

Archival and special collection materials

Below are the five elements of an archival material that should be identified before the material could be cited as archival material:

- a. Title (Provide a short description if the material does not provide the information.)
- b. Name of collection
- c. Reference code (This is the identification number assigned to each document.)
- d. Box and folder number
- e. Name and location of the archives

Citation guide

1. Books, newspapers, or published materials in the archives should be cited according to the *SSD* style sheet and the *Chicago Manual of Style, 16th Edition* (2010).
2. Do not italicize any entry unless the entry is published.
3. Cite individual items when referencing only one item from a collection.
4. Note and follow the citation style of special collections libraries and archives that have citation guides.
5. Provide the URL reference for digital sources after each citation.
6. Write “uncatalogued” for materials that do not have a reference code, box number, and folder number.
7. Write “undated” for undated materials.

Letters and correspondences

Description of letter, date of letter, reference code, box number, file/folder/folio/series number, name of collection, name and location of archive/s.

Letter from Admiral F. W. Rockwell to the Commanding General of the US Army Forces in the Far East, 22 January 1942, RG 30, box no. 1, folder no. 9, Lieutenant General Richard K. Sutherland Papers, The MacArthur Memorial Archives and Library, Norfolk, Virginia, USA.

(Rockwell 1942)

Diaries/journals/logs/written notes

Author, Title or description of material, date of entry (if available), page numbers (if available), reference code, box number, file/folder/folio number, name of collection, name and location of archive/s.

Cornwall, PR, Description of the prison camp diet, 25-26, RG 407, box no. 129, folder no. 5, PR Cornwall Papers, National Archives and Records Administration, College Park, Maryland, USA.

(Cornwall n.d.)

Yearbooks and reports

Name of author and/or institution, title of material, year released, page number (if available), reference code, box number, file/folder/folio number, name of collection, name and location of archive/s.

Committee on Friendly Relations among Foreign Students, Report for the year 1911, RG 13, box no. 1, folder no. 17, Yale University Divinity School Library Special Collections, Yale University, New Haven, Connecticut, USA.

(Committee on Friendly Relations among Foreign Students 1911)

Photographs

Photographer's name (if known), Title of photograph (if available), date photograph was taken (if known), reference code, box number, file/folder/folio/series number, name of collection, name and location of archive/s.

Photographs of the Philippine Islands, 1898–1935, NAA photo lot 97, box no. 27, folder no. 5, Division of Ethnology, United States National Archives and Records Administration, College Park, Maryland, USA.

(Photographs of the Philippine Islands 1898)

Maps and cartographic materials

Name and description of map, year (if available), reference/series code, box number, file/folder/folio/number, name of collection, name and location of archive/s.

Large Japanese wall map of Southeast Asia, 1943, item 1-series 10, box no. 3, folder no. 3, William B. Simpson World War II Pacific Theatre Collection, Honnold/Mudd Library, Claremont Colleges, Dartmouth, Claremont, USA.

(Large Japanese wall map of Southeast Asia 1943)

Literary materials

Author's name, title of material, year (if available), page number (if available), reference code, box number, file/folder/folio/ number, name of collection, name and location of archive/s.

Bulosan, Carlos, All the Conspirators, 1936, 136, accession no. 0581–010, box no. 1, folder no. 1, Carlos Bulosan Papers, 1914–1976, University of Washington Libraries Special Collections, Seattle, Washington, USA.

(Bulosan 1936)

Other graphic materials (paintings, caricatures, cartoons, posters, visual arts)

Author name or description of graphic material, date (if available), reference code/series, box number, file/folder/folio number, name of collection, name and location of archive/s.

US Army Forces in the Far East, Aerial propaganda leaflets dropped on Manila, 2 January 1945, series 2 – bulk 1944-1945, box no. 1, folder no. 18, William B. Simpson World War II Pacific Theatre Collection, Honnold/Mudd Library, Claremont Colleges, Dartmouth, Claremont, USA.

(US Army Forces in the Far East 1945)

Other documents (those that are not archival materials based on the above but are part of the archival collection)

Author or institution (if applicable), name and description of material, date (if there are any), reference code, box number, file/folder/folio number, name of collection, name and location of archive/s.

People of the Philippines versus Camilo Osias, Case no. 3528, Box no. 217-1, Folder no. 1, People's Court Records, University of the Philippines Archives, Diliman, Quezon City, Philippines.

(People of the Philippines versus Camilo Osias n.d.)

Digital sources (indicate the URL after the location of the archive/s)

Author (if available), name of material, reference code, box number, file/folder/folio/number or digital code assigned to the document, name of digital repository or website, URL.

Photo shows an instructor at the U.P. College of Agriculture in Los Baños lecturing to students in a laboratory at the Chemistry Department, RF photo #25122b, box no. 56, folder no. 1312, Rockefeller Foundation Digital History, https://rockfound.rockarch.org/digital-library-listing/-/asset_publisher/yYxpQfeI4W8N/content/classroom-lecture-at-the-university-of-the-philippines-college-of-agriculture.

(Photo shows an instructor at the U.P. College of Agriculture in Los Baños lecturing to students in a laboratory at the Chemistry Department, n.d.)