

# Letter of Clarification on Citation and Referencing Rules

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Clarifications on Citation and Referencing Rules

Dear [Recipient's Name],

I hope this message finds you well. I am writing to clarify some aspects of the citation and referencing rules that have been a topic of discussion recently. It is important for us to adhere to these guidelines to maintain academic integrity and ensure proper attribution of sources.

Firstly, citations should always be included for direct quotes as well as paraphrased ideas. The format for in-text citations must follow the [specific style, e.g., APA, MLA, Chicago], which dictates that the author's last name and the publication year are included in parentheses.

Secondly, the reference list must be formatted correctly, including all necessary information such as the author's name, title of the work, publication date, and publisher. Please refer to the [specific style guide] for detailed requirements.

Lastly, I encourage everyone to utilize the [specific referencing tool or resource] to help manage citations effectively. If there are any further questions or if clarification is needed on specific cases, please do not hesitate to reach out to me.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]