

APA REFERENCES LIST: COURSE MATERIALS

How to reference course manuals, lectures, notes, and teacher communications

A LIVE CLASS LECTURE:

- Live class lectures (including your own personal lecture notes) are generally not accessible by the public. Therefore, they should be referenced as a **personal communication** (see next page).

A TEXT IN YOUR COURSE MANUAL:

- Cite the original source whenever possible. Ask your teacher which book to cite if uncertain.

Poe, E. A. (2008). *Annabel Lee*. *The complete poetry of Edgar Allan Poe*. Signet Classics. pp. 116–117. (Original work published 1849.)

- If the text's original source is difficult or impossible to retrieve, or if the text has been retyped:
 - Reference the course manual by citing your teacher as the compiler.

Poe, E.A. (1849). *Annabel Lee*. *English 102 Course Manual, compiled by Prof. B. Harris, Dawson College, 2016, pp. 34–42.*

- Reference Léa / Moodle by citing your teacher as the uploader.

Poe, E.A. (1849). *Annabel Lee*. *Léa, English 102, uploaded by Prof. B. Harris, 2 September 2022, Dawson College. https://lea.dawsoncollege.qc.ca/my/english102/week_2.pdf*

- If your audience is not your teacher, cite this as a **personal communication** (see next page).

A CLASS SLIDESHOW PRESENTATION:

- If the slideshow is on Léa or Moodle, provide the learning platform's name followed by the URL.

Peters, G. *The ecology of the Laurentians [PowerPoint slides]*. Léa. <http://lea.dawsoncollege.qc.ca/my/ecology/GinettePeters>

- If your audience is not your teacher, cite this as a **personal communication** (see next page).

A TEACHER'S LECTURE NOTES:

- Write the name of the lecture or describe the content as the title.
- If your class lecture notes are on Moodle or Léa, you can include a link.

Peters, G. (2020, 14 November). *The ecology of the Saint Laurence Valley [Lecture notes]*. Moodle. Dawson College. <https://moodle.dawsoncollege.qc.ca/my/ecology/GinettePeters>

- If your audience is not your teacher, cite this as a **personal communication** (see next page).



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PERSONAL COMMUNICATIONS:

- Any source provided to you by your teacher that **your audience cannot retrieve** should be referenced as a **personal communication**.
- This includes **live lectures, personal meetings** with your teacher, and any communications over **MIO, Léa, Moodle, or email**.
- In **APA**, **personal communications** are **NOT** included in the **References list**. Provide them only as **in-text citations**.

(G. Peters, personal communication, March 15, 2019)

Peters (personal communication, March 15, 2019)

- You can use this same format to reference a **research interview**. For example, if you spoke to someone famous or sent them an email and they responded, you can cite it.

(D. Suzuki, personal communication, May 3, 2020)

Suzuki (personal communication, May 3, 2020)

For more information, consult the APA manual or
contact the Academic Skills Centre.