

THE ESSENTIAL ELEMENTS

The following elements are the basic information you need for a complete citation in your bibliography.

- 1 . **Author or creator's name.**
- 2 . **Title of the work.**
- 3 . **Date.**
- 4 . **Publication information.**
- 5 . **Collection name.**
- 6 . **Box and folder.**
- 7 . **Repository.** That's us, the Michigan Technological University Archives & Copper Country Historical Collections, Houghton, Michigan.

WHAT ELSE SHOULD I KNOW?

Here are some websites that give additional information on the Big Three citation styles: APA, the Chicago Manual, and MLA. Check with your instructor on their preference.

The OWL at Purdue

<http://owl.english.purdue.edu/owl/>

This Online Writing Lab at Purdue has guides for using MLA and APA citation styles.

The Chicago Manual of Style Online

<http://www.chicagomanualofstyle.org/home.html>

J.Blair 2007

Michigan Technological University Archives & Copper Country Historical Collections



Hours
2007-08

Mon	10	-----	5
Tues	12	-----	5
Weds	12	-----	8
Thurs	12	-----	5
Fri	10	-----	5

J. Robert Van Pelt Library

1400 Townsend Drive
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HOW TO CITE ARCHIVAL SOURCES

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CITATION GUIDE

There is no single perfect way to cite material discovered while researching in an archives. That's the nature of research using primary sources. Here are some tips that will help you with your bibliography.

Material from our Book Collection should be cited just as you would any other book or journal article. Check with your instructor for preferred citation style.

The following are examples of the kinds of resources most often used in the Archives.

VERTICAL & PHOTO FILES

Vertical files contain newspaper clippings, brochures, brief manuscripts, and other ephemera. Describe the item by name or title, author, date, and name of file.

"Friends of the Italian Hall Prospective Board Members," Feb. 4, 1981. Copper Country Vertical File: Disasters-Italian Hall Disaster (1913). MTU Archives & Copper Country Historical Collections, Michigan Technological University, Michigan.

"Kerber Jacob's Quarry," photograph. Date unknown. Copper Country Photo File: Quarries. MTU Archives & CCHC.

"Wolf survival hinges on attitude change." Daily Mining Gazette, undated article. CCVF: Mammals – Wolves. MTU Archives & CCHC.

Take comprehensive notes while doing research! It is better to have more information than you need when the paper is due tomorrow and the Archives are closed!



DIGITAL IMAGES & PHOTOS

DigArch image

Photograph No. Nara 42-66, "Bartender Training Dog." Date unknown. Nara Photographic Collection. MTU Archives & Copper Country Historical Collections, Michigan Technological University, Michigan. http://digarch.lib.mtu.edu/showbib.aspx?bib_id=603763#. Accessed 3/23/07.

Include the URL and date accessed if it's from the Keweenaw Digital Archives.

<http://digarch.lib.mtu.edu/>

HELPFUL HINT

Abbreviations

Use abbreviations in your bibliography. After using the full name at the first instance, you may abbreviate appropriately. See examples (MTU Archives, and CCVF) in this brochure under the heading Vertical & Photo Files.

MANUSCRIPT COLLECTIONS

Letter (unpublished)

Edwards, A.H.. Letter to William Sutter. Dec. 19, 1909. Copper Range Company Collection, Acc. #996. Box 3, Folder 9. MTU Archives & Copper Country Historical Collections, Michigan Technological University, Michigan.

Company records

Maki, Wilbur. Employment record. Quincy Copper Mining Company Collection., MS-001. Box 231. MTU Archives & Copper Country Historical Collections, Michigan Technological University, Michigan.

MICROFILM RECORDS

Newspaper

Author, (Date). Name of article. Daily Mining Gazette, Section Page. Reel #, Microfilm Collection, MTU Archives & Copper Country Historical Collections, Michigan Technological University, Michigan.

Federal & State Census

Portage Township, Houghton County, MI. (1890). Federal Census. Microfilm Collection, MTU Archives & Copper Country Historical Collections, Michigan Technological University, Michigan.

MAPS

Map of Svalbard, 1902 [Cartographic record]. Map Folder 99 b. Map Collection, MTU Archives & Copper Country Historical Collections, Michigan Technological University, Michigan.