Citation Elements in Order:

1. **Author:** T. K. Lutes
2. **Date:** April 22, 2010

Document Example:

Subject: What is lorem ipsum?

From: T. K. Lutes
Date: April 22, 2010

Lorem ipsum is dummy text used in the media industry to create a specimens or mockups.

It is not random text, but a piece of classic Latin literature, specifically sections 1.10.32 and 1.10.33 of "De Finibus Bonorum et Malorum" (The Extremes of Good and Evil) by Cicero, written in 45 BC. This book about the theory of ethics was a very popular title during the Renaissance.

Proper Bibliographic Reference Format:

- Because emails do not provide recoverable data, they are **not** included in the list of references.

In-Text Citations:

- Email communications from individuals should be parenthetically cited in the main text of your paper.
- Citations are placed in the context of discussion.
- Give the initials as well as the surname of the communicator, and provide as exact a date as possible:

  (T. K. Lutes, personal communication, April 22, 2010)

Alternatively, you can integrate the citation into the sentence by means of narrative.

T. K. Lutes (personal communication, April 22, 2010) discusses the origins of lorem ipsum.