



E-mail

1. Author of message Last name, (comma) First name. (period)
2. "Re: Subject of message." (in quotation marks) (period)
3. Received by First and Last name, (comma)
4. Date of message. (period) *Format= Day Month Year.
5. Medium of Publication. (period)

McHale, D. J. "Re: Author Visit." Received by Mrs. Glass, 23 Jan. 2011.
Email.