

## **Citation Guide Archives Service Center**

Individual faculty, journal editors, university presses, and book publishers may require the use of a specific style manual, but most style manuals do not provide complete instructions for the citation of all manuscript materials.

For example, *The Chicago Manual of Style's* general rules for references to unpublished materials indicate that "Librarians and archivists are usually willing and able to explain to an author what is required in citations to the documents in their collections."

One intention for this guide is to provide advice for adequate citation to manuscript materials without regard to any specific style manual. Providing adequate information that would enable archives staff, other researchers, and also, you, a clear link to cited materials from the Archives Service Center, is our aim. Ideally, each citation should include enough information to identify the specific item used.

We recommend that you consider information in the following categories:

### **DESCRIPTION OF ITEM**

- Form of communication (memorandum, diary, scrapbook, letterpress copy book, interview, etc.; however, a letter is not generally stated)
- Names of sender and recipient for a letter, speaker and audience for a speech or delivered paper, author and title for a publication or report, names of interviewer and individual interviewed, etc.
- Date and other information needed for clarity (such as city and state for a speech)

### **LOCATION INFORMATION**

- Collection name
- Series and subseries, when applicable
- Box number
- File or folder number

### **IDENTIFICATION OF REPOSITORY**

- Department
- Institution, and the city in which it is located

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**SAMPLE CITATIONS.** These are based upon footnote formats recommended in *The Chicago Manual of Style*:

### **Letter**

H. C. Frick to Andrew Carnegie, July 11, 1892. Helen Clay Frick Foundation Archives (AIS.2002.06), U.S Steel series, Box 8, Folder 15. Archives Service Center, University of Pittsburgh.

### **Letterpress copybook**

H.C. Frick to Thomas Lynch, September 23, 1895. Helen Clay Frick Foundation Archives (AIS.2002.06), H.C. Frick Coke Company series, Box 6, Volume 6, pp. 40-42. Archives Service Center, University of Pittsburgh.

### **Report**

Fourth Annual Report of the South West Connellsville Coke Company for the Year Ending December 31, 1895. Helen Clay Frick Foundation Archives (AIS.2002.06), H.C. Frick Coke Company series, Box 12. Archives Service Center, University of Pittsburgh.

### **Scrapbook**

Homestead Strike Scrapbook. Helen Clay Frick Foundation Archives (AIS.2002.06), Scrapbook series, Volume 1, pp. 159-160. Archives Service Center, University of Pittsburgh.

### **Published Materials**

Citations to published books, journal articles, newspapers, reports, maps, etc., used from collections in the Archives Service Center need not cite this repository unless the item would be difficult for other researchers to find at other libraries. Also, cite the repository if you refer to marginalia or other features unique to a specific publication.