**Unpublished Interviews**

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| Unpublished interviews occasionally appear in bibliographies, but are most often cited in text or in notes. | Examples:  Note: Same as below, but use the normal order for the name of the interviewee.  Bib: Halgren, Merrill [grandson of Minnie]. Interviews by author, November 12, 1993, June 17, 1995, Milaca, MN. |
| Name of person being interviewed |  |
| Indentifying Information (examples: familial relationship; professional title; notable characteristics) |  |
| Name of person conducting the interview OR “Interview by author” |  |
| Date of the Interview (Month, day, year) |  |
| Indicate whether or not a transcript or audio-file is available |  |
| Place of the Interview (City, State abbreviation) |  |
| \*You may need to get permission to quote the interview. Discuss this with your professor before conducting the interview. |  |
| Researcher’s Notes |  |

**Personal Communication**

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| References to personal communication through emails, letters and phone calls are most often not listed in bibliographies—usually they are made in text or in notes | Bib. Example:  Lonsdale, Jennie Jean Halgren [daughter of Minnie Halgren]. Telephone conversation with author, July 27, 1995. |
| Name of Person(s) Being Contacted (and identifying information, if necessary) |  |
| Type of communication (ex: email to the author; letter to the author; phone conversation with the author) |  |
| Date of the Communication (Month, day, year) |  |
| In-text format: use the person’s name, a comma, and “pers. comm..” in parenthesis to indicate the source of material in your paragraph |  |
| \*Avoid the use of *et al* in these citations |  |
| Researcher’s Notes |  |

Specific examples are quoted verbatim from *I Go to America: Swedish Women and the Life of Mina Anderson* by Joy K. Lintelman, 2009