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## GUIDE TO CITING ARCHIVAL SOURCES

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It is important to cite archival sources properly because the information preserved in archives is often unique and not found elsewhere. Remember - the purpose of the citation is to allow other researchers to locate the materials you consulted if they want to evaluate your work or use it in their own work. Including more information in your citation is preferable to including less.

The form your citation will take depends on where it appears within your paper and the citation format specified by your professor or editor. You may be asked to format your citations to comply with APA, Chicago, MLA, Turabian, or other style guides, and in some cases, local practices may supersede these style guides. In general, you will need the following elements for a complete citation, whichever of the style guides you will be using:

- **Title and information about the item itself**, including the creator, page, section, and date information, where applicable or necessary (you may have to supply a title yourself)
- **Collection or record group** of which the item is a part
- **Subcollection, series, or subseries** of which the item is a part (if applicable)
- **Box and folder name or number** in which the item is found (if applicable)
- **Repository** where the original is held. This will always be: Department of Special Collections and University Archives, Marquette University, Milwaukee, WI.

Subsequent footnotes referring to items in these collections need only identify the item, date, location (box, folder, and series where applicable) and an abbreviated collection name.

### APA STYLE

APA style can be frustrating because the guide itself provides no examples for how to format citations for unpublished archival materials and personal papers. APA does suggest that researchers who cannot find suitable examples may adapt examples that are most similar to properly guide future researchers to the source.

The University of Otago Library's "Student Guide to Citing Archival Sources" ([http://www.library.otago.ac.nz/pdf/2008\\_citing\\_archival.pdf](http://www.library.otago.ac.nz/pdf/2008_citing_archival.pdf)) has useful examples for formatting notes, and the OWL at Purdue provides an overview to all portions of the APA style (<http://owl.english.purdue.edu/owl/resource/560/01/>). A useful published source available via Marqcat on formatting citations in the APA style is

Godfrey, D. G. (2005). Adapting historical citations to APA style. *Journal of Broadcasting & Electronic Media*, 49, 544-547.

#### *In-text citation examples:*

... in an application for aid from the Diocese of Lead (Busch, 1914), he requested additional funds...

... in a letter to Dorothy Day (Sullivan, 1940), Harold Sullivan explains his concerns...

A newspaper article by unknown author ("Johnny Can Read - Better Than Ever," 1958) describes techniques educators have used to improve literacy and ...

*Reference list examples:*

- Busch, Joseph F. (August 10, 1914). *Diocese of Lead application of aid* (Series 5, Box 4, Folder 2). Bureau of Catholic Indian Missions Records, Department of Special Collections and University Archives, Marquette University, Milwaukee, WI.
- Johnny can read – Better than ever. (1958). Unidentified newspaper clipping (Series 10, File 01165). Photographic, Sound, Film, and Biographical Records, Department of Special Collections and University Archives, Marquette University, Milwaukee, WI.
- Sullivan, Harold. (March 28, 1940). *Letter from Harold Sullivan to Dorothy Day* (Series W-4, Box 2). Dorothy Day-Catholic Worker Collection, Department of Special Collections and University Archives, Marquette University, Milwaukee, WI.

## CHICAGO

Two different systems are authorized by Chicago —notes and bibliography as well as the author-date system. The former is used more commonly.

### **Notes + Bibliography Style:**

According to the *Chicago Manual of Style*, “in a note, the main element of a manuscript citation is usually a specific item (a letter, a memorandum, or whatever) and is thus cited first. In a bibliography, the main element is usually the collection in which the specific item may be found, the author(s) of the items in the collection, or the depository for the collection. Collections, authors, and depositories are therefore entered in alphabetical order. Specific items are not included in a bibliography unless only one item from a collection is cited” (17.223).

The 1974 *Guide to the National Archives of the United States* offers the following advice: “The most convenient citation for archives is one similar to that used for personal papers and other historical manuscripts. Full identification of most unpublished material usually requires giving the title and date of the item, series title (if applicable), name of the collection, and name of the depository. Except for placing the cited item first [in a note], there is no general agreement on the sequence of the remaining elements in the citation ... Whatever sequence is adopted, however, should be used consistently throughout the same work” (761).

### *Notes examples:*

1. Joseph F. Busch, Diocese of Lead Application of Aid, August 10, 1914, Bureau of Catholic Indian Missions Records, series 5, box 4, folder 2, Department of Special Collections and University Archives, Marquette University, Milwaukee, WI.
2. Harold Sullivan to Dorothy Day, March 28, 1940, Dorothy Day-Catholic Worker Collection, series W-4, box 2, Department of Special Collections and University Archives, Marquette University, Milwaukee, WI.
3. Newspaper clipping, “Johnny Can Read – Better Than Ever,” 1958, A-4.5 series 10, file 01165, Department of Special Collections and University Archives, Marquette University, Milwaukee, WI.
4. Photograph of Mary Alice Cannon handing a drink to a cerebral palsy poster boy, 1968, 4.5 series 9, Mary Alice Cannon file, Department of Special Collections and University Archives, Marquette University, Milwaukee, WI.

### *Bibliography examples:*

- Bovee, Warren G. Papers. Department of Special Collections and University Archives, Marquette University, Milwaukee, WI.
- Bureau of Catholic Indian Missions Records. Department of Special Collections and University Archives, Marquette University, Milwaukee, WI.
- Dorothy Day-Catholic Worker Collection. Department of Special Collections and University Archives, Marquette University, Milwaukee, WI.

Photographic, Sound, Film, and Biographical Records. Department of Special Collections and University Archives, Marquette University, Milwaukee, WI.

**Author-date Style:**

Manuscript collections are rarely cited in author-date style. When they are, however, the date is usually mentioned in text, outside the parentheses, since most collections contain items from various dates. If citing multiple items from a collection, include more details within the text. The *Chicago Manual of Style* can be accessed online via the library catalog at <http://libus.csd.mu.edu/record=b2591645~S1>. Chapter 17 is particularly informative on how to format citations for unpublished, archival materials.

*In-text citation examples:*

... in an application for aid from the Diocese of Lead (Busch, 1914), he requested additional funds...

... in a letter to Dorothy Day (March 28, 1940), Harold Sullivan explains his concerns...

... Mary Alice Cannon served a drink to a young boy (1968).

*Reference List examples:*

Busch, Joseph F. 1914. Diocese of Lead Application of Aid. Bureau of Catholic Indian Missions Records. Department of Special Collections and University Archives, Marquette University, Milwaukee, WI.

Photograph of Mary Alice Cannon. 1968. Photographic, Sound, Film, and Biographical Records. Department of Special Collections and University Archives, Marquette University, Milwaukee, WI.

Sullivan, Harold. 1940. Letter. Dorothy Day-Catholic Worker Collection. Department of Special Collections and University Archives, Marquette University, Milwaukee, WI.

**MLA**

MLA follows an author-page form for in-text citation. You should aim to provide enough information in the text to allow the reader to locate the full citation for your sources on the Works Cited page and to differentiate between multiple works (letters, memoranda, etc.) by the same author.

*In-text examples:*

... in an application for aid from the Diocese of Lead (3), Busch requested additional funds...

... in a March 28, 1940 letter to Dorothy Day (1), Harold Sullivan explains his concerns...

A newspaper article by unknown author ("Johnny Can Read") describes techniques educators have used to improve literacy and ...

*Works Cited examples:*

Busch, Joseph F. Diocese of Lead Application of Aid. August 10, 1914. Series 5, Box 4, Folder 2. Bureau of Catholic Indian Missions Records. Department of Special Collections and University Archives, Marquette University, Milwaukee, WI.

*Johnny Can Read – Better Than Ever.* (1958). Newspaper clipping. A-4.5 Series 10, File 01165. Photographic, Sound, Film, and Biographical Records. Department of Special Collections and University Archives, Marquette University, Milwaukee, WI.

Sullivan, Harold. Letter to Dorothy Day. March 28, 1940. Series W-4, Box 2. Dorothy Day-Catholic Worker Collection. Department of Special Collections and University Archives, Marquette University, Milwaukee, WI.

## TURABIAN

Like Chicago, Turabian allows two different systems – notes and a bibliography or parenthetical citations with a reference list. Chapters 16 and 17 deal specifically with the notes-bibliography style; Chapters 18 and 19 address reference list style. Turabian suggests the following elements and ordering: “If possible, identify the author and date of each item, the title or type of document, the name of the collection, and the name of the depository. In a note, begin with the authors name; if a document has a title but no author, or the title is more important than the author, list the title first (17.6.4).”

### **Notes-Bibliography Style:**

*Notes examples:*

1. Joseph F. Busch, Diocese of Lead Application of Aid, August 10, 1914, series 5, box 4, folder 2, Bureau of Catholic Indian Missions Records, Department of Special Collections and University Archives, Marquette University, Milwaukee, WI.
2. Harold Sullivan to Dorothy Day, March 28, 1940, series W-4, box 2, Dorothy Day-Catholic Worker Collection, Department of Special Collections and University Archives, Marquette University, Milwaukee, WI.
3. “Johnny Can Read – Better Than Ever,” newspaper clipping , 1958, A-4.5 series 10, file 01165, Department of Special Collections and University Archives, Marquette University, Milwaukee, WI.
4. Photograph of Mary Alice Cannon handing a drink to a cerebral palsy poster boy, 1968, 4.5 series 9, Mary Alice Cannon file, Department of Special Collections and University Archives, Marquette University, Milwaukee, WI.

*Bibliography examples:*

Bovee, Warren G. Papers. Department of Special Collections and University Archives, Marquette University, Milwaukee, WI.  
Bureau of Catholic Indian Missions Records. Department of Special Collections and University Archives. Marquette University. Milwaukee, WI.  
Dorothy Day-Catholic Worker Collection. Department of Special Collections and University Archives. Marquette University. Milwaukee, WI.  
Photographic, Sound, Film, and Biographical Records. Department of Special Collections and University Archives, Marquette University, Milwaukee, WI.

### **Reference List Style:**

*In-text citation examples:*

... in an application for aid from the Diocese of Lead (August 10, 1914, Bureau of Catholic Indian Missions Records), Busch requested additional funds...  
... in a letter to Dorothy Day (March 28, 1940, Dorothy Day-Catholic Worker Collection), Harold Sullivan explains his concerns...  
... Mary Alice Cannon served a drink to a young boy (1968, Photographic, Sound, Film, and Biographical Records).

*Reference List examples:*

Bureau of Catholic Indian Missions Records. Department of Special Collections and University Archives, Marquette University, Milwaukee, WI.  
Dorothy Day-Catholic Worker Collection. Department of Special Collections and University Archives, Marquette University, Milwaukee, WI.  
Photographic, Sound, Film, and Biographical Records. Department of Special Collections and University Archives, Marquette University, Milwaukee, WI.

Turabian’s *A Manual for Writers of Research Papers, Theses, and Dissertations* (2007) is available for consultation at at the Raynor Reference Desk (LB 2369 .T8 2007).