

# **Academy of Management Journal – Quick Referencing Guide**

The information in this guide is based on the [Academy of Management Journal Style Guide for Authors](#) and has been adapted by the La Trobe University and the University of Queensland.

# Book

## Elements of the citation

Author(s) of book – family name and initials. Year of publication. ***Title of book*** – bold and *italicised*. Edition (in brackets), Volume number (if applicable) – vol. (#). Place of publication: Publisher. (For book titles capitalize only the first letter of the first word and the first word after a colon.)

Reference type	In-text examples	Reference list example	EndNote reference type
<i>Single author</i>	IMF programs are project-based, with a specified scope usually centred on legal and governmental action and with monitoring mechanisms limited to compliance with the formal conditions attached to episodic concessional lending (Vreeland, 2003).	Vreeland, J. R. 2003. <b><i>The IMF and economic development</i></b> . Cambridge, U.K.: Cambridge University Press.	Book
<i>2 authors</i>	Brower and Balch (2005) found ...  Or  A decision making pedagogy is an important tool for school leaders (Brower & Balch, 2005)	Brower, R. E., & Balch, B. V. 2005. <b><i>Transformational leadership &amp; decision making in schools</i></b> . Thousand Oaks, CA: Corwin Press.	Book
<i>3 to 6 authors</i>	<b>First citation:</b> ... as previously demonstrated (Reid, Parsons, & Green, 1989) <b>Subsequent citations:</b> ...as previously demonstrated (Reid et al., 1989)	Reid, D. H., Parsons, M. B., & Green, C. W., 1989. <b><i>Staff management in human services: Behavioral research and application</i></b> . Springfield: Charles C. Thomas.	Book

<i>7 or more authors</i>	List first author then “et al.” for all citations, including the first citation.	Give the names of all the authors in the reference.	Book
<i>Multiple words by the same author</i>	... behavioral patterns and organizational processes that warned of impending problems, (Khurana, 2002, 2007)	<p>Khurana, R. 2002. <i>Searching for a corporate savior: The irrational quest for charismatic CEOs</i>. Princeton, NJ: Princeton University Press.</p> <p>Khurana, R. 2007. <i>From higher aims to hired hands: The social transformation of American business schools and the unfulfilled promise of management as a profession</i>. Princeton, NJ: Princeton University Press.</p> <p><b>Order chronologically in the reference list, earliest listed first.</b></p>	Book
<i>No author</i>	<p>Management is defined as ... (<i>CCH Macquarie Dictionary</i>, 1993)</p> <p>OR</p> <p><i>CCH Macquarie Dictionary</i> (1993) defines...</p> <p><b>Cite in the text the first few words of the title and the year.</b></p>	<i>The CCH Macquarie dictionary of business</i> . 1993, North Ryde, NSW: CCH Australia.	Dictionary

<i>Multiple words by the same author, published in the same year</i>	(Dawkins, 1996a, 1996b)	Dawkins, R. 1996a. <i>Climbing Mount Improbable</i> . London: Viking.  Dawkins, R. 1996b. <i>River out of Eden</i> . London: Phoenix.  <b>Order alphabetically by title in the Reference list.</b>	Book
<i>Book by an organization or institution</i>	Combined assets of market funds...(World Bank,1997)	World Bank. 1997. <i>Private capital flows to developing countries: The road to financial integration</i> . Oxford, U.K.: Oxford University Press.	Book
<i>Edited book</i>	... some findings (ed. Sjostrand 1993)	Sjostrand, S (Ed.). 1993. <i>Institutional change: Theory and empirical findings</i> . Armonk. N.Y.M.E. Sharpe	Edited Book

# Chapter in a book

## Elements of the citation

Author(s) of chapter – family name and initials. Year of publication. Title of chapter. In Editor(s) of book (Eds.), ***Title of book*** – bold and *italicised*, Edition, Volume number (if applicable) – vol. (#): Page numbers. Place of publication: Publisher. (For book chapter titles capitalise only the first letter of the first word and the first word after a colon.)

Reference type	In-text examples	Reference list example	EndNote reference type
<i>Chapter in an edited book</i>	Discourses are changed through the production, distribution, and consumption of texts (Hardy & Phillips, 2004) <b>Use the chapter authors, not the editors of the book.</b>	Hardy, C., & Phillips, N. 2004. Discourse and power. In D. Grant, C. Hardy, C. Oswick, & L. Putnam (Eds.), <b><i>Handbook of organizational discourse</i></b> : 219– 318. London: Sage.	Book section

## Conference paper

### Elements of the citation

Author(s) of paper – family name and initials. Year of publication. Title of paper. ***Title of published proceedings which may include place held and date(s)*** – **bold** and *italicised*, Place of Publication, Publisher Page number(s). (For conference paper titles capitalise only the first letter of the first word and the first word after a colon)

Reference type	In-text examples	Reference list example	EndNote reference type
<i>Published conference paper</i>	Kumar (2006) emphasised ...	Kumar, V., & Luo, M. 2006. Linking an individual's brand value to the customer lifetime value: An integrated framework. <b><i>American Marketing Association Winter Educators' Conference, Chicago, Proceedings</i></b> , 17: 152.	Conference proceeding
<i>Unpublished conference paper</i>	Perttula (2003) defined passion for one's work as "a psychological state characterized by intense positive emotional arousal, internal drive and full engagement."	Perttula, K. M. 2003. <b><i>The POW factor: Understanding passion for one's work.</i></b> Paper presented at the annual meeting of the Academy of Management, Seattle.	Conference paper

# Journal Article

## Elements of the citation

Author(s) of journal article – family name and initials. Year of publication. Title of journal article. ***Title of journal*** – bold and italicised, Volume number (Issue number if needed – see below): Page numbers. (For journal article titles capitalise only the first letter of the first word and the first word after a colon)

Reference type	In-text examples	Reference list example	EndNote reference type
<i>Journal article</i>	... in their extent of institutionalization (Dorado, 2005)	Dorado, S. 2005. Institutional entrepreneurship, partaking, and convening. <b><i>Organization Studies</i></b> , 26: 385– 414.	Journal article
<i>Journal article requiring issue number</i>	(De Meuse & Tornow, 1990)	<b>Include an issue number only if every issue of the referenced journal begins with a page numbered 1. Look at more than one issue to check.</b>  De Meuse, K. P., & Tornow, W. W. 1990. The tie that binds—has become very, very frayed! <b><i>Human Resource Planning</i></b> , 13(3): 203– 213.	Journal article
<i>2 authors</i>	The majority shareholding enables the family to effectively exercise control over management to prevent misbehaviour (Shleifer & Vishny, 1997).	Shleifer, A., & Vishny, R. 1997. A survey of corporate governance. <b><i>Journal of Finance</i></b> , 52: 737–783.	Journal article

<i>3 to 6 authors</i>	<p><b>First citation</b> ... as long as the data are missing at random (Ployhart, Holtz, &amp; Bliese, 2002)</p> <p><b>Second citation</b> As previously calculated (Ployhart et al., 2002)</p>	Ployhart, R. E., Holtz, B. C., & Bliese, P. D. 2002. Longitudinal data analysis: Applications of random coefficient modeling to leadership research. <i>Leadership Quarterly</i> , 13: 455–486.	Journal article
<i>7 or more authors</i>	List first author then “et al.” for all citations, including the first citation.	Give the names of all the authors in the reference.	Journal article
<i>No author</i>	<p><b>For an article with no author, cite the journal as author.</b> (Harvard Business Review, 2003)</p>	<p><b>If an article has no author, the journal is referenced.</b></p> <p><i>Harvard Business Review</i>. 2003. How are we</p>	Journal article

## Thesis

### Elements of the citation

Author of thesis – family name and initials Year of preparation of thesis. *Title of thesis* –**bold** and *italicised*. Award, Institution issuing degree, Location of institution. (For thesis titles capitalise only the first letter of the first word and the first word after a colon)

Reference type	In-text examples	Reference list example	EndNote reference type
<i>Thesis</i>	Based on Levina’s (2001) theoretical framework for understanding the boundaries involved in IS development	Levina, N. 2001. <i>Multi-party information systems development: The challenge of cross-boundary collaboration</i> . Unpublished doctoral dissertation, Massachusetts Institute of Technology, Cambridge, MA.	Thesis

# Report

## Elements of the citation

Author(s) of report – (person or organisation) Year of Publication. *Title of report –bold and italicised* Report number (if available)  
Place of publication, Publisher/ Institution, (For report titles capitalise only the first letter of the first word and the first word after a colon)

Reference type	In-text examples	Reference list example	EndNote reference type
<i>Report with known author</i>	Emissions trading schemes... (Garnaut, 2008).	Garnaut, R. 2008. <b><i>Garnaut climate change review: Final report.</i></b> Port Melbourne, Vic: Cambridge University Press.	Report
<i>Report by Corporate author</i>	The Japanese economy is struggling with weak consumer spending (Cabinet Office, 2001).  [...] (Euromonitor, 2012)	Cabinet Office. 2001. <b><i>Annual report on Japan's economy and public finance 2000–2001.</i></b> Tokyo: Government of Japan.  <b>From an online database:</b> Euromonitor. 2012. <b><i>Baby food in China – Industry report.</i></b> Passport Database, accessed May 30, 2013.	Report
<i>Company report or profile</i>	[...] (Bureau van Dijk, 2012)	Bureau van Dijk. 2012. <b><i>Apple Inc. Company report.</i></b> Mint Global Database, accessed 4 February, 2013.	Report

# Newspaper and magazine article

## Elements of the citation

Author(s) of article – family name and initials. Year of publication title of article, *Title of newspaper* – **bold** and *italicised*, month day Page numbers. (For newspaper article titles capitalise only the first letter of the first word and the first word after a colon)

Reference type	In-text examples	Reference list example	EndNote reference type
<i>Newspaper article (print) with author</i>	It has been shown (Miller, 1992) ...	Miller, S. C. 1992. Networking: Managing systems with thousands of users. <b><i>New York Times</i></b> , September 27: 3–8.	Newspaper article
<i>Newspaper article no author</i>	... in the Advertiser (23 October 2001: 10).	Advertiser, The. 2001. Federal election: new Chipp in politics. <b>The Advertiser</b> . October 23: 10.	Newspaper article
<i>Newspaper article (online)</i>	Klan (2008) discusses...	Klan, A. 2008. ASIC swoops on GE debt “harassment.” <b><i>The Australian</i></b> , May 22. Accessed online at <a href="http://www.theaustralian.com.au/business/asic-swoopson-ge-debt-collectors/story-e6frg8zx-1111116418111">http://www.theaustralian.com.au/business/asic-swoopson-ge-debt-collectors/story-e6frg8zx-1111116418111</a> . Viewed February 2, 2008	Newspaper article

## Web page

### Elements of the citation

Author(s) of page – (person or organisation). Year (page created or revised), ***Title of page*** – bold and italicised, description of document (if applicable), name of the sponsor of the page (if applicable), Accessed online URL. (viewed date-in-full).

Reference type	In-text examples	Reference list example	EndNote reference type
<i>Web page with author</i>	... this agreement (Albanese 2009)	Albanese, A. 2009. <b><i>Fairer compensation for air travellers</i></b> , [Media release], January 29, Minister for Infrastructure, Transport, Regional Development and Local Government. Accessed online <a href="http://www.minister.infrastructure.gov.au/aa/releases/2009/January/AA007_2009.htm">http://www.minister.infrastructure.gov.au/aa/releases/2009/January/AA007_2009.htm</a> . Viewed January, 30 2009.	Web page
<i>Web page with corporate or organisational author</i>	The Department of Immigration and Multicultural and Indigenous Affairs' website (2009) has details of ...	Department of Immigration and Multicultural and Indigenous Affairs. 2009. <b><i>The Department of Immigration and Multicultural and Indigenous Affairs</i></b> , Canberra. Accessed online <a href="http://www.immi.gov.au/">http://www.immi.gov.au/</a> . Viewed January 17, 2010.	Web page
<i>Web page with no date of publication</i>	... it has been argued that emotional intelligence is a combination of competencies (Bliss n.d.)	Bliss, S.E. n.d., <b><i>The effect of emotional intelligence on a modern organizational leader's ability to make effective decisions</i></b> . Accessed online <a href="http://eqi.org/mgtpaper.htm">http://eqi.org/mgtpaper.htm</a> . Viewed February 10, 2008.	Web page

<i>Blog post</i>		Feintzeig, R. 2014. For office introverts, a room of one's own [Blog post]. <i>The Wall Street Journal</i> , June 2. Accessed online <a href="http://blogs.wsj.com/atwork/2014/06/02/for-the-office-introvert-a-room-ofones-own/">http://blogs.wsj.com/atwork/2014/06/02/for-the-office-introvert-a-room-ofones-own/</a> . Viewed June 8, 2014.	Web page
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## Personal communication

### Elements of the citation

Information obtained by interview, telephone call, letter or email should be documented in the text, but should **NOT** be included in the list of References.

Reference type	In-text examples	Reference list example	EndNote reference type
<i>Personal communication</i>	When interviewed on 15 June 1995, Dr Peter Jones explained that ...  OR  This was later verbally confirmed (P Jones 1995, pers. comm., 15 June).	<b>Do not include in the Reference List</b>	Personal communication
<i>Working paper</i>	[...] (Bruns, 2012)	Bruns, H. C. 2012. <i>Knowledge dev.: How scientists gain new insights in cross-disciplinary research</i> . Working paper, VU University.	Personal communication