



# Guide to Citing Archival and Manuscript Collections

library.archives@uwec.edu ■ (715) 836-2739 ■ <http://www.uwec.edu/Library/archives/index.htm>

## Introduction

According to the *Chicago Manual of Style, 15<sup>th</sup> Edition* there is no agreement on the order of elements in archival and manuscript collection citations (17.222). But while there is considerable freedom in archival citation forms, the author must order the citation elements consistently.

## Elements of Archival Citations

### In Bibliographies:

- Author or creator of the collection
- Type of records in the collection
- Date span of collection
- Manuscript or series number
- Name of holding repository
- Location of holding repository

### Examples of bibliographic citations:

- James Newman Clark Collection, 1867-1972. UHC249. Special Collections & Archives. McIntyre Library. University of Wisconsin--Eau Claire. Eau Claire, Wisconsin.
- University of Wisconsin--Eau Claire. Grambling State University Exchange Program, 1970-1980. AS182. Special Collections & Archives. McIntyre Library. University of Wisconsin--Eau Claire. Eau Claire, Wisconsin.

**If you cite materials owned by Wisconsin Historical Society but housed in an Area Research Center, be sure to include both WHS and the ARC in your citation:**

- Uniroyal, inc. Eau Claire plant records, 1917-1990. Eau Claire Mss CB. Wisconsin Historical Society. Records housed in Special Collections & Archives, McIntyre Library, University of Wisconsin – Eau Claire. Eau Claire, Wisconsin.

### In Footnotes

Include all of the elements of a bibliographic citation, and, as appropriate:

- Author of document(s)

- Description of document(s)
- Date of document(s)
- Box and folder in which documents were found

### Examples of footnote citations:

- Thomas E. Newton to James Newman Clark, 18 November 1898. Box 1, Folder 12. James Newman Clark Collection, 1867-1972. UHC249. Special Collections & Archives. McIntyre Library. University of Wisconsin--Eau Claire. Eau Claire, Wisconsin.
- Grambling exchange applications, 1970-1978. Box 3, Folder 8. University of Wisconsin--Eau Claire. Grambling State University Exchange Program, 1970-1980. AS182. Special Collections & Archives. McIntyre Library. University of Wisconsin--Eau Claire. Eau Claire, Wisconsin.

**The first time you cite a collection in your footnotes, use a full citation. Thereafter, you may abbreviate the collection citation:**

- Andrew Smith to James Newman Clark, 12 April 1902. Box 2, Folder 2. James Newman Clark Collection, 1867-1972.

## Citing Oral Histories

Cite oral history collections like you would other manuscript collections, substituting the interview information for the document description:

- Interview of Beatrice Gulley by Angela Whitmal. Coming to Madison Oral History Project, 1989. Tape 1206 A. Wisconsin Historical Society. Madison, Wisconsin.

**Questions?** Phone: 715-836-2739

Email: [library.archives@uwec.edu](mailto:library.archives@uwec.edu)