Unpublished sources do not provide a clear open access pathway back to the source. However, you still need to acknowledge these types of sources with a special in-text citation.

Personal communications, such as letters, memos, personal email, private or friends only social media pages, non-archived discussion groups, non-recorded interviews, or telephone & private conversations are cited within the text, but not included in the reference list. Lecture materials that are available only from a lecturer, note-taker or on a password-protected course management system i.e. CANVAS; should be treated as personal communication.

- Provide the initial and surname of the author/source
- personal communication followed by a comma,
- Provide as precise a date as possible. Date format: Month day, year

Personal conversation examples:

N. Kiwa (personal communication, October 17, 2014) explained how she had to visit a traditional healer to massage away tiny fish bones that became stuck in her throat.

There were traditional healers for most ailments even a healer to massage tiny fish bones that became stuck in her throat (N. Kiwa, personal communication, October 17, 2014).

Lecture materials (lecture notes, handouts, and power-points)

During a bioscience lecture, N. Zealand (personal communication, June 15, 2016) pointed out the different structural and treatment science of bacteria and viruses.

A recent bioscience lecture, illustrated the structural and treatment differences between bacteria and viruses. (N. Zealand, personal communication, June 15, 2016).

Personal photograph

* Format used for BN1 Photo Essay assignment. For all other assignments check format requirements with your lecturer

Figure 1. Matagi, I. (2016). BN1 orientation activities, Auckland, New Zealand [Personal photograph].
Each image must have a caption, immediately below the image.

Caption format: *Figure 2. Author, A. (Date). Title of image [Description of image].*

The word *Figure* (capital F and in italics) & a number (from 1, in numerical order & in italics)

Author element: If the photograph is not your own then you must ask for permission to use it &
acknowledge the creator in the author field with their surname and initial

Date : year the photograph was created/ taken

Provide a brief descriptive title followed by the format description in square brackets [Personal
caption], then close the title element with a full stop.

In your essay refer to the image by figure number i.e. Figure 1 displays the different activities …

**Do not include** in the Reference List

For teaching purposes the title is italicised in this example