Citing University Archives Materials

The goal of any citation is to help other researchers retrace your steps. It is important to collect as much information about a source as you can, especially when it is something unusual or unique. Fellow researchers need to know where you found the information, from the box it is in to the place where that box is housed.

Organization of Materials

The University Archives here at UA are organized as follows:

Record Group > Accession > Box > Folder
RG.020 > 19822560 > 003 > 9

The box label will give you most of this information.

020 - 19822560 - 003
Record Group Accession Box

The folder inside will be labeled with a title and/or number. Use whichever would be most helpful to others in locating that folder.

Sample Citations

These are all adapted from the format used for archival resources or unpublished materials. You will also need the following information: creator, item title or description, date of item.

APA (6TH ED.)
Reference List entry
Wilson, Harold. (June 12, 1974). Letter to Martha Still (Accession 19822560, Box 003, Folder 9). President’s records RG.020, W. S. Hoole Special Collections Library, University of Alabama, Tuscaloosa, AL.

CHICAGO Notes-Bib
Footnote
1. Harold Wilson, Letter to Martha Still, June 12, 1974, President’s records RG.020, Accession 19822560, Box 003, Folder 9, W. S. Hoole Special Collections Library, University of Alabama, Tuscaloosa, AL

CHICAGO Author-date
Reference List entry

MLA (8TH ED.)
Works Cited entry
Wilson, Harold. Letter to Martha Still, June 12, 1974. President’s records RG.020, Accession 19822560, Box 003, Folder 9. W. S. Hoole Special Collections Library, University of Alabama, Tuscaloosa, AL.

TURABIAN Notes-Bib
Footnote
1. Harold Wilson, Letter to Martha Still, June 12, 1974, Accession 19822560, Box 003, Folder 9, President’s records RG.020, W. S. Hoole Special Collections Library, University of Alabama, Tuscaloosa, AL