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You should get permission from the sender before referring to unpublished, personal letters in your academic work.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


**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