

## Citing primary sources: archive and non-archive

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This tip sheet is a guide—not an authoritative manual.

If you do not know how to cite an item or if you are citing one not found in this handout, consult *The Chicago Manual of Style* (in print or online), *A Manual for Writers of Term Papers, Theses, and Dissertations* by Kate Turabian or the *Oxford Style Manual*.

A copy of the Chicago manual is available at the Research Help Desk on the main (second) floor of the library (Z253.C572 2010) as is a copy of the Turabian guide (LB 2369 .T8 2007) and the *Oxford Style Manual* (REF PN147.R588 2002).

These materials can also be cited using other styles and you should consult the appropriate manuals.

**Note:** Always ask your instructor which citation style and edition of the relevant style manual to use.

### What is a primary source?

A primary source is a document or physical object which was written or created during the time under study. These sources were present during an experience or time period and offer an inside view of a particular event. They may also present original thinking, new discoveries or new information collected at the time of an event.

### What is an archive(s)?

Sometimes primary sources are found in archival collections. According to the International Association of Archivists, an archive can be defined as an individual item forming part of an archives. An archives can be defined as:

- Preserved, non-current records; these records are preserved either by the creators or others for their own use or the use of others.
- An institution responsible for the acquisition, preservation and communication of archives (i.e., non-current records).
- A building or part of a building in which archives (i.e., non-current records) are preserved and made available for consultation (and can also be called an archive(s) repository or archival depository).

This guide refers both to archives as preserved, non-current records as well as institutions (including

online archives such as the Internet Archive) which preserve and make available these records. These primary sources can be found in/on:

- Public collections such as those at the Archives of Ontario and Library and Archives Canada.
- Institutional collections, such as those in both the Carleton University Archives and Research Collections and the Carleton University Corporate Archives.
- Private collections or online archives such as the Internet Archives.
- Websites, such as the Carleton University website.

These primary sources may be in print or digitized and can include a variety of unpublished materials:

- Manuscripts (textual records):
  - Letters
  - Diaries
  - Organizational records (e.g., minutes, memoranda, correspondence, newsletters, reports)
  - Tributes and public citations
  - Handwritten personal notes
  - Wills, private contracts
- Photographs, films and artwork
- Audio-visual materials (e.g., recorded oral history interviews)
- Maps

### Why is proper citation important?

As per the Turabian *Manual for Writers*, there are several key reasons for including proper citations:

- To give credit to other researchers.
- To establish the accuracy of the facts in your research.
- To follow the research tradition of your discipline.
- To help researchers follow or further your research, which not only leads other researchers back to your sources but also ensures the widest possible access to primary, unpublished evidence.

### Citations: basic elements

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Although the *Chicago Manual of Style* allows two forms of citation (notes and bibliography; and in-text and reference list), this guide will provide citation guidelines for notes and bibliographies.

Notes are either footnotes listed at the bottom of each page or endnotes listed at the end of an essay but before the bibliography.

### Archives/repository materials

Researchers using archived materials need to collect the following basic information in order to cite these sources:

1. Description of the item.
2. Title of the aggregate of items to which it belongs (group or collection).
3. Name and location of the institution (archives/repository) that holds this material.

This information is provided so that other researchers can identify and locate (i.e., access) materials that you have cited.

The Carleton University Library Archives and Research Collections provides the following information for materials housed in its collections and suggests it be used when citing its materials:

1. Fonds
2. File title
3. Date
4. Identifying number (e.g., box or accession)
5. Author and/or creator of the material if different from the title of the fonds.
6. Name of archives (Carleton University Archives and Research Collection)

Other archives may also provide other information about materials in their holdings including a reproduction copy number or microfilm reel number. Individual archives may also recommend a particular format for citing this information and it is important to ask and use this sequencing of information in your citations.

### What is a fonds?

In its standards for archival description, the International Council on Archives defines a fonds as the “whole of the records, regardless of form or medium, organically created and/or accumulate and used by a particular person, family or corporate body in the course of that creator’s activities and functions.”

### Digitized materials and online archives

Increasingly, archived materials are being digitized and made accessible online. Some of these materials are accessible through online archives such as the Internet Archive.

The citations for these sources must include the name of the archive and the stable URL (or other digital identifier) at which the materials were found. The *Chicago Manual of Style* does not require an access date but certain institutional archives (e.g., the Carleton University Corporate Archives) may require this element when materials from their fonds are cited.

Some of these materials, however, are made available through institutional websites but still must be cited with reference to the institutional archives in which they are stored.

### Non-archives/repository materials

Citations for these materials should include:

1. Author
2. Item (e.g., letter, memorandum, report)
3. Date
4. Page number (where applicable)
5. Owner (e.g., researcher or author)

### Published and unpublished materials

Occasionally it can be challenging to decide if particular materials are published or unpublished (e.g., a printed institutional newsletter). Typically, an item is considered published if it is produced by a recognized publisher and could have an identifying number such as an International Standard Book Number (ISBN).

### Notes and bibliographic entries

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According to the *Chicago Manual of Style*, notes, whether footnotes or endnotes, are usually numbered and correspond to superscripted note reference numbers in the text. The bibliography is a list of the sources referred to in a scholarly work and it appears at the end of the work.

### NOTES (footnotes and endnotes)

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#### MANUSCRIPTS

Many primary sources can be treated as manuscripts, although archives typically would refer to these sources as textual records.

A manuscript, as defined by the *Canadian Oxford English Dictionary*, is a book or other form of document such as letters, correspondence, reports, etc., written by hand, not printed.

According to the *Chicago Manual of Style*, in a note, the main element of a manuscript citation is usually a

specific item (a letter, a memorandum, etc.) and is cited first.

The following examples are for the first reference in the notes of a particular source. For subsequent notes for the same source, shorten the note.

General Chicago style format, first note:

1. Author, Item type, date, page number (if applicable), fonds (if applicable), identifying number, file name, archives/repository, location.

General Chicago style format, subsequent note

1. Author, Item type, date, fonds.

## **CORRESPONDANCE (letters)**

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Letters are the exception to the general Chicago style format (as above). The general Chicago style format for letters is:

1. Author to recipient, date, page number, identifying number, file name, archives/repository.

1. W.E. Beckel to Hilda G. Gifford, November 7, 1982, Department of University Communications Fonds, ACC 1996—97, PINFO-28, Fall Convocation, Hilda Gifford File, Carleton University Library Archives and Research Collections, 1.

2. Deborah Ann Norton to the Minister of Education, January 21, 1886, 3, Oxford Township, S.S. #8 (Oxford Mills) Re: Deborah Norton – “alteration of her certificate by principal”; 1885-1886, RG 2-42-0-688, MS 5616, Archives of Ontario.

## **CORRESPONDANCE (other)**

1. Author, type of item, date, file, fonds, location.

1. Alvin Johnson, memorandum, 1937, file 36, Horace Kallen Papers, YIVO Institute, New York.

## **OTHER TYPES OF MANUSCRIPTS (reports etc. excluding ephemera)**

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1. Ben Jones, Honorary Degree Citation for Hilda Gifford, Department of University Communications Fonds, ACC 1996—17 PINFO-28 Convocation Fall 1982, Hilda Gifford File, Carleton University Library Archives and Research Collections, 1982, 1.

2. Thomas K. Rymes, “Threats from Within,” Forum (letters to the editor), *This Week Times Two* 11, no. 6 (Friday, February 7, 1975), Carleton University Library Archives and Research Collections.

3. Sydney Wise, personal diary, 1953, Sydney Wise Fonds, Academic Notes, A-10, Carleton University Library Archives and Research Collections.

4. Certificate 1455-R Carleton University Support Staff Association (March 4, 1976), Carleton University Support Staff Association (Applicant) v Carleton University (Respondent) v Group of Employees (Objectors), Ontario Labour Relations Board Library,

**NOTE 1:** Chicago style indents the first line of the footnote.

**NOTE 2:** Letters and diaries are usually presented in chronological order. For diary entries, dates may be used as headings, and in published correspondence the names of senders or recipients of letters (or both) may serve as headings. The date of a letter may be included in the heading if it does not appear in the document.

## **IMAGES AND FILMS**

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1. Amanda Bankier, Photograph, X10-1, Canadian Women’s Movement Archives (CWMA), P-X10-1-136, Archives and Special Collections, Morisset Library, University of Ottawa, Ontario (Canada).

2. “Pope Production Demo Reel,” DVD-R [n.d.], Canadian Policy Research Network fonds, Box CPRN-011, Carleton University Library Archives and Research Collections.

## **EPHEMERA**

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The International Council of Archives defines ephemera as informal documents of transitory value, sometimes preserved as samples (e.g., pamphlets or invitations).

1. Opening of Rideau River Campus Invitation, 1960, Ronald Woods fonds Box Number A-294 Accession Number 2005-35, Carleton University Library Archives and Research Collections.

## **DIGITIZED ARCHIVES**

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Some archives (unpublished sources) are digitized and posted on institutional websites. However, such sources must still be cited with reference to the institutional archives in which the original copies are permanently stored. Chicago style does not require the date the material was accessed online. However, certain institutional archives may require this information.

1. Carleton University (hereafter CU), Minutes of the 139th Meeting of the Board of Governors, (hereafter BOG), March 28, 1962). Board of

Governors fonds, Carleton University Corporate Archives, Ottawa, Ontario, <http://www6.carleton.ca/records/historic-minutes-of-the-board-of-governors>.

## **ONLINE ARCHIVES**

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Some primary sources are only available online.

1. R.C. McDonald, "Basic Canary Care," Robirda Online, September 12, 2004, Internet Archive, <http://web.archive.org/web/20041009202820/http://www.robirda.com/cancare.html>

1. Jill Vickers, "President's Report," *CUASA News* 5, no. 2 (December 1974): 1, <http://www.cuasa.ca/services/newsletter.php>.

## **NON-ARCHIVES OR REPOSITORY SOURCES**

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Primary sources in private collections are treated like other primary material. Information on the repository is replaced by such wording as: "in the author's possession" or "private collection."

## **MANUSCRIPTS**

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1. Valerie McDougall to Professor R.H. Crowther, Canadian Association of University Teachers, May 9, 1974, 1, in the author's possession.

2. Martin Foss, memorandum to Geoffrey Briggs, July 15, 1974, 1, in the author's possession.

3. Professional Staff Committee, Carleton University Library, Report of York University Meeting of University and College Librarians in Ontario, September 1974, in the author's possession.

## **POSTER SESSIONS**

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1. Martha Attridge Bufton, "A Honey of a Deal: The Labour Activism of Academic Librarians at Carleton University, 1973 – 1976," Poster Session, Concordia Library Research Forum, March 4, 2014, in the author's possession.

## **ORAL HISTORY INTERVIEWS**

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1. Name of interviewee, position/title, organization (if applicable), in oral history interview with the author, date.

1. Susan Jackson, retired librarian, Carleton University, in oral history interview with the author, April 2011.

Subsequent references

1. S. Jackson, oral history interview, April 8, 2011.

## **BIBLIOGRAPHIES**

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Typically, the following elements are included in bibliographic citations:

- The title or description of the aggregate of items (if any) or the individual item (if there is no aggregate)
- The name and location of the archives/repository.

Carleton University Corporate Archives, Ottawa, Ontario  
Carleton University Academic Staff Association fonds  
Carleton University Support Staff Association fonds  
Board of Governors fonds

Oberlin College Archives, Oberlin, Ohio  
Alumni Office. Records (Formers/Graduates), 1833-1990  
Career Development & Placement Office. Records, 1887-1975  
Erwin N. Griswold. Papers, 1936-1982  
Charles Martin Hall. Papers, 1882-1986  
Irving W. Metcalf. Papers, 1881-1948  
Secretary's Office. Records, 1834-1989

## **OTHER CITATION GUIDES**

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- The Archives of Ontario ([http://www.archives.gov.on.ca/en/access/documents/customer\\_service\\_guide\\_107\\_citing\\_archival\\_records.pdf](http://www.archives.gov.on.ca/en/access/documents/customer_service_guide_107_citing_archival_records.pdf))
- Library and Archives Canada (<http://www.collectionscanada.gc.ca/005/005-6070-e.html>).

## **NEED MORE HELP?**

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### **Writing Tutorial Service**

Location: RM 404, MacOdrum Library  
Telephone: 613-520-2600, ext. 1125

<http://www2.carleton.ca/sasc/writing-tutorial-service/>

### **Research Help Desk**

Location: Main (2<sup>nd</sup>) floor, MacOdrum Library  
Telephone: 613-520-2735

[www.library.carleton.ca](http://www.library.carleton.ca)