

Suffolk University Archives

Guide to Citing Collection materials

When citing collection materials from the Suffolk University Archives, it is helpful to provide the following elements: item description; folder title; or box number; series title; subgroup title; collection title; and name and location of repository.

General Citations

Manuscripts

[item], [folder title], [series title (if any)], [collection name], Suffolk University Archives, Suffolk University; Boston, MA.

Example:

Rainbow Trail, mss, pp. 1-509, ca. 1959, 1.2 Books-Unpublished, Gleason L. Archer Personal Papers (MS 108), Suffolk University Archives, Suffolk University; Boston, MA.

[item], [folder title], [series title (if any)], [collection name], John Joseph Moakley Archive, Suffolk University; Boston, MA.

Example:

“Major Components of Compromise Fire-Safe Cigarette Legislation”, H.R. 3605 legislative file, Legislative Assistant Files, MS 100, John Joseph Moakley Archive, Suffolk University; Boston, MA.

Photographs

[description of image], [identification number or name], [Collection name]; Suffolk University Archives, Suffolk University; Boston, MA.

Example:

French Club, 1949, 1959; photograph, SUJ/004, Suffolk University Archives, Suffolk University; Boston, MA.

[description of image], [identification number or name], [Collection name]; John Joseph Moakley Archive, Suffolk University; Boston, MA.

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Example:

Press Conference on Tobacco Institute Conference, photograph, P102, MS 100, John Joseph Moakley Archive, Suffolk University; Boston, MA.

Oral Histories

[Interview title and date], [identification number], John Joseph Moakley Archive, Suffolk University; Boston, MA.

Example:

Oral history interview of Stephen LaRose, 17 March 2003, OH-003, John Joseph Moakley Oral History Project, John Joseph Moakley Archive, Suffolk University, Boston, MA.

Bibliographic Citations

Manuscripts

Examples:

Archer, Gleason L., Personal Papers. Suffolk University Archives, Suffolk University, Boston.

Moakley, John Joseph. Papers. 1927-2001. John Joseph Moakley Archive and Institute, Suffolk University, Boston.

Suffolk University Archives. Suffolk University, Boston.

Interviews

Example:

LaRose, Stephen. Oral history interview of Stephen LaRose, 17 March 2003, John Joseph Moakley Oral History Project, John Joseph Moakley Archive and Institute, Suffolk University, Boston.