Citing Unpublished Sources – APA

This model reflects the most information one might have for a resource. If some elements are missing, do not exist, or are more specific than you need (e.g., you are citing the whole collection, not one item), simply omit them. This may mean starting your citation with the Item Title, Series, or Collection Name and Number.

The model below is for unpublished items. If the item has been published, use the model for the appropriate format. If a published item is relatively rare, consider providing a footnote that explains where the item is housed, so that other researchers can find that item. Alternatively, you can tack on that information (repository, organization, location) to the end of the citation.

*Note: The APA manual little guidance on how to create citations for archival sources. These are provisional models at best; ask your instructor or publisher for more concrete help.*

**In-Text Citations**

Use the creator (if not, use an abbreviated form of the item title or description) plus the year. Omit them if they are already in the text.

**Examples:**

...can be seen in this 1920s photograph of Red Ore mine (Ewing).

...clearly taken seriously as a tourist destination (“Pictorial History,” 1925).

Although in 1857 Manly was not happy with his current situation, later he...

**Reference List Entries**

**Lastname, Firstname. (Item Date.) Item Description [or Title] ([Series,] Box, Folder). Collection Title and Number, Repository Name, Organization Name, City, State.**

**Examples:**

Galloway, Ewing. (1920s.) Photograph, Red Ore Mine entrance (Series Photographs, Box 2204, Folder 2007.010.001168). Woodward Family papers MSS.1577, W. S. Hoole Special Collections Library, University of Alabama, Tuscaloosa, AL.

Pictorial History of Fort Marion (Box 0461-0001, Folder 3). (1925.) Durst Family papers MSS.0461, W. S. Hoole Special Collections Library, University of Alabama, Tuscaloosa, AL.

Manly, Charles. (1857, January 12.) Letter from Charles Manly, Princeton, New Jersey, to Parents (Series Charles Manly, Box 398, Folder 34). Manly Family papers MSS.0900, W. S. Hoole Special Collections Library, University of Alabama, Tuscaloosa, AL.

*Created by W. S. Hoole Special Collections Library, December 2015
Adapted from http://www.marquette.edu/library/archives/citationguide.pdf*