

Citing Archival Sources – A Guide



Endnotes/Footnotes

Cite a specific item with the following elements:

1. description of the item (creator, title, date, if known)
2. fonds and series title
3. item retrieval number
4. name of the archives

Each element is separated by a comma.

Bibliography

Cite collections of works, not specific items, with the following elements:

1. name of the archives
2. fonds and series title
3. fonds retrieval number
4. description of the item (if a note was not created)

Each element is separated by a period.

Citation Examples

Note:

Item description, Fonds title, retrieval number, Name of archives.

Bibliography:

Name of archives. Fonds title. Retrieval number.

Note:

Handley Chipman, Memoir, 17--, Chipman family fonds, Handley Chipman series, 1931.005-CHI/4/1, Esther Clark Wright Archives, Acadia University.

Bibliography:

Esther Clark Wright Archives, Acadia University.
Chipman family fonds, Handley Chipman series.
1931.005-CHI.

Note:

Amherst First Baptist Church, Minutes, 1901-1905, Amherst First Baptist Church fonds, 1900.757/5, Atlantic Baptist Archives, Acadia University.

Bibliography:

Atlantic Baptist Archives, Acadia University. Amherst First Baptist Church fonds. 1900.757.

Citation Rules

Cite when you have **included** archival material in your paper, presentation, power point, thesis, or web site.

You *may* need to cite when you have **consulted** archival material in your research.

To be a complete citation, it must contain all of the descriptive elements so the document can be located.

Different citation styles require similar elements, but not always in the same order.

Each archives may have their own citing rules (e.g., [LAC](#) and [Archives of Ontario](#)).

Style Guides

Citation styles guides are available at the Library's reference desk. See:

Chicago: unpublished manuscripts, section 14.

Turabian: manuscript collections, section 17.

APA: unpublished works, section 7.

MLA: unpublished letters in archives, section 5.7.