

APA REFERENCES LIST: COURSE MATERIALS

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

- When in doubt, **check with your teacher** to see if formal references to course materials are acceptable.
- If your teacher does not want you to cite course material, find the information in a published source, and cite that source in your paper.
- **Remember, if you intend for your paper to be read outside of Dawson**, URLs to material on Moodle or Léa will be inaccessible. Therefore, reference all material that cannot be accessed by the public as a **"personal interview."**
- If the content on Moodle or Léa has been published elsewhere and you are searching for a suitable link, you can always **ask your teacher for help finding the URL of the original source.**

A TEXT IN YOUR COURSE MANUAL:

- If your course manual already tells you the APA references to the text's original source, then copy those into your References list.

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

- If an APA reference is not given to you, whenever possible, track down the **original source** of the text and put it in your References list.
- If the text's original source is difficult to retrieve, you can reference the course manual itself.
- Course manual titles are not italicized. Use the name of the school instead of the publisher.

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

A CLASS SLIDESHOW PRESENTATION:

- If the slideshow is on Léa or Moodle, provide the name of the learning platform followed by the URL. However, if your audience is outside Dawson, reference the presentation as a **personal communication** (see next page).

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



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A TEACHER'S LECTURE NOTES:

- If your class lecture notes are on a learning management system to which your class and teacher has access (like Moodle or Léa), you can include a link. Mention the name of the learning platform, followed by the name of the college and the URL.
- However, if **your audience is outside the college**, reference the lecture as a **personal communication** with your teacher (see below).

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>

A PERSONAL COMMUNICATION:

- If you are writing for an audience outside of Dawson, any source provided to you by your teacher that the general public 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. This is done because the References list is only designed to list information that other scholars can retrieve.
- In the in-text citation, list the name of the person who communicated with you, followed by "personal communication" and the date of the interview. You do NOT have to specify if it is a Léa, Moodle, or MIO communication, or if the interview was conducted over phone, email, videoconferencing, or in person.
- The in-text citation should resemble one of the following examples:

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

Peters (personal communication, March 15, 2019)

- As a side note, you can use this same format to reference a **personal research interview**. For example, if you spoke to Valerie Plante (the mayor of Montreal), or sent them an email and they responded, you can cite it in your text (NOT in your References list) like this:

(V. Plante, personal communication, May 3, 2020)

Plante (personal communication, May 3, 2020)

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