

Bracken Business Communications Clinic

How to Cite Interviews and E-mail Messages

Personal interviews, whether conducted in person, by e-mail, or by telephone, need to be cited within the text of your paper. However, because the information cannot be found later by a reader, interviews **are NOT included** on your References page.

There are two ways to cite a personal interview, depending on whether the name of the person being interviewed is mentioned in your writing:

1. If you do not use the name of the person you interviewed in your writing, include it in your citation. Note that only the first initial and last name are necessary. For example:

After interviewing my grandfather, I learned that starting a new business can be very expensive (G. Robertson, personal communication, September 28, 2015).

2. If you do use the name of the person you interviewed in your writing, you do not need to include it in your citation. For example:

According to Gordon Robertson (personal communication, September 28, 2015), starting a new business can be very expensive.

** Please note that the APA recommends keeping all notes and e-mail correspondence from personal interviews in case your accuracy is questioned.

References

American Psychological Association. (2010). *Publication manual of the American Psychological Association (6th ed.)*. Washington, DC: American Psychological Association.