**Suggested Guide for Citing Special Collections and Archival (SC&A) Sources**

Because special collections and archival sources are inherently rare and unique, citations for these types of materials may not uniformly follow a specific format. Keep in mind that *the purpose of the citation is to describe what the source is and where/how it may be found.*

Repositories of special collections and archival materials often provide instructions or recommendations for citing their unique collections—check the institution's website or ask a staff member.

**Common elements included in citations for SC&A materials**

**Notes: (for a specific item)**

1. Title of the Item
2. Name of the Author/Creator
3. Date of creation/publication
4. Title of the Collection
5. Folder and Container (may be applicable when citing a specific item or group of records from a manuscript or archival collection.)
6. Series and Sub-Series (may be applicable when citing a specific item or group of records from a manuscript or archival collection.)
7. Repository Name and Location

**Bibliography: (for a collection)**

1. Title of the Collection
2. Name of the Author/Creator
3. Date or dates (of the collection)
4. Repository Name and Location

[Rare Books: Be sure to include information on the particular copy or edition you are citing (if applicable). For notes, you will need to include the page or pages or unique attribute to which you are referring.]
The following examples follow Chicago Style – Notes, then Bibliography

Always check with your instructor for specific guidance.

**Rare Book**


**Personal Papers or Archival Records Collection**


Goucher, John Franklin Papers, 1850 – 1915. Special Collections and Archives, Goucher College Library, Baltimore, Md.


General Archives Record Group. Special Collections and Archives, Goucher College Library, Baltimore, Md.

**Item from Student Scrapbook from College Archives**


Scrapbook Collection. Goucher College Archives. Goucher College Library, Baltimore, Md.
Recording in Goucher College Digital Library


Photograph in Goucher College Digital Library


Article in Goucher College Digital Library


Additional resources:

Perdue Online Writing Lab

https://owl.english.purdue.edu/owl/resource/717/01/

The Chicago Manual of Style Quick Guide Online

http://www.chicagomanualofstyle.org/tools_citationguide.html

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