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CORRESPONDENCE

Email

You should get permission from the sender before referring to personal emails in your academic work.

In-text citation

(Clinch, 2015)

Reference list

Clinch, T. (2015) *University open day* [email]. Sent to M. Spickett, 8 June.



Checklist:

- **Sender (surname, initials)**
- **Year the email was sent in round brackets**
- **Subject line or short description, if more appropriate, in italics**
- **In square brackets put email, followed by a full stop**
- **Sent to, the recipient(s)' initials, followed by their surname(s)**
- **Day and month the email was sent, followed by a full stop**



Letter

You should get permission from the sender before referring to unpublished, personal letters in your academic work.

In-text citation

(Snowley, 2015)

Reference list

Snowley, I. (2015) *The library lives* [letter]. Sent to Times Higher Education, 18 June. London: Times Higher Education. Available from <https://www.timeshighereducation.co.uk/the-library-lives> [accessed 6 July 2015].

Checklist:

- **Sender (surname, initials)**
- **Year the letter was sent in round brackets**
- **Short description in italics**
- **In square brackets put letter, followed by a full stop**
- **Sent to, followed by the organisation or personal recipient**
- **Day and month the letter was sent, followed by a full stop**
- **If the letter is in a collection put location of collection, followed by a colon**
- **Name of the collection (if applicable) or publisher, followed by a full stop**
- **If accessed online**
 - Put Available from, followed by the web address
 - In square brackets put accessed and the date you accessed the letter, followed by a full stop