Worksheet: Citing Unpublished Archival Materials from the Denison University Archives & Special Collections

The biggest goal for citing material is that someone can come back later and find the exact same item with ease. Archival materials are usually arranged as follows:
Repository > Collection > Box > Folder > Item

Look at your item:

- **Repository**: Denison University Archives & Special Collections (ไหว้ freebie!)
- **Collection**: Is there a call number on the box? __________________________
  - What is the Record Group (usually a number)? __________________________
  - What is the Series/Sub-series (usually letters)? __________________________
- **Box**: What is the box title? _________________________________________
  - What is the box number? _____________________________________________
  - What is the box date(s)? _____________________________________________
- **Folder**: What is the folder title? ________________________________
  - What is the folder number? __________________________________________
  - What is the folder date(s)? __________________________________________
- **Item**: What is the item title? _______________________________________
  - What is the item number? ____________________________________________
  - What is the item date(s)? ____________________________________________

In some cases, you may not be able to answer all of the above questions. But fill in as much information as you possibly can and ask the Archivist to help fill in the gaps.

Once you have your info, plug your components into a citation as follows:

Example: **Letter from Joel P. Smith to The Black Student Union, 9 January 1970.**
Folder: Black Students’ Demands 1968-Feb 1970, Box 2: History to 1970, RG01 The University, Series H History, **Denison University Archives & Special Collections.**

Note: Before submitting your citations, you should consult with your professor regarding citation styles to see if there are certain requirements you should fulfill for your assignment.
Worksheet: Citing with Chicago Manual of Style

When working with published materials like books, your professor may want you to use Chicago Manual of Style in your research paper. For each of the items that you’re using, you’ll need to create two different types of formats for your citations: a footnote and a bibliography.

**Footnotes**
It’s very easy to create footnotes in Microsoft Word. Just go to the Insert menu and choose Footnote. Keep the default settings and choose Continue. Word will add a tiny number to your document and push the cursor down to the bottom of the page for you to type your text.

Things you need to know:
- When citing a source for the first time, always cite in full. 1
- Subsequent footnotes of the same source (consecutively listed) are replaced with the word *ibid*, followed by the page number. Here is an example: 2
- Subsequent footnotes of the same source (not consecutively listed) are shortened. 3
  Here is an example: 4
- Elements are separated by commas, then have a period at the very end.

**Bibliography**
At the end of your paper, include an entire list of all of the sources that you have used. These are formatted a little differently than the footnotes. Here’s an example:

**Pollan, Michael. The Omnivore’s Dilemma: A Natural History of Four Meals. New York: Penguin, 2006.**

Things you need to know:
- Sources must be listed alphabetically.
- References should be indented after the first line if it is multiple lines long.
- Authors names are listed as Last Name, First Name.
- Elements are separated by periods, not commas.

**For more help:**
- Visit the library’s Reference Desk. A librarian can help you create your citations and even tell you about software programs that can help you manage citations. There is usually a librarian on call or at the desk from 9 am – 10 pm, Mon-Thurs and 9 am – 5 pm Fri.


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2 Ibid.
3 Pretend like this is another, different source that I’m citing.
4 “Citing and referencing: Chicago.”