Guide to Citing Archival and Manuscript Collections

Introduction

According to the Chicago Manual of Style, 15th 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:


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:


In Footnotes

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

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

Examples of footnote citations:


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


Citing Oral Histories

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


Questions?

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