

How to Cite Individual Items from the Archives

1. Identify Item – give enough information to identify the particular document, photograph or map that you are citing from.

Example: Tutoring Testing Center: Brochures and Promotionals.

2. Identify the Folder – record the exact designation identifying the folder the item is stored in.

Examples: Folder 1; Folder 4f

3. Record the Series, Subgroup, Record Group and Collection – cite the collection and both the name and the number of the Record Group and Subgroup the folder is filed under.

Example:

Tutoring Testing Center, Series 4

Bruckner Learning Center, Subgroup 1

Center for Academic Support & Advising Services, Record Group 31

Collection – Liberty University

4. Identify the Repository

Example: Liberty University Archive, Lynchburg, VA

Full Example:

Tutoring Testing Center: Brochures and Promotionals; Folder 1; Tutoring Testing Center, Series 4; Bruckner Learning Center, Subgroup 1; Center for Academic Support & Advising Services, Record Group 31; Liberty University; Liberty University Archive, Lynchburg, VA.

Thereafter the citation can be summarized as:

Tutoring Testing Center; Folder 1; RG LU 31-1-4; LUA