How to Cite Archival Sources

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Date: May 2017
Why cite?

• Courteous and Necessary
  • It is a very good (and required) practice to acknowledge someone else's work.

• Educational Growth
  • Teachers need to know what their students are trying to convey & what ideas are the student’s own

Note: I am using Chicago Style, but these examples can be adapted to fit any style.

Ask your professor which citation style you should use.
How are Archival Sources Different?

- Unique
- Primary Sources
- Location matters
Resources Most Often Used in ASU Archives

• Rare Books

• Vertical Files
  • Newspaper clippings, brochures, short manuscripts, short excerpts from publications, etc.

• Photographs- Digital & Printed
  • Images that are held within our archives

• Manuscripts
  • Letters, company records, journals, etc.

• Microfilm & Microfiche
  • Newspapers, federal and state records, publications, etc.

• Oral Histories

Source: https://www.mtu.edu/library/archives/research-guides/How%20to%20Cite%20Archival%20Sources%202014.pdf
Rare Books

• Cite the rare books the same as you would for any other published book.
What should I include?

- Author or creator’s name (if available)
- Title of the work (or short description)
- Date (if available)
- Publication information (if available)
- Collection name
- Box and folder
- Repository

Source: https://www.mtu.edu/library/archives/research-guides/How%20to%20Cite%20Archival%20Sources%202014.pdf
Vertical File- Photograph

Digital Images & Photographs

Microfilm

- Carver, G.W.. Personal Papers. Reel # 2, Microfilm Collection, Alabama State University Archives Collections.

Source: http://www.apsnet.org/publications/apsnetfeatures/Pages/Carver.aspx
King, Cornelius. “Credit Union” Speech. Date unknown. ASU Manuscript Collection, Range 6C, Section 14, Shelf 3. Box 1, Folder 1. Alabama State University Archives Collections.
Oral History

- Althea Thomas, interview by Timothy Vasser, 17 March 2017, video recording, Alabama State University Archives, Montgomery, AL.
Questions or Comments?

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