



Citing Archival Sources

According to the *Chicago Manual of Style*, there is no agreement on the order of elements in archival and manuscript collection citations. What does this mean for you, the researcher?

- The good news: there is considerable freedom in archival citation formats.
- The bad news: the author must develop his or her own consistent citation formats.

The elements of an archival or manuscript source citation must include:

- Author or creator of the collection
- Type of records in the collection
- Date span of collection
- Manuscript or series number
- Name of holding repository
- Location of holding repository

To cite Mennonite Church USA Archives – Goshen material in a **bibliography**, follow these examples:

Personal papers

H. S. Bender Papers, 1919-1962. HM1-278. Mennonite Church USA Archives – Goshen. Goshen, Indiana.

Organizational records

Mennonite Central Committee Self Help Records, 1962-1972. IX-052. Mennonite Church USA Archives – Goshen. Goshen, Indiana

To cite Mennonite Church USA Archives – Goshen material in a **footnote**, follow these examples:

Personal papers

Letter from O. O. Miller to H. S. Bender, 1925. Box 2, Folder 6. H. S. Bender Papers, 1919-1962. HM1-278. Mennonite Church USA Archives – Goshen. Goshen, Indiana.

Organizational records

Profit and Loss Statement, 1965-1966. Box 1, Folder 4. Mennonite Central Committee Self Help Records, 1962-1972. IX-052. Mennonite Church USA Archives – Goshen. Goshen, Indiana.

The first footnote citation of archival records or manuscripts should include all citation elements. Subsequent footnotes need to include only the collection's creator and type of records (e.g. H. S. Bender Papers; Mennonite Central Committee Self Help Records).