E-Mail and other correspondence

The following essential information and order (Citation order) that you need for email correspondence is also the same for letter, text message or telephone conversation.

- Sender/speaker/author
- Year of communication (in round brackets)
- Type of communication
- Receiver of communication
- Day/month of communication

It should look like this example:


This will look like this in a body of work:

Reading enables you to go deeper into your understanding of your research books are an integral part of this¹

By doing a literature review it shows that you have understood your reading and the breadth and depth of your research on a given topic.

Make sure you include everything as using someone’s else’s ideas and using them as your own is as much plagiarism as direct quotes so remember to reference!

Bibliography/Reading list


Leibovitz, Annie. "Re: Life through a Lens." E-mail to Othello Russell. 12th Feb. 2014
