

E-mail

Examples: Smith, Sandy. E-mail to Emily Chang. 17 Sept. 2021.

Johnson, John. E-mail to Mountainside Elementary School Leadership Council. 7 Mar. 2022.

Hernandez, Juan. E-mail to the author. 3 Feb. 2022

Author of the e-mail	Last:	First:	Middle or Initial:
E-mail received by	Last or Group name:	First:	Middle or Initial:
Date e-mail received	Day (#):	Month:	Year:

Text Message

Examples: Habib, Amir. Text message to Juan Hernandez et al. 23 Jan. 2022.

Porter, Caleb. Text message Mountainside Elementary School Leadership Council. 23 Jan. 2022.

Juarez, Julia. Text message to the author. 28 Feb. 2022.

Author of the text message	Last:	First:	Middle or Initial:
Test message received by	Last or Group name:	First:	Middle or Initial:
	Last or Group name:	First:	Middle or Initial:
Date text message received	Day (#):	Month:	Year: