

E-Mail

Sample Format

Sender/Author's Name. "Title of the Message(from subject line)." Message to recipient's name. Date of the Message (day month year). E-mail.

Example

Day, Martha. "Update on Latvia." Message to Nancy Crane. 30 Oct. 2002. E-mail.

Smith, David. "RE: Update on W.O.R.K.S." Message to Fred Jones. 10 Nov. 2009. E-mail.