Citing Unpublished Sources – Chicago Style

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The model below is for unpublished items.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.

Notes-Bibliography Format

Notes

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

Examples:

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

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

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

Bibliography Entries

Collection Title and Number. Repository Name, Organization Name, City, State.

Examples:

Manly Family papers MSS.0900. W. S. Hoole Special Collections Library, University of Alabama, Tuscaloosa, AL.

Durst Family papers MSS.0461. W. S. Hoole Special Collections Library, University of Alabama, Tuscaloosa, AL.

Woodward Family papers MSS.1577. W. S. Hoole Special Collections Library, University of Alabama, Tuscaloosa, AL.
Author-Date Format

In-Text Citations
Use the creator and date in the citation. Omit them if they are already in the text.

Examples:
...the letter to his parents of January 12, 1857, Manly explains...

...in the Pictorial History of Fort Marion (1925) there are...

...photograph of the Red Ore Mine entrance (Galloway, 1920s) shows...

Reference List Entries
Note: If there is no creator, put the item description at the beginning of the citation, followed by the year. (See second example below.)

Lastname, Firstname. Year. Item Description [or Title]. Collection Title and Number. Repository Name, Organization Name, City, State.

Examples:

Pictorial History of Fort Marion. 1925. Durst Family papers MSS.0461. W. S. Hoole Special Collections Library, University of Alabama, Tuscaloosa, AL.

Galloway, Ewing. 1920s. Photograph, Red Ore Mine entrance. Woodward Family papers MSS.1577. W. S. Hoole Special Collections Library, University of Alabama, Tuscaloosa, AL.