



Guide to Citing Collections

Below the Archives has provided researchers citation examples for the Chicago Manual of Style and the American Psychological Association Publication Manual (we do not provide examples for MLA, as the guide does not clearly state how to handle archival collections). In addition to these examples we recommend that each researcher consult the handbook/guide for the citation style they are using. In general 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.

1. Chicago Manual of Style (15th edition) Notes/In-text citations and Full Bibliography system:

Interview- Bibliographic citation (rule 17.205)

Interviewee Last Name, First Name. Interviewed by First Name Last Name. Brief identifying information. Date of interview. If a tape or transcript is available. Name of repository.

Example-

Moakley, John Joseph. Interviewed by Robert Allison and Joseph McEttrick. John Joseph Moakley Oral History Project, OH-001. 2 April 2001. Transcript and video recording available. John Joseph Moakley Archive and Institute, Suffolk University, Boston, MA.

Interview- In-text citation (rule 17.205)

Name of interviewee, interviewed by, date of interview, brief identifying material, transcript and tape if available, name of repository.

Example-

John Joseph Moakley, interviewed by Robert Allison and Joe McEttrick, 2 April 2001, OH-001, transcript and video recording, John Joseph Moakley Oral History Project, John Joseph Moakley Archive and Institute, Suffolk University, Boston, MA.

Manuscript collections- Bibliographic citation (rule 17.222, 17.223)

Name of collection. Name of repository. Location of repository.

Example-

Moakley, John Joseph Papers. John Joseph Moakley Archive and Institute. Suffolk University. Boston, MA.

Manuscript collections- In-text citation (rule 17.223) Note: Because there is no set formula for manuscript collections we recommend that the series information contains the box and folder numbers for the item being noted.

Title of item, date of item, series title/information, name of collection, name of repository, location of repository.

Example-

Dear Friend Letter dated 11/11/1972, MS100/05-033, MS100 Congressman John Joseph Moakley Papers, John Joseph Moakley Archive and Institute, Suffolk University, Boston, MA.



2. APA Publication Manual (6th edition):

Interviews- Bibliographic citations (rule 7.10-69) Note: APA Style makes the distinction between interviews with a recording and transcriptions of recorded interviews. The Moakley Oral History Project has audio/video and transcripts for all interviews therefore use the “Interview recorded and available in an archive” format:

Author, A. (Year Month Day). Interview by A.A. Author. [Format of recording]. Name of Collection (Call number, Box number, File name or number, etc.). Name and Location of Repository.

Example-

LaRose, S. (2003 March 17). Interview by B.A. Bower [Tape Recording] John Joseph Moakley Oral History Project, OH-003. John Joseph Moakley Archive and Institute, Suffolk University, Boston, MA.

Interviews- In-text citations (rule 6.11) Note: no specific style for interviews therefore follow author-date format.

Author Last name (date)

Example-

LaRose (2003)

Manuscript collections- Bibliographic citations (rule 7.10)

Author, A. (Year Month Day). Title of Material. [Description of Material]. Name of Collection (including series information). Name and Location of Repository.

Example-

Moakley, J.J. (1972, November 11). [Dear Friend letter]. John Joseph Moakley Archive and Institute, Suffolk University, (MS100/05-033). Boston MA.

Manuscript collections- In-text citations (rule 6.11) Note: Because APA states that it is important to provide enough information to help other researchers retrace your steps and because no specific style exists for items in a manuscript collection we recommend researchers follow author-date format with the addition of series information. Please consult your professor for more information.

Author Last Name (date, series information)

Example-

Moakley (1972, MS100/05-033)