

**Email** (Adapted from Coates Library, Trinity University)

<b>APA</b>	<p>In APA style, email messages are considered to be personal communications that should not be included in the reference list because there is no recoverable data therefore there is no way a third party could retrieve the data. However this information should be cited in the text.</p> <p><b>In-Text:</b> (M. Smith, personal communication, August 10, 2009)</p> <p><i>For more information see pages 179 in the APA Publication Manual, 6th ed.</i></p>
<b>Chicago (Bibliography/ Notes)</b>	<p>Emails are considered personal communications and are either written into the text or given in a note. Seldom are they listed in a bibliography or reference list.</p> <p><b>Sample Note:</b></p> <p>10. Mary Smith, email to author, August 10, 2009.</p> <p><i>For more information, see page 706 in the Chicago Manual of Style, 15th ed.</i></p>
<b>MLA</b>	<p>Smith, Mary. "Re: Footnotes or Endnotes?" Message to Susan James. 10 September 2008. E-mail.</p> <p><b>In-Text:</b> (Smith)</p> <p><i>For more information, see pages 204 in the MLA Handbook, 7th ed.</i></p>
<b>Turabian</b>	<p>Emails are considered personal communication and are cited in notes.</p> <p><b>Sample Note:</b></p> <p>11. Mary Smith, email to author, August 10, 2009.</p> <p><i>For more information, see pages 195-196 in the Turabian Manual, 7th ed.</i></p>
<b>ASA</b>	<p>Emails should be written in as part of the text and referenced in a footnote or endnote. 2009.)</p> <p><b>Sample footnote:</b></p> <p><sup>12</sup> Mary Smith, email message to author, August 10, 2009.</p> <p><i>For more information, see page 78 in the ASA Style Guide, 3rd ed.</i></p>