



How to Cite Archival Sources from the Spelman College Archives

For researchers publishing works utilizing materials from the Spelman College Archives we kindly request two courtesy copies of any publication using our archival collections.

The primary purpose of a citation is to document your research sources in a way that you (and others) can find these sources again at a later date. Archival materials are unique and are not usually cataloged at the item level, so they are cited in a special way - different than books and other published materials. Therefore it is very important to note pertinent information related to a particular item from the collection's finding aid as well as the box and folder labels for a particular item.

These are general the essential elements to take note of when citing information from the archives

- Author or creator's name
- Title of the work
- Date
- Publication Information
- Collection Name
- Box and Folder number
- Repository name (In this case, that would be Spelman College Archives)

When citing materials in the footnotes, endnotes, or bibliography, please check with your instructor on the use of the preferred style - The main three styles typically used in academic writing are ALA, APA, or Chicago Manual of Style.

General Citation Formats

Manuscripts

Footnotes or Endnotes:

[Item description], [date], [box number], [folder number], [collection name], Spelman College Archives, Atlanta, Georgia

Example:

Letter, Sophia Packard to Harriet Giles, 14 April 1881, Box 1, Folder 1, Sophia Packard Papers, Spelman College Archives, Atlanta, Georgia

Bibliography:

[Collection name], [collection dates], Spelman College Archives, Atlanta, Ga.

Photographs

Many of the images in the Spelman College archives are part of a larger photographic collection entitled the Spelman College Archives Photographic Collection. In that case, the collection name would be ***“Spelman College Archives Photographic Collection”***

If the photograph has a known title, it typically goes in quotation marks. If the photo has no title, include a brief description of the photograph. Please see the examples below.

Footnotes or Endnotes:

[Description/or title of the image], [date], [box number – if applicable], [folder number – if applicable], [collection name – if applicable], Spelman College Archives, Atlanta, Ga.

Example:

Photograph, “Audre Lorde and Adrienne Rich”, c. 1975, Box 3, Folder 4, Audre Lorde Papers, Spelman College Archives, Atlanta, Ga.

Photograph, Spelman students in Sisters Chapel, 1940, Spelman College Archives Photographic Collections, Spelman College Archives, Atlanta, Ga.

Bibliography

[Collection name], [collection dates], Spelman College Archives, Atlanta, Ga.

Books and Spelman College Publications

Published materials in the Spelman College Archives should be cited as any other book or journal article. Please check with your course instructor on the preferred citation style (ALA, APA, Chicago Manual of Style for example).

If you have any questions about citing materials from the Spelman College Archives please contact

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