

Suggested Guide for Citing Special Collections and Archival (SC&A) Sources

Because special collections and archival sources are inherently rare and unique, citations for these types of materials may not uniformly follow a specific format. Keep in mind that *the purpose of the citation is to describe what the source is and where/how it may be found.*

Repositories of special collections and archival materials often provide instructions or recommendations for citing *their* unique collections—check the institution’s website or ask a staff member.

Common elements included in citations for SC&A materials

Notes: (for a specific item)

1. Title of the Item
2. Name of the Author/Creator
3. Date of creation/publication
4. Title of the Collection
5. Folder and Container (may be applicable when citing a specific item or group of records from a manuscript or archival collection.)
6. Series and Sub-Series (may be applicable when citing a specific item or group of records from a manuscript or archival collection.)
7. Repository Name and Location

Bibliography: (for a collection)

1. Title of the Collection
2. Name of the Author/Creator
3. Date or dates (of the collection)
4. Repository Name and Location

[Rare Books: Be sure to include information on the particular copy or edition you are citing (if applicable). For notes, you will need to include the page or pages or unique attribute to which you are referring.]

The following examples follow Chicago Style – Notes, then Bibliography

Always check with your instructor for specific guidance.

Rare Book

1. Jane Austen. *Sense and Sensibility* (London: Egerton, T., 1811), title page.

Austen, Jane. *Sense and Sensibility*. London: Egerton, T., 1811. Copy 3. *Alberta and Henry Burke Collection*, Special Collections and Archives, Goucher College, Baltimore, Md.

Personal Papers or Archival Records Collection

1. John F. Goucher handwritten sermon, Feb 8, 1895. Series II, Box 4, Folder 2, John Franklin Goucher Papers, 1850 – 1915. Special Collections & Archives, Goucher College Library, Baltimore, Md.

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

1. Commencement Program, 24 May 1987. Folder 4, Box 35, General Archives Record Group, Goucher College Archives. Goucher College Library, Baltimore, Md.

General Archives Record Group. Special Collections and Archives, Goucher College Library, Baltimore, Md.

Item from Student Scrapbook from College Archives

1. Goucher College Springfest Dance Card, April 2, 1948. *Mary L. Fisher Scrapbook, 1944-1948*. Special Collections and Archives, Goucher College Library, Baltimore, Md.
2. "New Dress Code," *New York Times*, August 20, 1947, p2. *Mary L. Fisher Scrapbook, 1944-1948*. Special Collections and Archives, Goucher College Library, Baltimore, Md.

Scrapbook Collection. Goucher College Archives. Goucher College Library, Baltimore, Md.

Recording in Goucher College Digital Library

Hamer, Fannie Lou. Lecture, Dec 5, 1970. Speaker's Collection, Goucher College Digital Library. Sound recording. Accessed Oct 4, 2015.

<http://cdm16235.contentdm.oclc.org/cdm/singleitem/collection/p16235coll11/id/36/rec/11>.

Photograph in Goucher College Digital Library

Photograph of Dorm Room, ca. 1890. 6.14.009. Goucher College Archival Photograph Collection, Goucher College Digital Library. Accessed Oct 4, 2015. <http://cdm16235.contentdm.oclc.org>

[/cdm/singleitem/collection/p16235coll2/id/3378/rec/4](http://cdm16235.contentdm.oclc.org/cdm/singleitem/collection/p16235coll2/id/3378/rec/4).

Article in Goucher College Digital Library

North, Elizabeth S. "Mummy Meets Computer." *Goucher Quarterly* 66, no. 4 (summer 1988): 14. Goucher College Digital Library. Accessed Oct 4, 2015.

<http://cdm16235.contentdm.oclc.org/cdm/compoundobject/collection/p16235coll16/id/296/show/286/rec/11>.

Additional resources:

Perdue Online Writing Lab

<https://owl.english.purdue.edu/owl/resource/717/01/>

The Chicago Manual of Style Quick Guide Online

http://www.chicagomanualofstyle.org/tools_citationguide.html

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9/7/2017