://www.facebook.com/bbcbusiness/posts/10151661999718129>, accessed July 2013.

³ Academy of Medical-Surgical Nurses, "The 2011 AMSN Convention is coming up September 8–11 in Boston," Facebook, April 6, 2011, 5:48 p.m., <https://www.facebook.com/MedSurgNurses/posts/152911501439661>, accessed September 2013.

Comment on Facebook post

⁶ Kebs Jr. Kamara, "Please Don't Allow Nokia to Go Away....," September 3, 2012, 8:18 a.m., comment on BBC Business News, "We take a look at Nokia shares....," Facebook post, September 3, 2013, [URL], accessed September 2013.

FILMS

See *Movies; Videos and Multimedia; Webcasts*.

GOVERNMENT DOCUMENTS

The following are some examples of citations for government documents. For more examples, see the information about public documents in *The Chicago Manual of Style*, 15th and 16th editions.

Congressional bills⁸

Footnote

⁷ Food Security Act of 1985, HR 2100, 99th Cong., 1st sess., *Congressional Record* 131, no. 132, daily ed. (October 8, 1985): H 8461.

Bibliography

U.S. Congress. House. Food Security Act of 1985. HR 2100. 99th Cong., 1st sess. *Congressional Record* 131, no. 132, daily ed. (October 8, 1985): H 8353-8486.

Congressional hearings, published⁹

Footnote

⁹ House Committee on Banking and Currency, *Bretton Woods Agreements Act: Hearings on HR 3314*, 79th Cong., 1st sess., 1945, 12–14.

Congressional hearings, unpublished¹⁰

Footnote

⁸ Senate Committee on Foreign Relations, *Famine in Africa: Hearing before the Committee on Foreign Relations*, 99th Cong., 1st sess., January 17, 1985.

Bibliography

U.S. Congress. Senate. Committee on Foreign Relations. *Famine in Africa: Hearing before the Committee on Foreign Relations*. 99th Cong., 1st sess., January 17, 1985.

Report for a public hearing

Footnote

¹⁰ Office of Massachusetts Attorney General Martha Coakley, “Examination of Health Care Cost Trends and Cost Drivers,” *Report for Annual Public Hearing Under G.L.C. 118g, § 6½(b)*, June 22, 2011 (Boston, MA), [URL], accessed September 2012.

Bibliography

Office of Massachusetts Attorney General Martha Coakley. "Examination of Health Care Cost Trends and Cost Drivers." *Report for Annual Public Hearing Under G.L.C. 118g, § 6½(b)*, June 22, 2011 (Boston, MA), [URL], accessed September 2012.

Report of U.S. presidential commission (online)

Footnote

¹¹ *Report of the Presidential Commission on the Space Shuttle Challenger Accident*, vol. 1, chap. 5 (Washington, DC: Government Printing Office, 1986), <http://history.nasa.gov/rogersrep/v1p97.htm>, accessed October 2002.

Bibliography

Report of the Presidential Commission on the Space Shuttle Challenger Accident. Vol. 1, chap. 5. Washington, DC: Government Printing Office, 1986. <http://history.nasa.gov/rogersrep/v1p97.htm>, accessed October 2002.

Testimony before congressional committee (printed)

Footnote

¹² U.S. Congress, Testimony Before the Committee on International Relations, Subcommittee on the Western Hemisphere, *China's influence in the Western Hemisphere: Hearing before the Committee on International Relations*, 109th Cong, 1st sess., April 6, 2005 (Washington: U.S. GPO, 2005).

United States Code

Footnote

¹³ "Inventions patentable," Title 35 U.S. Code, Sec. 101, 2006 ed., Supplement 5, U.S. GPO, <http://tinyurl.com/mnxbhrm>, accessed January 2013.

ILLUSTRATIONS

When citing a chart, illustration, or other graphical item, use the same style that is used to cite tables. See *Tables*.

INTERVIEWS

Television¹²

Footnote

¹ McGeorge Bundy, interview by Robert MacNeil, *MacNeil/Lehrer News Hour*, PBS, February 7, 1990.

Bibliography

Bundy, McGeorge. Interview by Robert MacNeil. *MacNeil/Lehrer News Hour*. PBS. February 7, 1990.

Published or recorded

Footnote

¹ Thomas R. Piper, *Leadership & Learning*, interview by JoAnn Olson, VHS, directed by Wren Jareckie, Bennington Films, 1993.

Bibliography

Piper, Thomas R. *Leadership & Learning*. Interview by JoAnn Olson. VHS, directed by Wren Jareckie. Bennington Films, 1993.

Footnote

¹ “Nestle’s Chairman Peter Brabeck on why companies need to care about society,” interview by Shivvy Jervis, International Business Leaders Forum (IBLF), May 4, 2011, <https://www.youtube.com/watch?v=6LHp65DUk1I>.

Bibliography

Brabeck, Peter. “Nestle’s Chairman Peter Brabeck on why companies need to care about society.” Interview by Shivvy Jervis, International Business Leaders Forum (IBLF), May 4, 2011. <https://www.youtube.com/watch?v=6LHp65DUk1I>.

Unattributed

Footnote

²¹ Interview with health care worker, August 1, 2006.

Unpublished

Footnote (three variations)

¹⁴ Gene Powell, interview by author, Fort Worth, Texas, July 26, 2011.

¹⁴ Interview with Gene Powell, Fort Worth, Texas, July 26, 2011.

¹⁴ Author’s interview with Gene Powell, Fort Worth, Texas, July 26, 2011.

Bibliography

Powell, Gene. Interview by author. Fort Worth, TX, July 26, 2011.

JOURNALS

See *Periodicals (Printed)*.

LEGAL CASES

The following examples are shown in footnote format only.

U.S. Supreme Court

¹ *Old Chief v. U.S.*, 117 S. Ct., 644 (1997).¹⁵

Lower federal courts

² *Eaton v. IBM Corp.*, 925 F. Supp. 487 (S.D.Tex 1996).¹⁶

State and local courts

³ *Bivens v. Mobley*, 724 So. 2d 458, 465 (Miss. Ct. App. 1998).¹⁷

For more examples of legal citations, see the following resources:

The Chicago Manual of Style, 15th ed. (Chicago: University of Chicago Press, 2003), chap. 17. Also available online at www.chicagomanualofstyle.org.

The Bluebook: A Uniform System of Citation (Harvard Law Review Association).

Association of Legal Writing Directors, *ALWD Guide to Legal Citation*, 6th ed. (Wolters Kluwer Law & Business, 2017).

Introduction to Basic Legal Citation, ed. Peter W. Martin (Cornell Law School, Legal Information Institute, 2017), <http://www.law.cornell.edu/citation/>.

LINKEDIN PROFILES

Footnote

⁷ Frank Napolitano, LinkedIn profile, <https://www.linkedin.com/in/frank-napolitano-1352b29>, accessed July 2016.

MAGAZINES

See *Periodicals (Printed)*.

MAPS

Public domain maps

Footnote

¹⁵ University of Texas Libraries, University of Texas at Austin, Perry Castañeda Library Map Collection, <http://www.lib.utexas.edu/maps/>, accessed May 2007.

Bibliography

University of Texas Libraries. University of Texas at Austin. Perry Castañeda Library Map Collection. <http://www.lib.utexas.edu/maps/>, accessed May 2007.

Footnote

¹⁶ U.S. Department of the Interior, U.S. Geological Survey, National Map Team, <http://nmviewogc.cr.usgs.gov/>, accessed February 2006.

Bibliography

U.S. Department of the Interior. U.S. Geological Survey. National Map Team. <http://nmviewogc.cr.usgs.gov/>, accessed February 2006.

Copyrighted maps

Footnote

¹⁷ Used by permission of Graphic Maps, a d/b/a of the Woolwine-Moen Group, © 2007 Graphic Maps. All rights reserved. [URL], accessed July 2007.

Bibliography

Graphic Maps, a d/b/a of the Woolwine-Moen Group. © 2007 Graphic Maps. All rights reserved. [URL], accessed July 2007.

NOTE: The wording of citations for copyrighted information will vary according to each copyright holder's requirements. The *Terms & Conditions* link in most databases provides guidelines for using and citing their data.

MARKET RESEARCH REPORTS

Footnote

¹⁸ Jim Neil et al., "Digital Marketing," *The Forrester Report 2:8* (April 1998), Forrester Research, Inc., <http://www.forrester.com>, accessed June 2000.

Bibliography

Neil, Jim, Bill Bass, Jill Aldort, and Cameron O'Connor. "Digital Marketing." *The Forrester Report 2:8* (April 1998). Forrester Research, Inc. <http://www.forrester.com>, accessed June 2000.

MEMORANDUMS

Footnote

³⁰ Harold Lehman to Runako Gregg, memorandum regarding [subject], [date], [company], from [source of memorandum—e.g., company, person, or external source].

Bibliography

Lehman, Harold, to Runako Gregg. Memorandum regarding [subject], [date], [company].
From [source of memorandum—e.g., company, person, or external source].

MINISODES

Footnote

³¹ “Arnold the Entrepreneur,” minisode adapted from same episode on *Diff’rent Strokes* (NBC, Season 7, Episode 8, originally aired November 17, 1984), available from YouTube, [URL], accessed April 15, 2009.

MOVIES

Footnote

³² *Jerry McGuire*, directed by Cameron Crowe (Columbia/TriStar Pictures, 1996). Film.

Bibliography

Jerry McGuire. Directed by Cameron Crowe. Columbia/TriStar Pictures, 1996. Film.

Movie (DVD)

Footnote

³³ *Jerry McGuire*, directed by Cameron Crowe (Columbia/TriStar Pictures, 1996; Sony Pictures, Special Edition DVD, 2002).

Movie (Blu-ray Disc)

Footnote

³³ *Jerry McGuire*, directed by Cameron Crowe (Columbia/TriStar Pictures, 1996; Sony Pictures, BD, 2008). See also *Videos and Multimedia; Webcasts*.

MUSIC

Recordings

Footnote

³² Ludwig von Beethoven, *Piano Sonata No. 29* “Hammerklavier,” Peter Serkin, Proarte Digital CDD 270.

Bibliography

Beethoven, Ludwig von. *Piano Sonata No. 29* “Hammerklavier.” Peter Serkin. Proarte Digital CDD 270.¹¹

Footnote

³² “Umbrella,” featuring Jay-Z, MP3 audio, track 1 on Rihanna, *Good Girl Gone Bad*, Island Def Jam, 2007.¹³

Footnote

“Umbrella,” featuring Jay-Z, Spotify, track 1 on Rihanna, *Good Girl Gone Bad*, Island Def Jam, 2007.¹⁴

Songs

Footnote

³³ “Don’t Start Believing,” Journey, 1981.

Footnote

³³ “All You Need Is Love,” The Beatles, 1967.

For more information about citing musical works, see *The Chicago Manual of Style*, 17th edition, section 8.193: “Musical works—additional resources.”

NEWS RELEASES

See *Press Releases*.

NEWS WEBSITES

Signed article

Footnote

³⁴ Wylie Wong, “Software giants unite for Web services,” ZDNet News, February 5, 2002, [URL], accessed December 2005.

Bibliography

Wong, Wylie. “Software giants unite for Web services.” ZDNet News, February 5, 2002. [URL], accessed December 2005.

Unsigned article

Footnote

³⁵ “Mattel: Third Recall of Toys from China,” September 5, 2007, CBS News, <http://tinyurl.com/m5dv4xf>, accessed September 2007.

Bibliography

CBS News. "Mattel: Third Recall of Toys from China." September 5, 2007.
<http://tinyurl.com/m5dv4xf>, accessed September 2007.

NOTES:

In a bibliography entry for an unsigned article, the name of the news organization (e.g., CBS News) should stand in place of the author's name.¹⁸

The names of news websites (e.g., Reuters, CBS News) should appear in roman (vs. italic) type.

NEWSPAPERS (PRINTED)

Signed newspaper article (in a specific section)

Footnote

³⁶ Thomas Smith, "New Debate over Business Records," *New York Times*, December 31, 1978, sec. 3, p. 5.

Bibliography

Smith, Thomas. "New Debate over Business Records." *New York Times*, December 31, 1978, sec. 3, p. 5.

Unsigned newspaper article

Footnote

³⁷ "Raising Taxes on Private Equity," *New York Times*, June 26, 2007, p. E6.

Bibliography

New York Times. "Raising Taxes on Private Equity," June 26, 2007, p. E6.

Unsigned newspaper editorial

Footnote

¹ Editorial, *Wall Street Journal*, August 28, 1997, p. A19.

Bibliography

Wall Street Journal. August 28, 1997. Editorial about interest rates.

NOTE: In a bibliography entry for an unsigned editorial, the name of the newspaper (e.g., *The Wall Street Journal*) should stand in place of the author's name.¹⁹

NEWSPAPERS (ONLINE)

Footnote

² Keith Bradsher, “India Adjusts Short-Term Interest Rates,” *New York Times*, September 20, 2013, [URL], accessed September 2013.

Bibliography

Bradsher, Keith. “India Adjusts Short-Term Interest Rates.” *New York Times*, September 20, 2013. [URL].

NEWSWIRES

The following examples are shown in footnote format only.

³ Michael Liedtke, “LinkedIn Founder’s Road to Riches Paved with Gold Connections,” Associated Press, January 20, 2008, <http://www.ap.org>, accessed May 2008.

⁴ “Countrywide’s Chairman Mozilo delivers John T. Dunlop Lecture,” press release, February 4, 2003, PR Newswire, <http://www.prnewswire.com>, accessed September 2004.

⁵ “Global 1000 Companies and Analysts Endorse Infosys’ ‘Next Generation’ Consulting Practice,” Business Wire, July 14, 2005, [URL], accessed July 2008.

NOTES (HBS)

HBS technical notes are often referred to as *notes*. When citing notes, use the same style that is used to cite cases.

Printed

Footnote

⁶ Arthur I. Segel and Oliver O. Hartleben, “Building Cities: A Technical Note,” HBS No. 213-006 (Boston: Harvard Business School Publishing, 2012), p. 4.

Bibliography

Segel, Arthur I., and Oliver O. Hartleben. “Building Cities: A Technical Note.” HBS No. 710-455. Boston: Harvard Business School Publishing, 2010.

Online

Footnote

⁷ Ray A. Goldberg, Arthur I. Segel, “Farmland Investing: A Technical Note,” HBS No. 211-022 (Boston: Harvard Business School Publishing, 2010), <http://www.hbsp.harvard.edu>, accessed October 2012.

Bibliography

Goldberg, Ray A., and Arthur I. Segel. "Farmland Investing: A Technical Note." HBS No. 211-022. Boston: Harvard Business School Publishing, 2020. <http://www.hbsp.harvard.edu>, accessed October 2012.

PERIODICALS (PRINTED)

Signed articles

Footnote

⁸ Paul A. Gompers, "The Rise of Venture Capital," *Business and Economic History* 23 (Winter 1994): 12.

Bibliography

Gompers, Paul A. "The Rise of Venture Capital." *Business and Economic History* 23 (Winter 1994): 1–24.

Footnote

P. Heller, "Degrees of Democracy: Some Comparative Lessons from India," *World Politics* 52(4) (2000): 487.

Bibliography

Heller, P. "Degrees of Democracy: Some Comparative Lessons from India." *World Politics* 52(4) (2000): 484–519.

Footnote

⁹ Steven Levy, "The Connected Company," *Newsweek*, April 28, 2003, p. 50.

Bibliography

Levy, Steven. "The Connected Company." *Newsweek*, April 28, 2003, pp. 48–52.

Unsigned articles

Footnote

⁹ "Leading Ferociously," a conversation with Daniel Goldin, *Harvard Business Review* Vol. 80, No. 5 (May 2002): 23.

Bibliography

"Leading Ferociously." A conversation with Daniel Goldin. *Harvard Business Review* Vol. 80, No. 5 (May 2002): 22–25.

Footnote

⁹ “Chain Plans Emphasis on Dress, Sportswear Lines.” *Women’s Wear Daily* 70, no. 86 (May 02, 1945): 10, [URL], accessed March 2016.

Bibliography

Women’s Wear Daily. “Chain Plans Emphasis on Dress, Sportswear Lines.” 70, no. 86 (May 2, 1945): 7–10.

NOTE: According to *The Chicago Manual of Style*: “In citations to a particular passage in a journal article, only the pages concerned are given. In references to the article as a whole (as in a bibliography or reference list), first and last pages are given.”²⁰

PERIODICALS (ONLINE)

Article from online journal or magazine

Footnote

¹² Joseph Ntayi, “Work Ethic and Locus of Control,” *Journal of African Business* 6, nos. 1, 2 (2005): 155, ABI/INFORM via ProQuest, accessed October 2006.

Bibliography

Ntayi, Joseph. “Work Ethic and Locus of Control.” *Journal of African Business* 6, nos. 1, 2 (2005): 151–155. ABI/INFORM via ProQuest, accessed October 2006.

Signed

Footnote

¹³ Richard Tomlinson, “The World’s Most Popular Sport Is a Mess of a Business,” *Fortune*, May 27, 2002, [URL], accessed June 2002.

Bibliography

Tomlinson, Richard. “The World’s Most Popular Sport Is a Mess of a Business.” *Fortune*, May 27, 2001. [URL], accessed June 2002.

Unsigned

Footnote

¹⁴ “World Publications becomes Bonnier Corp. after 19-magazine deal,” *Orlando Business Journal*, March 5, 2007, <http://tinyurl.com/n9euvey>, accessed June 2010.

Bibliography

“World Publications becomes Bonnier Corp. after 19-magazine deal.” *Orlando Business Journal*, March 5, 2007. <http://tinyurl.com/n9euvey>, accessed June 2010.

PERSONAL COMMUNICATIONS

Footnote

²⁶ [Sender's Name], personal communication [or pers. comm.] to author, [Date].

Footnote

¹ [Sender's Name], text message to author, [Date].

PODCASTS

As the following examples show, some websites use the term *podcast* or *webcast* and others specify the file type, such as *audio* or *video*.

¹ Financial Industry Regulatory Authority (FINRA), "Conflicts of Interest in Public Offerings," April 19, 2010, podcast, <http://tinyurl.com/ojpmuy>, accessed October 2011.

² BBC, "The English We Speak: 'Get Lost,'" Monday, October 24, 2011, podcast, <http://www.bbc.co.uk/podcasts/series/tae>, accessed October 2011.

³ Wharton School, University of Pennsylvania, "Home Truths about the Housing Market," September 5, 2007, audio file, Knowledge@Wharton, <http://tinyurl.com/m54yf92>, accessed September 2007.

See also *Webcasts*.

POWERPOINT PRESENTATIONS

Footnote

⁴ Isaac Berne, "Patient Adherence," PowerPoint presentation, November 12, 2007, Harvard Business School, Boston, MA.

Bibliography

Berne, Isaac. "Patient Adherence." PowerPoint presentation, November 12, 2007, Harvard Business School, Boston, MA.

See also *Conference Papers (Unpublished)*.

PRESS RELEASES

Printed

Footnote

¹ "Sun Charts Strategy for Services to Deliver High-Value Network Computing Environments," Sun Microsystems press release (Santa Clara, CA, December 3, 2002).

Bibliography

“Sun Charts Strategy for Services to Deliver High-Value Network Computing Environments.” Sun Microsystems press release. Santa Clara, CA, December 3, 2002.

On the Web

Footnote

⁵ “NASD Fines Wachovia Securities \$2 Million for Fee-Based Account Violations,” press release, June 21, 2007, on FINRA website, [URL], accessed September 2007.

Bibliography

NASD (National Association of Securities Dealers). “NASD Fines Wachovia Securities \$2 Million for Fee-Based Account Violations.” press release, June 21, 2007. FINRA website, [URL], accessed September 2007.

PROCEEDINGS

See Conference Papers.

RADIO PROGRAMS

Footnote

⁶ “Indian Software Firm to Outsource to U.S.,” Adam Davidson, *Morning Edition*, National Public Radio, September 6, 2007, [URL], accessed September 2007.

Bibliography

“Indian Software Firm to Outsource to U.S.” Adam Davidson. *Morning Edition*, National Public Radio, September 6, 2007. [URL], accessed September 2007.

Footnote

⁷ “Plans for Nuclear Waste Dump Hit a Snag,” Michele Norris, *All Things Considered*, National Public Radio, September 5, 2007, <http://tinyurl.com/md3du27>, accessed September 2007.

RESEARCH PAPERS

See Working Papers (Printed).

SEC FILINGS

Footnote

⁸ Amazon.com, Inc., June 30, 1997 Form 10-Q (filed August 14, 1997), via Thomson Reuters/Thomson ONE, accessed June 2007.

Bibliography

Amazon.com, Inc. June 30, 1997 Form 10-Q. Filed August 14, 1997. Thomson Reuters/Thomson ONE, accessed June 2007.

Footnote

⁹ Alcoa Inc., December 31, 2006 Form 10-K, [URL], accessed July 2007.

Bibliography

Alcoa Inc. December 31, 2006 Form 10-K. [URL], accessed July 2007.

SECONDARY SOURCES

It is best to consult an original source whenever possible, but if the original source is unavailable, use the following citation style. (In the following examples, the Zukofsky article is the original source.)

Footnote

¹⁰ Louis Zukofsky, “Sincerity and Objectification” *Poetry* 37 (February 1931): 269, quoted in Bonnie Costello, *Marianne Moore: Imaginary Possessions* (Cambridge, MA: Harvard University Press, 1981), p. 78.²¹

Bibliography

Zukofsky, Louis. “Sincerity and Objectification.” *Poetry* 37 (February 1931): 269. Quoted in Bonnie Costello, *Marianne Moore: Imaginary Possessions* (Cambridge, MA: Harvard University Press, 1981), p. 78.²²

SPEECHES

Footnote

¹¹ Jill Bamberg, “Growing Your Business Without Selling Out,” speech given at Green Business Conference, Moscone Center, San Francisco, CA, November 10–12, 2006.

Footnote

Solmaz Altın, “Pension Speech,” given at The Second Annual Istanbul Pension Fund Conference, Istanbul, Turkey, February 2, 2015.

TABLES

Source lines are typically used to cite the source of a table or other graphical item.

Data from a table

Source: Data excerpted from Michael Y. Yoshino and Thomas B. Lifson, *The Invisible Link* (Cambridge: MIT Press, 1986), p. 78, Table 4.3.

Entire table (or other graphical item)

Source: Michael E. Porter, *Competitive Strategy* (New York: The Free Press, 1998), p. 73, Figure 3-4. Used with permission from The Free Press.

TECHNICAL NOTES

HBS technical notes are often referred to as *notes*. When citing notes, use the same style that is used to cite cases.

TELEVISION PROGRAMS

Footnote

¹² “Blackout: Interview with Ken Lay,” *Frontline*, PBS, March 27, 2001, <http://tinyurl.com/kb6k9wo>, accessed August 2004.

Bibliography

“Blackout: Interview with Ken Lay.” *Frontline*, PBS, March 27, 2001. <http://tinyurl.com/kb6k9wo>, accessed August 2004.

THESES AND DISSERTATIONS²³

Footnote

¹³ Andrew J. King, “Law and Land Use in Chicago: A Pre-history of Modern Zoning” (Ph.D. diss., University of Wisconsin, 1976), pp. 32–37.

Bibliography

King, Andrew J. “Law and Land Use in Chicago: A Pre-history of Modern Zoning.” Ph.D. diss., University of Wisconsin, 1976.

TRANSCRIPTS

Conference speech

Footnote

Person's Name, Person's Title, remarks made at [Conference Name], Location, Date. From transcript provided by CQ FD Disclosure, URL, accessed [month/year].

Television program

Footnote

¹⁴ [Name of Episode], *Dateline*, NBC, April 30, 1996, hosted by Jane Pauley and Stone Phillips. From transcript provided by BurrellesLuce, [URL] accessed October 2009.

TWITTER

The following examples are shown in footnote format only.

Generic Example

¹⁵ First Name, Last Name (Twitter handle), "The tweet in its entirety," Twitter, Date, Time, URL.

Specific Examples

¹⁶ Tyra Banks (@tyrabanks), "Broke up with the gym this morning. It just wasn't working out," Twitter, 24 June 2013, 7:11 a.m., <https://twitter.com/tyrabanks>.

¹⁷ Academy of Medical-Surgical Nurses (@AMSN), "Writing a letter to an elected official can be a great way to be someone who actually makes a difference," Twitter, 7 April 2011, 5:51 a.m., [URL].

NOTE: If the company's name and Twitter handle are the same, then it's OK to omit the Twitter handle from the citation. For example:

¹⁸ TechCrunch, "Apple Re-Invents Its Wheel with iOS7, Takes Developers Along For the Ride," Twitter, 18 September 2013, 12:20 p.m., [URL].

¹⁹ MarketWatch, "He's baaaaack. Furby reclaims spot on Wal-Mart's list of 'hot' holiday toys," Twitter, 15 September 2013, 4:35 a.m., [URL].

NOTE: If the citation includes the complete text of the tweet, then the URL is optional. For example:

²⁰ The Economist, "When the Frankfurt motor show opens this weekend visitors will encounter many new electric vehicles," Twitter, 12 September 2013, 6:43 p.m.

UNPUBLISHED PAPERS

Footnote

²¹ Robin Greenwood, “Price pressure in corporate spinoffs” (paper, Harvard Business School, October 9, 2006), <http://people.hbs.edu/rgreenwood/spinoffs6.pdf>, accessed April 2009.

See also *Working Papers (Printed)*.

VIDEOS AND MULTIMEDIA

Commercial video

Footnote

²² *National Treasure*, dir. Jon Turteltaub (Touchstone Pictures, Jerry Bruckheimer Films, 2004; VHS, Buena Vista Home Video, 2005).

Footnote

²³ *Forrest Gump*, dir. Robert Zemeckis (Paramount Pictures, 1994; DVD, Paramount, 2001).

HBS video (multimedia)

Footnote

¹ David Garvin, “Paul Levy: Taking Charge of the Beth Israel Deaconess Medical Center,” HBS Multimedia Video No. 303-058 (Boston: Harvard Business School Publishing, 2009).

Bibliography

Garvin, David. “Paul Levy: Taking Charge of the Beth Israel Deaconess Medical Center.” HBS Multimedia Video No. 303-058. Boston: Harvard Business School Publishing, 2009.

HBS video (special event)

Footnote

² Kevin Sharer, “Kevin Sharer on Leadership,” lecture given on October 18, 2001, at Harvard Business School, Boston, MA. From HBS Video Showcase Event Archives, 2001–2002, [URL], accessed August 2002.

Bibliography

Sharer, Kevin. "Kevin Sharer on Leadership." Lecture given on October 18, 2001, Harvard Business School, Boston, MA. From HBS Video Showcase Event Archives, 2001–2002, [URL], accessed August 2002.

YouTube video

Footnote

³ Stanford Graduate School of Business, "Ken Chenault: Reinventing Your Brand," YouTube, published June 12, 2013, [URL], accessed August 2013.

Bibliography

Stanford Graduate School of Business. "Ken Chenault: Reinventing Your Brand," YouTube, published June 12, 2013. [URL], accessed August 2013.

Footnote

⁴ Mag+, "How to install Mag+," YouTube, uploaded December 13, 2011, [URL], accessed February 2013.

Bibliography

Mag+. "How to install Mag+." YouTube, uploaded December 13, 2011. [URL], accessed February 2013.

WEBCASTS

As the following examples show, some websites use the terms *podcast* or *webcast* and others specify the file type, such as *audio* or *video*.

Footnote

⁵ Ken Train, "Lecture 8: Monopoly," *Introduction to Economics*, Fall 2011, webcast, University of California, Berkeley, [URL], accessed November 2011.

Bibliography

Train, Ken. "Lecture 8: Monopoly." *Introduction to Economics*, Fall 2011. webcast. University of California, Berkeley. [URL], accessed November 2011.

Footnote

⁶ Nigel Cassidy, "Romania's Economic Journey," September 26, 2006, video file, BBC News, <http://www.bbc.co.uk/>, accessed September 2007.

See also *Podcasts; Videos and Multimedia*.

WEBSITES

Company website

Footnote

¹ Walt Disney Company, “Company Overview,” <http://corporate.disney.go.com/corporate/overview.html>, accessed June 2011.

Bibliography

Walt Disney Company. “Company Overview.” <http://corporate.disney.go.com/corporate/overview.html>, accessed June 2011.

Personal website

Footnote

⁷ Nathan Shedroff, <http://www.nathan.com/>, accessed August 2007.

Bibliography

Shedroff, Nathan. <http://www.nathan.com>, accessed August 2007.

Other kinds of websites

Footnote

⁸ Ira Stoll, “Mitch Daniels on the State of the Nation,” FutureOfCapitalism.com, March 8, 2010, [URL], accessed April 2011.

Bibliography

Stoll, Ira. “Mitch Daniels on the State of the Nation.” FutureOfCapitalism.com, March 8, 2010. [URL], accessed April 2011.

WORKING PAPERS (PRINTED)

NOTE: The copyright holder for an academic working paper is typically the author.

Printed

Footnote

⁹ Ashish Nanda, “Implementing Organizational Change,” HBS Working Paper No. 96-034, 1996, p. 4.

Bibliography

Nanda, Ashish. “Implementing Organizational Change.” HBS Working Paper No. 96-034, 1996.

Footnote

⁹ Enrico Moretti, “Social Returns to Education and Human Capital Externalities: Evidence from Cities,” Center for Labor Economics, University of California, Berkeley, Working Paper #9 (November 1998).

Bibliography

Moretti, Enrico. “Social Returns to Education and Human Capital Externalities: Evidence from Cities.” Center for Labor Economics, University of California, Berkeley, Working Paper #9 (November 1998).

WORKING PAPERS (ONLINE)

On the Web

Footnote

¹⁰ Josh Lerner, “150 Years of Patent Protection,” HBS Working Paper No. 00-040, 1999, <http://www.hbs.edu/research/facpubs/workingpapers/abstracts/9900/00-040.html>, accessed May 2001.

Bibliography

Lerner, Josh. “150 Years of Patent Protection.” HBS Working Paper No. 00-040, 1999. <http://www.hbs.edu/research/facpubs/workingpapers/abstracts/9900/00-040.html>, accessed May 2001.

YELP REVIEWS

Footnote

⁶³ “Fit-Lite by 24 Hour Fitness,” Yelp review by Quyen T., November 28, 2007, https://www.yelp.com/biz/fit-lite-by-24-hour-fitness-berkeley-2?sort_by=date_asc, accessed October 2017.

Bibliography

T., Quyen. “Fit-Lite by 24 Hour Fitness.” Yelp review, November 28, 2007. https://www.yelp.com/biz/fit-lite-by-24-hour-fitness-berkeley-2?sort_by=date_asc, accessed October 2017.

Citations of Commercial Databases

This section shows how to cite information from commercial databases. A few notes:

- Brackets [...] indicate variables to be supplied by the writer.
- When you cite information from a database, remember to mention both the copyright holder/owner of the information, and the provider that made it available. In addition, if you want to distribute the information outside the classroom, you should seek permission from the copyright holder. **Be sure to check the copyright holders' requirements before distributing any of their information outside the classroom.** The *Terms & Conditions* or *Copyright* link in most databases provides guidelines for using and citing their data.
- URLs are optional in database citations. If you include a URL, use only the briefest form which points to the main page of the database.
- The following examples cover some of the most frequently used databases at Baker Library. For a complete list, see <http://www.library.hbs.edu/databases/completelist.html>.

ABI/ProQuest

Generic Example

Source: [Description of information — e.g., author, title, publisher, date, etc.], ABI/INFORM via ProQuest, accessed [month/year].

Specific Example

Source: BMI Research, "Cameroon Agribusiness Report Q4 2015," Business Monitor International Ltd., 2015, ABI/INFORM via ProQuest, accessed September 2015.

BCC Research

Information Owned by BCC

Source: BCC Research, accessed [month/year].

Other Information

Source: [Description of information], via BCC Research, accessed [month/year].

Bloomberg

Information Owned by Bloomberg

Source: Bloomberg LP, accessed [month/year].

Other Information

Source: [Description of information], via Bloomberg LP, accessed [month/year].

Business Source Complete

Source: [Description of information], Business Source Complete, EBSCO, [access date].

Capital IQ

Source: [Description of information], Capital IQ, Inc., a division of Standard & Poor's.

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Source: Thomson Reuters/Datastream, accessed [month/year].

Other Information

Source: [Description of information], via Thomson Reuters/Datastream, accessed [month/year].

Economist Intelligence Unit (EIU)

Source: Economist Intelligence Unit, [Description of information — e.g., EIU Country Data or EIU Country Report, author, title, date, etc.], accessed [month/year].

eMarketer

Source: [Description of information], eMarketer, accessed [month/year].

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Source: [Description of information], EMIS, a Euromoney Institutional Investor Company, accessed [month/year].

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Source: [Description of information], via Factiva, accessed [month/year].

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Source: [Description of information], FactSet, accessed [month/year].

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Source: [Description of information], Frost & Sullivan, accessed [month/year].

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Source: [Description of information], Gartner, Inc., accessed [month/year].

Graphics:

Source: [Source line under graphic], as published in [description of info.], Gartner, Inc., accessed [month/year].

Global Financial Data

Source: [Description of information], Global Financial Data, Inc., accessed [month/year].

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Source: [Description of information], IBISWorld, accessed [month/year].

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Source: [Description of information], OECD iLibrary, accessed [month/year].

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Source: [Description of information], SDC Platinum, a Thomson Reuters product, accessed [month/year].

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Source: Standard & Poor's Compustat data via Research Insight, accessed [month/year].

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Source: World DataBank, The World Bank Group, accessed [month/year].

Endnotes

¹ Gordon Harvey, “The Role of Sources,” in *Writing with Sources: A Guide for Students*, second edition (Indianapolis/Cambridge: Hackett Publishing Company, 2008), p. 14.

² *The Chicago Manual of Style*, 15th ed. (Chicago: University of Chicago Press, 2003), section 16.42.

³ *Ibid.*, section 17.213.

⁴ *The Chicago Manual of Style Online*, 16th edition (University of Chicago: 2010), FAQ about Documentation, http://www.chicagomanualofstyle.org/CMS_FAQ/Documentation/Documentation173.html, accessed October 2011.

⁵ *The Chicago Manual of Style*, 15th ed., section 17.47.

⁶ *The Chicago Manual of Style Online*, 16th ed. (University of Chicago: 2010), section 14.249.

⁷ *The Chicago Manual of Style*, 15th ed., section 17.208.

⁸ *Ibid.*, section 17.309.

⁹ *Ibid.*, section 17.307.

¹⁰ *Ibid.*

¹¹ *Ibid.*, section 17.268.

¹² *The Chicago Manual of Style*, 17th ed., section 14.213, example 2.

¹³ *Ibid.*, section 14.263, example 5.

¹⁴ *Ibid.*, example 6.

¹⁵ *The Chicago Manual of Style*, 15th ed., section 17.284.

¹⁶ *Ibid.*, section 17.285.

¹⁷ *Ibid.*, section 17.286.

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²⁰ *Ibid.*, section 17.168.

²¹ *Ibid.*, section 17.274.

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