

Works Cited Entries for Personal Communication Sources

(Interviews, Email Messages/Personal Correspondence, Class Lecture Notes/Handouts)

Works Cited entries are single-spaced to save room. Double-space entries on your Works Cited list.

Personal or Telephone Interviews

Author. Myers, Amy L. ⇒ The name of the person interviewed is inverted – Last Name, First Name Middle Initial.

Title of Source.

Title of Container, Personal interview ⇒ Include type of interview (Personal, Telephone, SKYPE, FaceTime interview)

Other Contributors,

Version,

Number,

Publisher,

Publication Date, 14 July 2016 ⇒ Dates are written date month year. All months other than May, June, and July are abbreviated.

Location.

Citation:

Myers, Amy L. Personal interview, 14 July 2016.

Email Messages or Personal Correspondence

Author. Oujiri, Lauren E. ⇒ The name of author is inverted – Last Name, First Name Middle Initial.

Title of Source. “Six Reasons Why Self-Care Is So Important to Physical and Mental Health” ⇒ Include the subject line here. If there is no subject line, write “No Subject.”

Title of Container, Received by Your Name.

Other Contributors,

Version,

Number,

Publisher,

Publication Date, 15 Jan. 2016 ⇒ Dates are written date month year. All months other than May, June, and July are abbreviated.

Location.

Citation:

Oujiri, Lauren E. “Six Reasons Why Self-Care Is So Important to Physical and Mental Health.” Received by Angela M. Gulick, 15 Jan. 2016.

Class Lecture Notes or Handouts

Author. Adcock, Terry T. ⇒ The name of instructor is inverted – Last Name, First Name Middle Initial.

Title of Source. “Types of Memory”

Title of Container, Psychology 101, Parkland College ⇒ Include the name of the class and the name of the school.

Other Contributors,

Version,

Number,

Publisher,

Publication Date, 10 Feb. 2015

Location.

Citation: Adcock, Terry T. “Types of Memory.” Psychology 101, Parkland College, 10 Feb. 2015.