

APA Referencing Quick Guide

Simple reference format guide for MBA project reports.

Free Student Resource | Editable guidance for academic planning

Prepared for MBA, BBA, BCA, MCA, Diploma and Engineering students who need project report structure, synopsis support, formatting guidance, PPT support and viva preparation.

APA Referencing Basics

APA style is commonly used for management and research projects. It gives credit to books, websites, journals and reports used in the project.

Source Type	Basic Format
Book	Author Surname, Initial. (Year). Title of book. Publisher.
Journal Article	Author Surname, Initial. (Year). Article title. Journal Name, volume(issue), pages.
Website	Organization/Author. (Year). Page title. Website Name.
Report	Organization. (Year). Report title. Publisher/Website.

In-text Citation Examples

- One author: (Sharma, 2022)
- Two authors: (Patel & Rao, 2021)
- Organization: (Reserve Bank of India, 2024)
- Website without date: (ProjectReportHub, n.d.)

Reference List Tips

- Arrange references alphabetically.
- Use hanging indent if required by the university.
- Use recent references where possible.
- Do not add references that are not used in the report.

Academic Note

This document is a student guidance resource. Students should always follow their official university guidelines, guide instructions and academic honesty rules before final submission.