Guidelines for Written Work
Years 7-10
2019

February 2019
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Document Format

Students are encouraged to learn to set out and present a piece of written work now, before they leave school. This skill will be valuable to them in the future.

Please note that some subjects have specific requirements, for example, concerning font style and size, and word count. **Students should refer to the specific instructions for each assessment item.**

- **Essays, reports and assignments should have a cover page.** The information written on the cover or front page should include:
  - student's name;
  - teacher's name;
  - subject;
  - date due;
  - date submitted, (if later than the due date, give reason);
  - topic or question in full, or title;
  - number of words where relevant, which includes any quotations in the body of the essay. **Not included in the word count are: footnotes; reference list; table of contents; lists of tables and figures; appendices.**

- **Setting out**
  - Please leave a margin on the left of each page e.g. about 3cm.
  - Use a Header and/or Footer that includes your name and the page number.
  - Typing or word processing is encouraged. Black or blue pen is to be used if you are handwriting. **The school's preferred font is Calibri size 11.**
  - Titles of books should be underlined or italicised. Quotations should have double quotation marks. Titles of articles and poems should be in single inverted commas.

- **Students must acknowledge their sources for any research (ie footnotes and reference list).** You must acknowledge sources you use for oral presentations as well as written tasks. Refer to later pages in this document for detailed instructions.

- **All sheets must be stapled/pinned together.** You should keep a copy of the work along with the drafts and notes used in its preparation, including those done using a word processor.

Use of Computers

The presentation of word processed assignments is encouraged; however, computer breakdown will not be accepted as an excuse for lateness. You must keep a back-up copy of your work. **Students are encouraged to work on word processors, but they must regularly save and make printouts of notes and work in progress.**
Excessive Length

Written Task
If a word limit is stipulated and a student exceeds the limit, an excessive length penalty is applied as follows. A leeway of 10% over the word limit incurs no penalty. Thereafter, a 5% penalty is applied for every 10% over the word limit, e.g. for a 2000 word essay, no penalty is applied for 2200 words. If the essay is between 2200 and 2400 words, a student loses 5% of the value of the task; if it is between 2400 and 2600 words, the student loses 10% of the value of the task etc. The maximum loss is 35% of the value of the task.

Oral Task
Similarly, an excessive length penalty is applied to oral tasks that exceed the stipulated time limit. A 10% leeway is allowed without penalty. Thereafter a 5% penalty is applied for every 10% over the time limit, e.g. for a 10 minute oral, no penalty is applied for 11 minutes. If the oral is between 11 and 12 minutes, a student loses 5% of the value of the task; if it is between 12 and 13 minutes, the student loses 10% of the value of the task etc. The maximum loss is 35% of the value of the task.

Extensions

Rules Concerning Late or Missed Assessment Items
If an assessment item cannot be done on the set date or assignment work cannot be completed and submitted because of illness or circumstances beyond the student’s control, the difficulty should be discussed with the teacher and/or Head of Faculty. This should be done before the due date whenever possible. Only in exceptional circumstances is an extension of the due date given. Extensions will only be granted by the relevant Head of Faculty. The application for an extension must be made in writing using the form available on Canvas or from the Library.

A penalty of 5% of the total possible mark for that assessment item will be incurred for each day late to a maximum of 35%. A loss of 15% is incurred if work due on a Friday is not submitted until the following Monday.

If a student misses in-class assessment for any reason, she must arrange with the teacher to complete the task as soon as possible.

If assessment tasks/work requirements are not submitted by the due date, the relevant teacher informs parents. The teacher also informs the relevant Head of House and relevant Head of Faculty. The late submission penalty of 5% per day late is applied. After 7 days have elapsed a Student Progress Advice notice is completed by the teacher and sent to parents or guardians indicating that their daughter’s progress is of concern.

The use of computers to word process assignments is encouraged but computer breakdown (of either hardware or software) is not a valid reason for an extension of time. Students should keep a backup copy of their work and it is recommended that a printout is done at frequent intervals to
avoid problems caused by computer failure. If a student chooses to submit her work after the due date it is penalised as is all late work.

Plagiarism

Referencing is important because using the words and ideas of other writers without acknowledgment is intellectual theft or plagiarism. Plagiarism is any attempt to present the work of any other person as your own. A student therefore commits an act of plagiarism if she copies or paraphrases any words or original ideas written by any person without proper acknowledgment.

Another practice, less serious than plagiarism, but still unsatisfactory is cobbling. This is the practice of building an assignment by stringing together selected quotes and paraphrases from one or more sources. Even if all sources are properly acknowledged, cobbled essays will be penalised.

The Library Website and Canvas pages have many resources on referencing and avoiding plagiarism.

Acknowledging Sources

Acknowledging sources has two components:
• reference lists at the end of the text;

and possibly also (where advised by your teacher)
• in-text referencing
  o footnotes; or
  o author-date (APA) style citation

Note: in an oral presentation, you must verbally acknowledge sources for material you quote in your speech and on any visual medium and transcript you use (such as PowerPoint presentation), e.g. statistics, definitions, etc.

Some subjects require footnotes; others will accept either footnotes or author-date (Harvard) style citation. Whichever style you use; you must use it consistently throughout your document.

There are also many examples provided at the back of the document.
CGGS Plagiarism policy

Junior Plagiarism Policy – Year 7 – 10, 2019

Philosophy:
The focus of this policy is on instruction and remediation rather than a punitive style approach. All students will be taught explicitly about correct referencing practices and will be given strategies to avoid plagiarism. All teachers will take responsibility for this on an on-going basis by incorporating the teaching of these skills into their general practice when issuing assignments and research tasks.

Definition:
Plagiarism is copying, paraphrasing or summarising of work, in any form, without acknowledgement of sources, and presenting this as student’s own work.

Penalties:

<table>
<thead>
<tr>
<th>Categories</th>
<th>Penalties</th>
<th>Procedures</th>
</tr>
</thead>
</table>
| 1. First incident of plagiarism   | • Student is counselled by teacher and warning about penalties for second offence is given.  
• Parent is notified in writing  
• Student is to rewrite plagiarised material in class.  
• Resubmitted work is marked. | • Teacher is to inform HOF/HOH  
• Phone call is made to parents by HOF  
• Copy of parent contact sheet and original copy of plagiarised work is centrally recorded by Director of Studies |
| 2. Second incident of plagiarism  | • Student is counselled by HOF and teacher  
• Parent is notified in writing  
• Student work is remarked without plagiarised material being considered. This may result in a reduction of marks. | • Teacher is to inform HOF/HOH  
• Letter is sent to parents signed by HOF  
• Copy of letter and original copy of plagiarised work is centrally recorded by Director of Studies |
| 3. Third incident of plagiarism   | • Student is counselled by Director of Studies  
• Parent is notified in writing  
• Student receives zero for the task | • Teacher is to inform HOF/HOH  
• Letter is sent to parents signed by HOF  
• Copy of letter and original copy of plagiarised work is centrally recorded by Director of Studies |

Including Copying material from other students written material
How to Reference Correctly using APA style

- An assignment and your teacher will indicate if a bibliography or reference list is required.
- A bibliography is a list of all sources used even if not cited in the text.
- A reference list contains only details of sources used to write your assignment/oral presentation. The sources of any visuals included in your assignment/PowerPoint must also be listed in the Reference List.
- References should be listed alphabetically by author’s surname or the title (if no author). Do not write author unknown. Do not include the author’s title, if any - eg. Dr.
- All titles should be in italics (e.g. Title of websites, newspapers, books) whilst ‘titles’ of articles and webpages should be in single quotation marks.
- The second and subsequent lines of each reference must be indented by 1-tab key strike
- All sources should be listed together – do not use separate headings for websites, books etc.
- Use the latest copyright date, not a reprint date.
- Use the first place of publication listed where there are several listed.
- Do not include the country after the place of publication, but include the state if the place of publication is not well known (e.g. Thirroul, NSW).
- If unsure – ask your teacher, or a teacher librarian for help.
1. Books

(a) Single author

Include: Author, A. A. (Year). Title of work. Location: Publisher.

Example:

Author | Date of publication | Publisher
--- | --- | ---

Title in italics | Place of publication
--- | ---

(b) Two or more authors

Include: Author, A. A., & Author, B. B. (Year). Title of work. Location: Publisher.

Example:


Example:


NB in APA style, do not use et al. for multiples authors.

(c) No author or editor (includes many encyclopaedias and dictionaries)

Include: Title of work. (Year). Location: Publisher.

Example:

Title in italics | Edition – no superscript for 8th | Place of publication | Date of publication | Publisher
--- | --- | --- | --- | ---
(a) One or more editors
Include: Author, A. A. (Ed.). (Year). Title of work. Location: Publisher.

Use (Ed.) for one editor, (Eds.) for two or more

Example:

Note: Only use editors in citation or bibliography if their role is pre-eminent.

(e) Poems/stories/chapters in books which are anthologies or collections
Include: Author, A. A. (Year). Title of chapter or entry. In A. Editor & B. Editor (Eds.), *Title of book* (pp. xxx-xxx). Location: Publisher.

Example:

2. Journal or magazine/newspaper article/article in book
(a) Example (journal - print):

(b) Example (journal – electronic with doi)


doi is the digital object identifier. You will find this with the other reference information for the resource. It is usually a sequence of numbers or letters and numbers

(c) Example (newspaper - print):

Include: Author, A. A. (Year, Month Day). Title of article. Title of newspaper, p. or pp.


(d) Example (newspaper or magazine/periodical article - database):


(e) Example (newspaper or magazine/periodical article - internet):


3. Audio-visual (DVD/Online Video/TV program)

Include: **Producer, A. A. (Producer), & Director, B. B. (Director). (Year). Title of video or DVD [VHS Video or DVD]. Country of Origin: Studio.**

(a) Example:


(b) Example:


(c) Example:

**Writer, A. A. (Writer), & Director, B. B. (Director). (Year). Title of episode [Television series episode]. In C. C. Executive Producer (Executive producer), *Title of programme*. Location: Publisher.**

e.g.


(d) Example:

**Producer Surname, First Initial. Second Initial. (Producer). (Year). Title of video [Format e.g. Streaming video]. Retrieved from URL of streaming host.**

e.g.

4. Internet (Online document)

Include:

(a) Example (author):


(b) Example (corporate author):


5. Interview

Personal communications can include letters, emails, telephone conversations, interviews etc. Because the information is not recoverable, personal communications should not be included in the Reference List. Cite them in text only.

6. Visuals (e.g. figures/ tables/ maps)

If you have copied a figure (or table, picture, map) from a book/website you should acknowledge the source underneath as shown in these examples

(a) Example (Tables):
Include (table reference):


<table>
<thead>
<tr>
<th>Time of day</th>
<th>Acoustic frequency band, kHz</th>
<th>Pearson’s correlation coefficient, r</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pre-dawn, 2 h before local sunrise</td>
<td>2–7</td>
<td>0.33</td>
</tr>
<tr>
<td></td>
<td>7–13</td>
<td>0.50</td>
</tr>
<tr>
<td></td>
<td>13–20</td>
<td>0.48</td>
</tr>
<tr>
<td>Morning, 1 h after local sunrise</td>
<td>2–7</td>
<td>0.63</td>
</tr>
<tr>
<td></td>
<td>7–13</td>
<td>0.70</td>
</tr>
<tr>
<td></td>
<td>13–20</td>
<td>0.68</td>
</tr>
<tr>
<td>Afternoon, 2 h before local sunset</td>
<td>2–7</td>
<td>0.67</td>
</tr>
<tr>
<td></td>
<td>7–13</td>
<td>0.68</td>
</tr>
<tr>
<td></td>
<td>13–20</td>
<td>0.67</td>
</tr>
<tr>
<td>Evening, 1 h after local sunset</td>
<td>2–7</td>
<td>0.35</td>
</tr>
<tr>
<td></td>
<td>7–13</td>
<td>0.56</td>
</tr>
<tr>
<td></td>
<td>13–20</td>
<td>0.55</td>
</tr>
</tbody>
</table>


7. Artwork labelling

(a) Example (viewed online):

Include:
*Artist’s Surname, A. A. (Year). Title of the artwork [Format]. Location: Name of Museum or Gallery.*

Sages, J. (2012). Kate (Kate Grenville) [Painting]. Canberra, ACT: National Portrait Gallery.

All artworks mentioned in the body of an Art essay should be shown as plates at the end of the essay (before the Reference List/Bibliography). For each plate, include a label underneath which gives the artist’s name, title, date, medium, size and collection.

**Image 1**

![Image 1](Image1.jpg)

Jenny Sages

*Kate (Kate Grenville)*, 2012

Encaustic and oil on board

180 x 190 cm

National Portrait Gallery
Example of a reference list (APA Style 6th edition)

**Alphabetical order**


Sages, J. (2012). Kate (Kate Grenville) [Painting]. Canberra, ACT: National Portrait Gallery.

**Watchpoints:**

1. Page numbers are not included in bibliography, except for anthologies or collections, journals and newspapers.
2. It is sometimes difficult to determine surnames of authors from countries such as China, as the surname is often written first with no commas eg Lim Cheng Puay.
Beginners Guide to In-Text Referencing

As a general rule – any information that you previously did not know before you read a book, website or article should be in-text referenced. All visuals whether they have been copied from a book or website, created by you or modified by you must be sourced.

How do I in-text reference information?

Book: (Author’s Surname, Date published, page number)

Book/Encyclopaedia - without author: (Title, date published, page number)

Website: (Author’s surname, date published, paragraph number on webpage)

Website – no author: (Title of website, date published)

Visuals: acknowledge who created the visual, how it was created (if relevant), where the information was obtained from, as well as the date.

1. Quoting a large piece of text from another author (if quoted text occupies 2 lines)

Example:

The importance of material wealth with regard to marriage is given much significance in Pride and Prejudice:

... Mr Darcy soon drew the attention of the room by his fine, tall, person, handsome features, noble mien; and the report which was in general circulation within five minutes after his entrance, of his having ten thousand a year. (Austen, 1996, p. 12)

Since in the context of the time, it was beyond the capability of a woman in society to earn a living, a potential husband’s income was of major importance.

Use three dots to show where words have been omitted.

Leave a line above and below the quote.

Indent from the margin. No quotation marks. May use different sized font or italics.

Unless previously mentioned, include author and date of publication. State page number. Refer to the publication in hand. It is not necessary to refer to the creation date of a classic when citing.
2. Quoting within your text

Example:

Bjorn Lomborg in *The Skeptical Environmentalist*, concludes after exhaustive analysis of data projections that “as far as agriculture is concerned, global warming will be tough on the developing countries” (1998, p. 289) and...

3. Incorporating another author’s ideas into your text using paraphrasing (without quoting their exact words).

Example:

Lim (2004) suggests that many plants could migrate hundreds of kilometres from their original sites, due to the warming of the planet.

4. Incorporating more than one item into your text

Example:

The effects of global warming on the growth of plant life are becoming much better understood in recent years (Lim, 2004, pp. 24–25; *Ocean plant life slows down*, 2003).
5. Referencing visual information:

(a) Within text

Example:

Figures 1 and 2 show the origin of international visitors to Australia in 1993 and 2000. In 1993, 61% of tourists visiting Australia came from East Asia and the Pacific region, 11% from the United Kingdom and 9% from the USA (Richardson, 1995, p.7). In 2000, the percentage of tourists from the United Kingdom and the USA remained unchanged (Financial Times World Desk Reference, 2002, p. 44).

(b) Charts, graphs and tables within written work

Immediately below each figure, you should include a caption that provides concise explanation of the figure. This can be used as its title.

If you use a visual source (this can include graphs, charts, drawings, tables and images) that has been copied or adapted from another source you must include a full reference to the original source in the caption.

Type the word ‘Figure’ and the figure number in italics, and end with a period. Eg Figure 1.

After writing figure and the number, insert ‘From’ when using the visual exactly as shown in the original source or ‘Adapted from’ if you have edited the visual.

Examples (website):
Include: Figure X. From [or Adapted from] “Title of Web Document,” by A. N. Author and C. O. Author, year (http://URL).

Figure 1. Adapted from “Australia Age structure: The World Factbook” by Central Intelligence Agency, 2018, (https://www.cia.gov/library/publications/the-world-factbook/geos/as.html)
Introduction to Footnoting

What is footnoting?

Footnoting is a system that allows you to acknowledge the contributions of others in your writing. Whenever you use ANY words, ideas or information from ANY source in an essay or report, you must reference those sources throughout the essay or report (see What is a Footnote? for information on how to do this). This means that if you use the exact words of an author, if you paraphrase their words, or if you summarise their ideas, you must provide a footnote. Not referencing your sources means you have plagiarised.

How Do I Do It?

You must include:

1. Footnotes within the essay/report.

What is a Footnote?

Footnotes are what they sound like—a note (or a reference to a source of information) which appears at the foot (bottom) of a page. We recommend you use APA style for your footnotes, to give full source details.

Example:

Body of essay

There were people living in Japan long before the word ‘samurai’ was used for a Japanese warrior. Evidence of human habitation of Japan has been identified as far back as 100,000 B.C.¹

Footnote as a superscript

At the bottom of the page you include the bibliographic detail for the source:

The author initial is placed after the surname in the Reference list:


Page numbers are not included in bibliography, except for anthologies or collections, journals and newspapers.

**Footnoting different source types**

**The first time** you use a source within your essay or report you will footnote as follows:

**Books**
List information in the following order:
1. author's initial and surname
2. year of publication in brackets
3. title of book (italicised)
4. place of publication
5. publisher
6. page number(s) (use p. or pp. for multiple pages)

Example:


**Journal Articles**
List information in the following order:
1. author's initial and surname
2. year of publication in brackets
3. title of article
4. title of journal or periodical (italicised)
5. volume number
6. issue number in brackets
7. month of publication (if applicable)
8. page number(s)

Example:

Websites

List information in the following order:
1. author (if known) (Initial then surname)
2. date site was created or updated in brackets
3. title of webpage
4. Retrieved from URL

Example:


Subsequent Citations


When using the footnote style, you only need to give the full source details in the first citation. You may then use “op. cit.” or a shortened title for any subsequent reference to a source already cited. Shortened titles are advised.

Examples of footnotes using “op. cit.”:
3. Healey. op. cit. p. 29.

Internet examples:
Site with author: Author. op. cit. title of page.
Site without author: Home Page title. op. cit. Title of page.


2. Ibid. – from the Latin ibidem meaning “from the same place”.

If you cite from source previously cited, with no other citation in between, you can use “ibid.” instead of “op. cit.” to mean that the citation is from the source you last cited.

Examples of footnotes using “ibid.”:
2. Ibid. p. 25.
3. Ibid. p. 81.

Shortened title
A shortened title is used where there is no author, or instead of op. cit. or ibid.

Note: Ibid should begin with a capital I if it is the first part of the footnote.

Changes that have to be made to the first citation in order to include information in a bibliography:

When the footnotes are entered in the bibliography, you can cut and paste the first citation for each item, but since bibliographies are alphabetical, you need to:

- Change each item with an author so that the surname comes first.
• Items without an author are entered alphabetically in the list, using the first word that isn’t “A”, “An” or “The”.

Note: If you want to footnote multiple sources at once, use this example as a guide, separating each source with a semi-colon:


Further examples of footnoting are provided in the table from page 26.
A Guide for Writing Science Practical Reports

**Title:** Your practical report should have a short, descriptive title. Also at the top, it should include the date of the experiment, your name and the name of your partner(s).

**Aim:** A statement about what you want to find out.

**Hypothesis:** A ‘guess’ based on observation or information. This should be written as a statement. This section may be excluded depending on the experiment.

eg 'The plant will wilt if not given water'.

**Apparatus/Equipment:** A list of the equipment and chemicals used. The volumes or quantities of each item should also be included. This could be part of the method.

**Method:** A list of the steps followed in the experiment, written in paragraph form, with no numbering of steps. This should be written in past tense as you are describing work that you have done.

The method section should include all relevant information for someone else to repeat your experiment exactly.

eg Two drops of iodine were placed into a conical flask

A diagram showing how the equipment was set up may be included in the Method section. Diagrams are to be drawn scientifically and in pencil.

An example of a scientific drawing of a beaker on top of a gauze mat on a tripod with a Bunsen burner on a heatproof mat underneath.

**Results:** A presentation of your data/information collected. This might include a list of observations, graph, photograph, drawing or table. Graphs should be done in pencil and on graph paper if drawn by hand. All graphs, pictures, and tables should be labelled, and referred to in the text.

**Discussion:** An explanation of your results, which may include any comments on difficulties experienced or recommendations for repeating the experiment. You should refer to the results obtained and any additional research into the topic to either support or disprove your hypothesis. This is usually a couple of paragraphs in length.

**Conclusion:** A summarising statement or two on what you found out and how your findings relate to the aim statement.
### Examples for citing different information types:

<table>
<thead>
<tr>
<th>Type of information</th>
<th>If using in a footnote</th>
<th>Format for reference list</th>
<th>In text reference</th>
</tr>
</thead>
<tbody>
<tr>
<td>Type of information PRINT</td>
<td>If using in a footnote</td>
<td>Format for Reference list</td>
<td>In text reference</td>
</tr>
<tr>
<td>----------------------------</td>
<td>------------------------</td>
<td>---------------------------</td>
<td>-------------------</td>
</tr>
</tbody>
</table>
OR  
Elkind (2007a, p. 7; 2007b, p. 11) foresaw a need… |
OR  
The description of the event (Smith, n.d., p. 15)… |
OR  
(Adams, 2006, p. 133)… |
OR  
Laplace (1814/1951, p. 10) alludes to …  
Note: The author is the person who originally wrote the book not the person who translated it. If the original date of publication is known, include it in the citation.  
... Columbus did not land in Asia but instead in a New World (Rogers, 2017, p. 40).  
OR  
Rogers (2017, p. 40) comments ‘...’ |
OR  
Rogers (2017, p. 40) comments ‘...’ |
<table>
<thead>
<tr>
<th>Type of information PRINT</th>
<th>If using in a footnote</th>
<th>Format for Reference list</th>
<th>In text reference</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Type of information</strong></td>
<td><strong>Electronic</strong></td>
<td><strong>If using in a footnote</strong></td>
<td><strong>Format for Reference list</strong></td>
</tr>
<tr>
<td>------------------------</td>
<td>----------------</td>
<td>---------------------------</td>
<td>-------------------------------</td>
</tr>
<tr>
<td>Type of information</td>
<td>If using in a footnote</td>
<td>Format for Reference list</td>
<td>In text reference</td>
</tr>
<tr>
<td>---------------------</td>
<td>------------------------</td>
<td>---------------------------</td>
<td>-------------------</td>
</tr>
<tr>
<td>Photograph taken by self</td>
<td>↑ J. Thompson. (2018, March 2). <em>My pet dog</em> [Image].</td>
<td>NOTE: If the image has not been published somewhere where it is recoverable personal images should not be included in the Reference List. Cite them in-text only. If the image has been published (e.g. Instagram) then you would reference it in the same way as the image examples above.</td>
<td><em>(Photograph of my pet dog taken 2 March 2018)</em> depicts ...</td>
</tr>
<tr>
<td>Type of information</td>
<td>If using in a footnote</td>
<td>Format for Reference list</td>
<td>In text reference</td>
</tr>
<tr>
<td>---------------------</td>
<td>------------------------</td>
<td>---------------------------</td>
<td>-------------------</td>
</tr>
<tr>
<td>Type of information</td>
<td>If using in a footnote</td>
<td>Format for Reference list</td>
<td>In text reference</td>
</tr>
<tr>
<td>---------------------</td>
<td>------------------------</td>
<td>---------------------------</td>
<td>-------------------</td>
</tr>
<tr>
<td>Email message</td>
<td>1. M. Smith. (2018, April 7). How to conduct research, [personal communication]</td>
<td>Note: Since the information is not recoverable, personal communications (including emails) should not be included in the Reference List. Cite them in-text only.</td>
<td>Provide the initials of the communicator and as exact a date as possible. (M. Smith, personal communication, 2018, April 7)</td>
</tr>
<tr>
<td>Type of information</td>
<td>If using in a footnote</td>
<td>Format for Reference list</td>
<td>In text reference</td>
</tr>
<tr>
<td>------------------------------</td>
<td>------------------------</td>
<td>------------------------------------------------------------------------------------------</td>
<td>-----------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Interview you have conducted</td>
<td>L. M. Robertson. (2018, September 28), Clean energy. [personal communication].</td>
<td>Note: Since the information is not recoverable, personal communications (including emails) should not be included in the Reference List. Cite them in-text only.</td>
<td>Provide the initials of the communicator and as exact a date as possible. (L. M. Robertson, personal communication, 2018, September 28)</td>
</tr>
</tbody>
</table>