Writing Guidelines

WRITING GUIDELINES AND PLAGIARISM

Writing is a crucial component of effective social work practice, and students will be expected to produce professional written products. Faculty expects that students' papers will be well-organized, evidence systematic analysis, and respect rules of grammar, spelling and punctuation. In other words, you must pay attention to the form of your papers as well as the content. Written work must also conform to UM School of Social Work guidelines regarding use of non-sexist language and APA editorial style.

Written assignments must also reflect students' careful concern to give proper credit and acknowledgements for **ALL** words or ideas that are not original student work. Plagiarism occurs when proper credit or acknowledgement does not occur. Instructors may assign a grade of F to a plagiarized paper. Do not allow yourself to feel so intimidated by the scope or depth of an assignment that you plagiarize and risk the penalty. Help is available when you have difficulties with a particular assignment-your instructors will refer you to the Writing Center if you need additional assistance.

The examples below illustrate the ground rules for acknowledging sources and show how to use the words and ideas of other people without plagiarizing. Suppose the following passage were your source:

> We talk about the tensions of industrial society. No doubt industrial society generates awful tensions. No doubt the ever-quickening pace of social change depletes and destroys the institutions which make for social stability. But this does not explain why Americans shoot and kill so many more Americans than Englishmen kill Englishmen or Japanese kill Japanese. England, Japan and West Germany are, next to the United States, the most heavily industrialized countries in the world. Together they have a population of 214 million people. Among these 214 million, there are 135 gun murders a year. Among the 200 million people of the United States there are 6500 gun murders a year--about forty-eight times as many. Philadelphia alone has about the same number of criminal homicides as England, Scotland and Wales combined--as many in a city of two million (and a city of brotherly love, at that) as in a nation of 45 million (Schlesinger, 1972, p. 105).

Of course, if you used this paragraph, in whole or in part, you would have to indicate the words were Schlesinger's by writing (Schlesinger, 1972, p. 105) at the end of the quote. When the writer uses some of her or his own words, however, questions begin to occur. Read the following example.

Obvious Plagiarism

Americans are more violent than other industrial men such as the Japanese. In other industrial countries, there are 135 murders a year, but among the 200 million people of the United States there are 6,500 a year, and Philadelphia has about the same number of criminal homicides as England, Scotland and Wales combined.

The writer has authored the first sentence but the remainder of the paragraph belongs mostly to Schlesinger. The writer must put Schlesinger's words in quote marks, indicate by ellipses (...) that he or she has omitted some of Schlesinger's words, and also write a footnote identifying the book it came from: (Schlesinger, 1972). That would avoid plagiarism. Even so, such a piece hardly does justice to the original, the writer having chopped it up as an awkward butcher might hack up a side of beef. A person doing research should try to be as faithful to the spirit and intent of the original as she or he can possibly be. Look at the correct example below:

We often try to blame America's love of violence on its social instability, the outgrowth of our industrialized economy. But, as Arthur Schlesinger (1972, p. 105) points out, "...Americans shoot and kill...more Americans than Englishmen kill Englishmen or Japanese kill Japanese." The United States has 6,500 murders by gun every year, almost fifty times as many as England, Japan and West Germany put together. "Philadelphia alone," Schlesinger continues, "has the same number of criminal homicides as England, Scotland and Wales combined--as many in a city of two million...as in a nation of 45 million."

In this paragraph the writer has properly quoted the important materials and summarized the rest, without distorting Schlesinger's idea.

Patchwork Plagiarism

Sometimes a writer will author most of the words herself or himself, as in the example below:

The tensions of an industrial society such as ours do not account for the high murder rate in the United States. We kill more of ourselves than Englishmen kill Englishmen or Japanese kill Japanese. Why in Philadelphia alone there are as many gun murders as in Wales, Scotland and England combined, and in the United States as a whole there are forty-eight times as many criminal homicides as in England, Japan and West Germany--the other highly industrialized nations--put together.

This is a patchwork combination of Schlesinger's words and the writer's phrases from the original stitched together in a jumbled order. As such, it is plagiarized. Again, Schlesinger's words must be quoted and the source must be footnoted. Such names as England and Japan need not be quoted because they are the generally accepted labels for the countries that we all use, not just Schlesinger's; and they exist therefore in the common domain. Other widely known facts such as the date of the Declaration of Independence or the mathematical equivalent of pi need not be footnoted either.

The Scintillating Term

Sometimes writers will paraphrase an author almost completely, except for a particularly brilliant or scintillating term or phrase that seems so perfect they feel they cannot top it. Consider:

> The high number of gun murders in the United States each year cannot be accounted for by blaming our rapidly changing and unstable industrialized society. Other industrialized countries have only about one-fiftieth as many <u>criminal homicides</u>. Americans kill about 6,500 fellow Americans every year, many more than <u>Englishmen kill Englishmen</u> or <u>Japanese kill Japanese</u>, even though they too live in industrialized societies.

Evidently the writer felt that he or she could not put Schlesinger's phrases (underlined) into his or her own words. Few phrases ever become immortal because they are so well-said, and the writer should not feel intimidated by the source and regard the words as inviolable. With a little thought writers can find their own words, and they will probably communicate as well as the original. If that does not seem possible, or if the original contains the perfect phrase that expresses that idea so well that it would be fruitless to try to paraphrase, then writers might use the words, surrounding them by quote marks, of course.

The Paraphrase

When writers paraphrase, they put the author's ideas into their own words. The following paragraph illustrates an adequate paraphrase that neither damages the original nor plagiarizes:

> We often try to blame America's love of violence on its social instability, the outgrowth of our industrial economy. But, as Schlesinger points out, other industrialized countries such as England, Japan and West Germany with a combined population slightly larger than ours have approximately one-fiftieth as many murders. These countries record about 135 murders by gun each year, Schlesinger continues, while the United States has between six and seven thousand. Indeed, as many murders occur in Philadelphia as in England, Scotland and Wales put together (Schlesinger, 1972, p. 105).

The words are entirely the writer's own. However, the writer is still obligated to give Schlesinger credit for these ideas with a footnote. If the writer does not give credit for the ideas, he or she will have plagiarized just as surely as if words had been copied.

If you are still unsure about a particular point, confer with your instructor; but as a general rule of thumb, remember that it is best to document if the case seems questionable. At worst, an excess of documentation is a bit tedious; at best, too little documentation is plagiarism.

NASW PRESS GUIDELINES FOR DESCRIBING PEOPLE

The NASW Press policy on unbiased communication has been in existence since the mid-1980's:

In the interest of accurate and unbiased communication, authors should not use language that may imply ethnic, racial, sexual, or other kinds of discrimination, stereotyping, or bias. NASW is committed to the fair and equitable treatment of individuals and groups, and material submitted to the NASW Press should not promote stereotypical or discriminatory attitudes or assumptions about people.

These guidelines are intended to provide further assistance to authors in using language to describe people. The purposes of the guidelines are to help authors

> Be respectful
> portray people as accurately and vividly as possible
> eliminate bias from their writing
> incorporate the richness of cultural diversity
> use language that is accessible and inviting to the reader.

All languages evolve over time, and it is likely that English will evolve to incorporate new terms for and better ways of describing people. In the meantime, the NASW Press expects authors and staff to follow the guidelines outlined in this document.

For more detailed information on NASW's Writing Guidelines see:
http://www.naswpress.org/resources/tools/01-write/guidelines_8.htm

A BRIEF SUMMARY OF APA EDITORIAL STYLE AND SOME COMMENTS ON WRITING WELL

In 1988, the faculty of the School of Social Work voted unanimously to adopt a single editorial style as the standard format for student use on all papers and other assignments in all courses.

The style adopted is the style set forth in the *Publication Manual of the American Psychological Association, 6th edition* (2010) including the section "Reducing Bias by Topic". The manual is available at the reference desk at Fogler Library.

There are several advantages to using this format. Several social work journals have adopted this editorial style. It is easier on a typist, since it uses no numerical footnotes. In addition, the year of the cited material is evident in the text, so readers can immediately see how current the cited material is.

The following is a brief presentation of paper organization and major forms of citation in the APA 6th edition style for your ready reference. Keep this for your use on all academic work for the School of Social Work. You should consult the *Manual* when special citation questions arise. The following web sites may also serve as a reference:
www.apastyle.org/pubmanual.html

www.wisc.edu/writing/Handbook/DocAPAReferences_Journal.html

GENERAL WRITING GUIDELINES:

The faculty of the School of Social Work will insist that you use non-sexist writing. Often the easiest way to get around sexist writing is to "pluralize" the referents in a sentence. So, you can change "The client may want to talk about his or her problem early in the interview" to "clients may want to talk about their problems early in an interview".

Your paper will be judged by the care and attention you give to the form and presentation of your written work as well as your mastery and use of ideas.

Use the active voice whenever possible. Passive voice constructions are poor prose (for example, "the experiment was designed by Smith" is weak; "Smith designed the experiment" is better).

Make sure a verb agrees in number (i.e. singular or plural) with its subject, despite intervening phrases.

Avoid dangling modifiers. An adjective or adverb, whether a single word or a phrase, must clearly refer to the word it modifies. Place an adjective or adverb as close as possible to the word it modifies and you will have fewer problems.

> Unclear: The investigator tested the subjects using this procedure.
> (It is not clear whether the investigator or the subjects are using
> "this procedure.")
> Clear: Using this procedure, the investigator tested the subjects.

If you have trouble with writing, you may obtain help at the Writing Center on the 4th floor of Neville Hall. You might also consult or even buy two excellent writing reference books:

Jordan, L. (1979). *The New York Times manual of style and usage*. New York: The New York Times Company.

Zinsser, W. (1980). *On writing well: An informal guide to writing nonfiction* (2nd edition). New York: Harper & Row.

Reference List

Your reference list should appear at the end of your paper. It provides the information necessary for a reader to locate and retrieve any source you cite in the body of the paper. Each source you cite in the paper must appear in your reference list; likewise, each entry in the reference list must be cited in your text.

Your references should begin on a separate page from the text of the essay under the label References (with no quotation marks, underlining, etc.), centered at the top of the page. It should be double-spaced.

Basic Rules

Authors' names are inverted (last name first); give the last name and initials for all authors of a particular work. Reference list entries should be alphabetized by the last names of the first author of each work. If you have more than one article by the same author(s), single-author references or multiple-author references with the exact same authors in the exact same order are listed in order by the year of publication, starting with the earliest.

For example:

Berndt, T. J. (1996). Exploring the effects of friendship quality on social development. In W. M. Bukowski, A. F. Newcomb, & W. W. Hartup, (Eds.), *The company they keep: Friendship in childhood and adolescence.* (pp. 346-365). Cambridge, UK: Cambridge University Press.

Berndt, T. J. (2002). Friendship quality and social development. *Current Directions in Psychological Science, 11*, 7-10.

When an author appears both as a sole author and, in another citation, as the first author of a group, list the one-author entries first.

For example:

Berndt, T. J. (1999). Friends' influence on students' adjustment to school. *Educational Psychologist, 34,* 15-28.

Berndt, T. J., & Keefe, K. (1995). Friends' influence on adolescents' adjustment to school. *Child Development, 66,* 1312-1329.

References that have the same first author and different second and/or third authors are arranged alphabetically by the last name of the second author, or the last name of the third if the first and second authors are the same.

For example:

Wegener, D. T., Kerr, N. L., Fleming, M. A., & Petty, R. E. (2000). Flexible corrections of juror judgments: Implications for jury instructions. *Psychology, Public Policy, & Law, 6,* 629-654.

Wegener, D. T., Petty, R. E., & Klein, D. J. (1994). Effects of mood on high elaboration attitude change: The mediating role of likelihood judgments. *European Journal of Social Psychology, 24,* 25-43.

If you are using more than one reference by the same author (or the same group of authors listed in the same order) published in the same year, organize them in the reference list alphabetically by the title of the article or chapter. Then assign letter suffixes to the year.

For example:

Berndt, T. J. (1981a). Age changes and changes over time in prosocial intentions and behavior between friends. *Developmental Psychology, 17,*408-416.

Berndt, T. J. (1981b). Effects of friendship on prosocial intentions and behavior. *Child Development, 52,* 636-643.

When referring to these publications in your paper, use the letter suffixes with the year so that the reader knows which reference you are referring to. For example: "Several studies (Berndt, 1981a, 1981b) have shown that..."

Use "&" instead of "and" when listing multiple authors of a single work.

If no author is given for a particular source, begin with and alphabetize by using the **title** of the work, which will be listed in place of the author, and use a shortened version of the title for parenthetical citations.

Personal communications, such as e-mail messages to you, or private interviews that you conducted with another person, should not be cited in your reference list because they are not retrievable sources for anyone else. You should make reference to these sources in your in-text citations.

All lines **after** the first line of each entry in your reference list should be indented one-half inch from the left margin. This is called hanging indentation.

When referring to any work that is NOT a journal, such as a book, article, or Web page, capitalize only the first letter of the first word of a title and subtitle, the first word after a colon or a dash in the title, and proper nouns. Do not capitalize the first letter of the second word in a hyphenated compound word.

Capitalize all major words in journal titles.

Italicize titles of longer works such as books and journals.

Do not italicize, underline, or put quotes around the titles of shorter works such as journal articles or essays in edited collections.

Basic Forms for Sources in Print

An article in a periodical (e.g., a journal, newspaper, or magazine)
Author, A. A., Author, B. B., & Author, C. C. (Year).

Title of article. *Title of periodical, volume number*, pages.

NOTE: For a magazine or newspaper article, you need to include specific publication dates (month and day, if applicable) as well as the year. For a journal article, you do not need to include the month or day of publication. See our examples below for more explanations.

NOTE: You need list only the volume number if the periodical uses continuous pagination throughout a particular volume. If each issue begins with page 1, then you should list the issue number as well: *Title of Periodical, Volume number*(Issue number), pages. Note that the issue number is not italicized. If the journal does not use volume numbers, use the month, season, or other designation within the year to designate the specific journal article.

A nonperiodical (e.g., book, report, brochure, or audiovisual media)

Author, A. A. (Year of publication). *Title of work: Capital letter also for subtitle*. Location: Publisher.

NOTE: For "Location," you should always list the city, but you should also include the state if the city is unfamiliar or if the city could be confused with one in another state.

Part of a non-periodical (e.g., a book chapter or an article in a collection)

Author, A. A., & Author, B. B. (Year of publication). Title of chapter. In A. Editor & B. Editor (Eds.), *Title of book* (pages of chapter). Location: Publisher.

NOTE: When you list the pages of the chapter or essay in parentheses after the book title, use "pp." before the numbers: (pp. 1-21). This abbreviation, however, does not appear before the page numbers in periodical references.

Other Questions about Writing Style:
(adapted from the 6th Edition of APA's Publication Manual, © 2010)

When is it wrong to use a comma?

Do not use a comma…..
before an essential or restrictive clause, that is, a clause that limits or defines the material it modifies. Removal of such a clause from the sentence would alter the intended meaning.
> *The switch that stops the recording device also controls the light.*

between two parts of a compound predicate
> *The results contradicted Smith's hypothesis and indicated that the effect was nonsignificant.*

to separate parts of measurement
> *8 years 2 months*
> *3 min 40 s*

Use a colon……between a grammatically complete introductory clause (one that could stand as a sentence) and a final phrase or clause that illustrates, extends, or amplifies the preceding thought. If the clause following the colon is a complete sentence, it begins with a capital letter.

For example

> *Freud (1930/1961) wrote of two urges: an urge toward union with others and an egoistic urge toward happiness.*

> *They have agreed on the outcome: Informed participants perform better than do uninformed participants.*

in ratios and proportions

> *The proportion (salt:water) was 1:8.*

in references between place of publication and publisher *New York: Wiley. St. Louis, MO:Mosby.*

Agreement of Subjects and Verbs.....
A verb must agree in number (i.e., singular or plural) with its subject, regardless of intervening phrases that begin with such words as *together, with, including, plus,* and *as well as*.

For example:
Incorrect:
The percentage of correct responses as well as the speed of the responses increase with practice.

Correct:
The percentage of correct responses as well as the speed of the responses increases with practice.

Question: In typing class I learned that two spaces always follow a period, but your Publication Manual says one space should follow all punctuation. Why is this?

Answer: Unlike manual typewriters, word-processing software uses fonts that result in proportional spacing, so additional spacing around periods is no longer necessary. Uniform spacing around punctuation also saves a step in preparing word-processing files for electronic editing. As a publisher, APA does not return manuscripts on the basis of the spacing around punctuation.

PREPARATION OF THE PAPER:

Generally, every page and every line of the text should be double spaced, including every line in the title, headings, quotations, reference list, etc. EACH PAGE SHOULD BE NUMBERED. However, the instructor's specifications for papers should be followed.

Use ample margins, at least 1 inch on all sides. Indent the first line of each new paragraph 5-7 spaces. Place all direct quotes in quotation marks within the ongoing text unless the quote exceeds 40 words (about 5 lines).

If a quote exceeds 40 words, set it apart in your text <u>without</u> quotation marks in a "blocked form" with <u>each</u> line indented 5 spaces. If you are using a direct quote, the citation should include the page number. For example:

According to Jones (1988), "Children should be seen and not heard" (p.43).
             OR
"Children should be seen and not heard" (Jones, 1988, p.43).

REFERENCE STYLE:

You MUST give citation credit when you directly quote and even when you paraphrase any author's ideas. If you fail to acknowledge your debt to source authors, you are guilty of plagiarism, a serious violation of University rules. The APA 6th edition states that every reference cited in the text must appear in a reference list at the end of the paper. Conversely, each entry on the reference list <u>must</u> be cited in the text. Each entry in the reference list must contain all data necessary so that a reader can find the cited material in a library.

CITATION IN THE TEXT

In the text of the paper, use the author's name and the year to identify your source. You may do this two ways:

Perlman (1957) identified five components in the problem-solving process.
             OR
The problem-solving approach to casework (Perlman, 1957) identifies five process components.

When a work has two authors, always cite both names (and year) every time the reference occurs: (Jones & Smith, 1976). When a work has more than two authors and fewer than six, cite all authors (and year) the first time the reference occurs (Jones, Smith, Williams & French, 1981). After that, you can cite only the surname of the first author, followed by "et al" and the year. When a work has more than six authors, you may cite only the first author and use et al. (Jones, et al., 1975) the very first item. Don't type out "and" inside a citation parenthesis; use the symbol &. The opposite is true in the text, outside of the parenthesis: "Jones, Smith, Williams and French (1981) reported on..." In the parentheses, use only the authors' last names, unless there are more than one with the same last name; then, identify each with first initials: (Williams, B & Williams, J., 1983).

CITATION IN THE REFERENCE LIST:

Every entry in the text must appear on the reference list. Start the reference list on a new page. Type the word REFERENCES at the top (or REFERENCE if there is only one).

Arrange the references alphabetically by authors' surnames. If you cite more than one work by an author, arrange his or her work by dates, listing the earliest publication first.

In the following examples, look carefully to see where the commas, colons, periods and spaces belong.

These examples come directly from the 6th edition of the *Publication Manual of the American Psychological Association*. There are many more and students are encouraged to look at the

manual themselves.

The use of the DOI, digital object indicator, is a relatively new phenomenon in referencing, but has been incorporated into the 6th edition of the APA manual. Not all journal articles (older ones in particular) will have DOI numbers, but be sure to look to see if they do, especially when accessing full-text online articles.

Journal article with DOI
Herbst-Damm, K. L., & Kulik, J. A. (2005). Volunteer support, marital status, and the survival times of terminally ill patients. *Health Psychology, 24,* 225-229. Doi:10.1037/0278-6133.24.2.225

Journal article without DOI (when DOI is not available)
Sillik, T.J., & Schutte, N. S. (2006). Emotional intelligence and self-esteem mediate between perceived early parental love and adult happiness. *E-Journal of Applied Psychology, 2*(2), 38-48.   Retrieved   from http://ojs.lib.swin.edu.au/index/php/ejaphttp://ojs.lib.swin.edu.au/index/php/ejap
http://ojs.lib.swin.edu.au/index/php/ejap
Light, M. A. & Light. I. H. (2008). The geographic expansion of Mexican immigration in the United States and its implications for local law enforcement. *Law Enforcement Executive Forum Journal, 8*(1), 73-82.

Magazine article
Chamberlin, J., Novotney, A., Packard, E., & Price, M. (2008, May). Enhancing worker well-being: Occupational health psychologists convene to share their research on work, stress, and health. *Monitor on Psychology, 39*(5), 26-29.

Online magazine article
Clay, R. (2008, June). Science vs. ideology: Psychologists fight back about misuse of research. *Monitor   on   Psychology,   39*(6).   Retrieved   from http://www.apa.org/monitor/http://www.apa.org/monitor/
http://www.apa.org/monitor/
Newsletter article, no author
Six sites meet for comprehensive anti-gang initiative conference. (2006, November/December). *OJJDP   News   @   a   Glance.*   Retrieved   from http://www.nchrs.gov/html/ojjdp/news_at_glance/ 216684/topstory.html

Newspaper article
Schwartz, J. (1993, September 30). Obesity affects economic social status. *The Washington Post*, pp. A1, A4.

Online newspaper article
Brody, J.E. (2007, December 11). Mental reserves keep brain agile. *The New York Times.* Retrieved from http://www.nytimes.comhttp://www.nytimes.com
http://www.nytimes.com

Book

Shotton, M. A. (1989). *Computer addiction? A study of computer dependency.* London, England:
     Taylor & Francis.

Book chapter

Haybron, D. M. (2008). Philosophy and the science of subjective well-being. In M. Eid & R. J.
     Larsen (Eds.), *The science of subjective well-being* (pp. 17-43). New York, NY: Guilford
     Press.

Corporate author, government report

U.S. Department of Health and Human Services, National Institutes of Health, National Heart,
     Lung, and Blood Institute. (2003). *Managing asthma: A guide for schools* (NIH
     Publication No. 02-2650). Retrieved from
     http://www.nhlbi.nih.gov/health/prof/lung/asthma/asth_sch.pdf

Authored report, nongovernmental organization

Kessy, S. S. A. & Urio, F M (2006). *The contribution of microfinance institutions to povert
     reduction in Tanzania* (Research Report No. 06.3). Retrieved from Research on Poverty
     Alleviation website:
     http://www.repora.or.tz/documents_storage/Publications/Reports/06.3_Kessy_and_Urio.
     pdf

Legal Materials (a few examples)

Sample reference to case decided by U.S. Supreme Court

Brown v. Board of Educ., 347 U.S. 483 (1954)

Statute

Americans With Disabilities Act of 1990, Pub. L. No. 101-336 §2, 104 Stat. 328 (1991).

Or statute in a federal code

Americans With Disabilities Act of 1990, 42 U.S.C.A. § 12101 et seq. (West 1993).

Federal testimony

*RU486: The import ban and its effect on medical research: Hearing before the Subcommittee on
     Regulation, Business Opportunities, and Energy of the House Committee on Small
     Business,* 101st Cong. 35 (1990) (testimony of Ronald Chesemore).

Sample of un-enacted federal bill

Equitable Health Care for Severe Mental Illness Act of 1993, H.R. 1563, 103d Cong. (1993).

**These are just a few examples. For more information, see *Publication Manual of the
American Psychological Association, 6th ed. Also there are some good websites to consult.
Here are two:***

*http://www.apastyle.org/apa-style-help.aspx*http://www.apastyle.org/apa-style-help.aspx
http://www.apastyle.org/apa-style-help.aspx
*http://owl.english.purdue.edu/owl/resource/560/01/*http://owl.english.purdue.edu/owl/resource/560/01/
http://owl.english.purdue.edu/owl/resource/560/01/
http://owl.english.purdue.edu/owl/resource/560/01/
http://owl.english.purdue.edu/owl/resource/560/01/
http://owl.english.purdue.edu/owl/resource/560/01/

Citations in Text of Electronic Material

The following is excerpted from the 6th edition of the Publication Manual (© 2010).

> Credit direct quotations of online material by giving the author, year, and page number in parentheses. Many electronic sources do not provide page numbers. If paragraph numbers are visible, use them in place of page numbers. Use the abbreviation para…If the document includes headings and neither paragraph nor page numbers are visible, cite the heading and the number of the paragraph following it to direct the reader to the location of the quoted material. (pp. 171-2)

For example:
 (Beutler, 2000, Conclusion section, para. 1)

Electronic Media

When citing an entire Web site, it is sufficient to give the address of the site in just the text. For example, Kidspsych is a wonderful interactive web site for children (http://www.kidspsych.org).

When there is no author for a Web page, the title moves to the first position of the reference entry:

New child vaccine gets funding boost. (2001). Retrieved March 21, 2001, from http://news.ninemsn.com.au/health/story_13178.asp

The text citation would then just cite a few words of the title to point the reader to the right area of your reference list: …are most at risk of contracting the disease ("New Child," 2001).

Personal Communication
An interview is not considered recoverable data, so no reference to this is provided in the References. You may, however, cite the interview within the text as a personal communication. For example,

(J. Smith, personal communication, August 15, 2001)

Cite as personal communication within the text identifying it as personal communication. Do *not* include in Reference List.