

## MLA In-Text Citations and Works Cited for Personal Communications: Interviews, Personal Letters, E-Mail Messages, Text Messages, and Class Lectures

*Handout courtesy of Angela Gulick*

In the MLA system, personal communications are mentioned in the document and on the Works Cited page. Because Works Cited entries are limited in the information they provide, it is important IN the document to establish the credibility of the source since this is your only opportunity to do so. Consider what the reader needs to know in order to trust the source: the communicator’s name, job title, years of experience, workplace, educational level, specialized skills or experience.

**In-Text Citation:** An in-text citation for a personal communication includes **1) a signal phrase, 2) an action verb, and 3) a parenthetical citation.**

- **Signal Phrase:** Include the source’s full name the first time you cite the source. After that, refer to the source by last name.
- **An action verb** is a word such as stated, commented, questioned, argued, claimed, mentioned, said. Another option is to begin your signal phrase with **According to...**
- **A parenthetical citation:** Put (Last Name) of communicator once at the end of the entire chunk of information from that source.

**Here are some sample signal phrases the first time a source is cited:**

- Janet Saylor, a registered nurse at Carle Clinic for eleven years, stated \_\_\_\_\_ (Saylor).
- As a Carle Clinic registered nurse for eleven years Janet Saylor stated \_\_\_\_\_ (Saylor).
- According to Janet Saylor, a registered nurse at Carle Clinic for eleven years, \_\_\_\_\_ (Saylor).

**Here is a signal phrase after that source has been cited at least once:**

- Saylor also stated \_\_\_\_\_ (Saylor).

### Works Cited Entries for Personal Communications

Personal, Telephone, and Online Interview	
Interviewee’s Last Name, First Name Middle Initial. Type of Interview. Date of Interview.	
Myers, Amy L. Personal interview. 14 July 2016.	Myers, Amy L. ZOOM interview. 14 July 2016.
Myers, Amy L. Telephone interview. 14 July 2016.	Myers, Amy L. TEAMS interview. 14 July 2016.

Personal Letter, Email Message, and Text Message	
Author’s Last Name, First Name Middle Initial. Type of Correspondence. Date of Correspondence.	
Oujiri, Lauren E. Personal letter to the author. 15 Jan. 2016.	
Oujiri, Lauren E. Email to the author. 15 Jan. 2016.	
Oujiri, Lauren E. Text message to the author. 15 Jan. 2016.	

Class Lecture	
Lecturer’s Last Name, First Name Middle Initial. Lecture. Topic of Lecture, date of lecture, location of lecture.	
Adcock, Terry T. Lecture. Three Types of Memory, 15 Jan. 2016, Parkland College.	