

Introduction

The purpose of a citation is to provide credit to the original source material and to assist finding the material in the future. Citing archival sources can be quite different from citing a publication because archival records are unique, usually unpublished and universal guidelines for citing them have not yet been established. While the examples provided demonstrate Archives and Special Collections' preferred citation format, you may be required to use a specific citation format for your research, such as MLA, APA, or Chicago. Refer to Western Libraries Style Guides for more information: <http://www.lib.uwo.ca/services/styleguides.html>

Getting Started

Citations to primary sources held by Archives and Special Collections should clearly specify the material used in order to assist future researchers in locating these materials. It is important to note the sources used while conducting research as it may be difficult to find a specific document again. When citing archival material the two important elements are location reference and item description. If your source does not have this information, please contact Archives and Special Collections.

- Location reference:** *Repository:* The archives or institution that holds the archival materials.
 Unit: The title of the fonds or collection, including the fonds number if available. A fonds is a group of records created or accumulated by the same creator.
 Series: The series number and title, if available. Series are sub-units of fonds.
 File/Item: The number and title assigned to the file or item, if available.
- Item description:** The title and date of the item provided by the archives, usually found on the item, the file housing the item, or in the finding aid.
- Citation format:** [Repository], [Unit number and title], [Series number and title], [File number and title], [Title and date].

When citing archival sources, citations are slightly different depending on whether you access the material electronically or physically. If accessing a digital resource, include the URL to the item at the end of the citation.

- Credit lines:** This is used to identify and credit reproductions of material and is usually placed beside or below the reproduction.

Examples

Textual Records

- First citation: Archives and Special Collections, Western University, AFC 82, Ahoghill Loyal Orange Lodge #230 fonds, Series 4: Correspondence, File 14: Correspondence, Arthur Pratt to J. E. Worrall, March 3, 1956.
- Subsequent: Archives and Special Collections, AFC 82, Series 4, File 14, Arthur Pratt to J. E. Worrall, March 3, 1956.
- Credit line: Arthur Pratt to J. E. Worrall, March 3, 1956, AFC 82, Archives and Special Collections, Western University.

Photographs

- First citation: Archives and Special Collections, Western University, AFC 49, Regional Photograph Collection, RC 41342, Aeolian Hall ca. 1880, London, Ontario.
- Subsequent: Archives and Special Collections, AFC 49, RC 41342, Aeolian Hall ca. 1880, London, Ontario.
- Credit line: Aeolian Hall ca. 1880, RC 41342, Archives and Special Collections, Western University.

Architectural Records

First citation: Archives and Special Collections, Western University, Murphy-Moore Collection of Architectural Records, AFC47-325b, First floor, 10 Grand Ave., London, Ontario, 1891.

Subsequent: Archives and Special Collections, AFC47-325b, First floor, 10 Grand Ave., 1891.

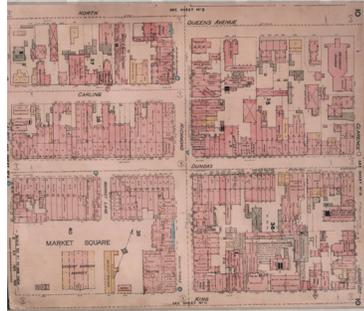
Credit line: First floor, 10 Grand Ave., 1891, AFC47-325b, Archives and Special Collections, Western University.

Fire Insurance Plans

First citation: Archives and Special Collections, Western University, Ontario Fire Insurance Plan Collection, London Fire Insurance Plan 1881 Rev. 1888, sheet 10, http://www.lib.uwo.ca/files/madgic/london_fip_1888/ViewerImages/London_sheet10_1888.html

Subsequent: Archives and Special Collections, Ontario Fire Insurance Plan Collection, London 1881 Rev. 1888, sheet 10.

Credit line:



Sheet 10, London Fire Insurance Plan 1881 Rev. 1888, Archives and Special Collections, Western University.

Further Readings

Archives of Ontario Citing Archival Records:

http://www.archives.gov.on.ca/en/access/documents/customer_service_guide_107_citing_archival_records.pdf

Library and Archives Canada Citation Guide:

<http://www.collectionscanada.gc.ca/005/005-6070-e.html>

Citing cartographic material:

http://www.acmla.org/docs/ACMLA_BestPracticesCitations.pdf

Purdue University's archival citation guide:

<https://owl.english.purdue.edu/owl/resource/988/06/>

Do you have further questions about citing archival material? Contact Archives and Special Collections: archives.services@uwo.ca



**Western
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Archives and Special Collections

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