

# Archival Citations

Archival materials need to be cited in your research, whether you refer to a source, quote directly from it, paraphrase it, or reproduce an image in your work. The form of your citation is determined both by where it appears in your paper and by the citation format required by your professor or research discipline (e.g., APA, MLA, Chicago).

This guide provides advice for what information to include regardless of citation style. Providing adequate information will ensure anyone can find a clear link to the materials from GVSU's Special Collections and University Archives.

The aim of an archival citation is to include enough information to be able to identify and locate the specific item used.

**Regardless of format, archival citations usually include:**

## Descriptive Information

1. **Title.** This could be the title of the folder the item is located in, the title of the publication, or a short descriptive title you've created.
  - a. Annual enrollment report
  - b. Illustrated map of Grand Valley State University
2. **Creator/author name(s).** This could be the name of sender and recipient of a letter, the author of a report, or the names of an interviewer and interviewee.
3. **Date.** This could be date of creation, date a speech was given, or other clarifying information.

In some cases, not all of this information will be available. In those cases, it is acceptable to indicate the information is lacking. See below for a sample.

## Discovery Information

1. **Collection name.** The name of the collection given by the archives to which the item belongs.
  - a. Joseph P. Olexa WWII memoir and correspondence
  - b. University promotional materials
2. **Collection identifier.** The unique reference code given to the collection by the archives. It is the equivalent of a library call number, used to identify and locate a book.
  - a. GV013-01
  - b. RHC-93\_Olexa\_1946-08-28
3. **Series or subseries** (if applicable). Some collections will be divided into series and subseries. Providing this information helps the researcher locate information more quickly.

4. **Box/Folder number.** The number of the box and folder in which the item is stored.

## Repository Information

1. **Repository name/name of holding institution.** Grand Valley State University Special Collections and University Archives.
2. **Repository location.** Grand Valley State University Libraries, Allendale, MI.

NOTE: Digital object records and Finding Aids found in our online databases may include preferred citation guides. These guides may require reformatting or additional information to meet the requirements of the citation format you are using.

## Sample Citations

### Letter

Joseph Olexa to Agnes Van Der Weide, 13 July, 1943, RHC-93, Box 3, Folder 5, Joseph P. Olexa Papers, Grand Valley State University Special Collections and University Archives, Grand Valley State University Libraries.

### Scrapbook

Honors Institute for Young Scholars Scrapbook, RHC-38. Grand Valley State University Special Collections and University Archives, Grand Valley State University Libraries.

### University Report

Annual Security and Fire Safety Report, 2013. Public Safety Services, GV249-01, Box 1. Grand Valley State University Special Collections and University Archives, Grand Valley State University Libraries.

### Photograph

Angus, Donald James (D.J.), "D.J. Angus filming a storm from Grand Haven pier," 1934. RHC-04. Grand Valley State University Special Collections and University Archives, Grand Valley State University Libraries. <https://digitalcollections.library.gvsu.edu/document/21330>.

### Unknown Information

Memo from unknown to M. Morales. Undated. RHC-000, Early Superheroes Collection. Grand Valley State University Special Collections and University Archives, Grand Valley State University Libraries.