APA Style CENTRAL® – Citing Personal Communication

Information sources that are not based on recoverable data such as private letters, memos, certain electronic communications (e.g., emails or text messages), and personal interviews are considered personal communications. These information sources should be cited in the text of your document but not be included in your reference list.

Adding a Personal Communication Citation Manually

When citing personal communications, you can simply type the citation into your manuscript in the APA Style CENTRAL Writing Center.

Use the following format, giving the initials as well as the surname of the communicator, providing as exact a date as possible, and indicating that the information was in a personal communication:

Narrative:
T. K. Lutes (personal communication, April 18, 2001)

Parenthetical:
(T. K. Lutes, personal communication, April 18, 2001)

Using the Personal Communication Button

APA Style CENTRAL can also build the citation for you. Insert your cursor where you would like to insert the citation, and click the Personal Communication button in the tool bar:
Fill in the blanks in the subsequent **Cite a Personal Communication** menu and click on **Submit**:

![Cite a Personal Communication](image)

APA Style CENTRAL will then create the citation in APA Style and insert it where you had placed the cursor:

![Citation inserted](image)

As a reminder, per APA Style guidelines, APA Style CENTRAL will **NOT** put a reference for a personal communication citation in your references list.

**Special Reminders for Personal Communications**

- When an interview can be retrieved (e.g., in audio, video, or transcript form), cite it in the reference list and in text, following the reference format appropriate for the source. For example, if you read an interview transcript in a magazine, cite the interview as you would a magazine article.
• Data from participants you interview directly as part of your research can be discussed or presented but should not be individually cited or treated as a personal communication; providing names and dates could compromise confidentiality.

**Personal Communications Quick Guide**

For more information, please watch the **Personal Communication** Quick Guide in the Learning Center.

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**Contact Us**

For additional information or assistance with APA Style CENTRAL, contact support@apastylecentral.org or call us at (202) 336-5650 or (800) 374-2722. TDD/TTY: (202) 336-6123.

Have a specific question about APA Style®? Write to StyleExpert@apa.org.