

Special Collections & Archives
Citing Sources

For MLA Style...place in 'Print & Multimedia Sources: Citations' on a Works-Cited Page (at the bottom of the page)

Because of the nature of archival and special collections materials, there is no single way to cite materials discovered while using original or rare primary sources. MLA Style does not provide an example for citing items from Special Collections & Archives but we recommend using the following formats.

In general you want to include the following information:

- 1) *Author or creator's name*
- 2) *Title of work*
- 3) *Date*
- 4) *Publication information (if applicable)*
- 5) *Collection name*
- 6) *Box and folder information*
- 7) *Repository*

Here are a few examples:

Books

Austen, Jane. *Sense and Sensibility*. London: Egerton, T., 1811. Special Collections and Archives, Goucher College Library, Baltimore, Md.

Manuscript/Personal Papers

John Franklin Goucher Papers, 1850 – 1915. Special Collections and Archives, Goucher College Library, Baltimore, Md.

Specific item from a collection

John Franklin. "Sermon dated 10/21/1895." Box 12, folder 10. *John Franklin Goucher Papers, 1850 – 1915*. Special Collections and Archives, Goucher College Library, Baltimore, Md.

Advertisement

"German American Insurance Company." Advertisement. 1921. Nellie Tombs Papers, North Bay Regional and Special Collections, University Library, Sonoma State University.

Photograph

LeBaron, John. "Rose Gaffney." 1963. Gaye LeBaron Collection, North Bay Regional and Special Collections, University Library, Sonoma State University.

Oral history

Haan, Peter. Interview. 3 January 1979. North Bay Ethnic Archives, North Bay Regional and Special Collections, University Library, Sonoma State University.

Document from University Archives

"Commencement Program." 24 May 1987. University Archives, University Library, Sonoma State University.

For APA Style...place in 'Citations in References List' at the bottom of the page, with a heading SPECIAL COLLECTIONS & ARCHIVES (same font & size as 'BOOKS' 'PERIODICALS', etc.)

Author, A.A. (Year, Month Day). *Title of material*. [Description of material]. Name of Collection (Call number, Box number, File name or number, etc.). Name of Repository, Location.

The style manual states: "This general format may be modified for collections requiring more or less specific information to locate materials..."

Example: Unpublished papers, lectures from an archive or personal collection

Berliner, A. (1959). *Notes for a lecture on reminiscences of Wundt and Leipzig*. Anna Berliner Memoirs (Box M50). Archives of the History of American Psychology, University of Akron, Akron, OH.

For Chicago Manual of Style...place in 'Notes and Bibliography System' at the end of the examples for print sources, with a heading SPECIAL COLLECTIONS & ARCHIVES (same font & size as 'BOOKS' 'PERIODICALS', etc.)

Egmont Manuscripts. Phillipps Collection. University of Georgia Library.

House, Edward M., Papers. Yale University Press.

Pennsylvania Society for the Abolition of Slavery. Papers. Historical Society of Pennsylvania, Philadelphia.