

CITING ONLINE SOURCES

Citing Email & Other Communications

Email communications from individuals, interviews, etc. should be cited as personal communications. The format in text is as follows:

L. A. Chafez (personal communication, March 28, 1997)

Personal communications are **not** cited in the reference list.

Citing a Web Site

To direct readers to an entire Web site (but not a specific document on the site), it's sufficient to give the address of the site in the text. For example,

On its website, TESOL provides valuable information for ESL/EFL teachers (<http://www.tesol.org>).

No reference entry is needed.

Creating References for Specific Documents/Pages on a Web Site

Use this citation style when citing journal articles, etc., e.g.:

Biesenbach-Lucas, S. and Weasenforth, D. (2001). E-mail and word processing in the ESL classroom: how the medium affects the message. *Language Learning & Technology*, Vol. 5, No. 1, pp. 135-165. Retrieved February 25, 2001 from the World Wide Web: <http://llt.msu.edu/vol5num1/weasenforth/default.html>

Frizler, K. [a.k.a. Frizzy]. (1995). The Internet as an educational tool in ESOL writing instruction. Master's thesis, San Francisco State University. Retrieved February 25, 2001 from the World Wide Web: <http://thecity.sfsu.edu/~funweb/thesis.htm>

Creating References for CD-ROM Material

Retrieved from [source], CD-ROM, [release date], e.g.:

Retrieved from Oregon Trail 4th Edition, CD-ROM, 1998.

Citations and Quotations in Text

To cite specific parts of a Web document, indicate the chapter, figure, table, or equation as appropriate.

For quotations of one sentence, or portion/phrase from a sentence:

According to Chan (1996), collaborative writing through chat sessions can "increase student participation, facilitate discussion of class readings, and enhance critical thinking."

For lengthy quotations (more than one sentence):

Chan (1996) describes the benefits of collaborative writing in the ESL classroom:

Electronic collaboration encourages discussion of ideas from different perspectives and builds teamwork. As it focuses on the process of writing, students learn to put their ideas in written words, express their ideas more clearly, and become more excited about learning.

Other benefits include facilitating discussion and enhancing critical thinking.

NOTE: In both examples above, you are citing a source to be listed in more detail in your list of references, e.g.:

Chan, M. (1996). No talking, please, just chatting: collaborative writing with computers. Technology in the Community Colleges Online Conference 1996. Retrieved February 25, 2001, from the World Wide Web. http://leahi.kcc.hawaii.edu/org/tcc_conf96/chan.html