

ARCHIVAL CITATION GUIDE

Archival sources are cited differently than publications, in part because archival records are unpublished and lack bibliographic information. This guide provides a brief overview of how to cite archival sources in footnotes/endnotes and bibliographies according to [The Chicago Manual of Style](#). Please note that most information required for citations is located in the finding aids in the Archives' online descriptive database (<http://archives.eclibrary.ca/>).

FOOTNOTES/ENDNOTES

The format of a footnote or endnote is as follows:

Description of item (or title if given), date (day month year), reference code (of item, or of file if item does not have its own code), name of fonds/collection, name of archival repository, location of repository (city, province).

Example (textual record): Letter from J. W. Trusler to Herb Brown, 12 May 1960, CA ON00408 F028-S01-0113-02, J. W. Trusler fonds, Nipissing University and Canadore College Archives and Special Collections, North Bay, Ontario.

Example (photograph): Grand lodge convention, May 1950, CA ON00408 F014-0003-10, Lady Patricia Ladies' Orange Benevolent Association fonds, Nipissing University and Canadore College Archives and Special Collections, North Bay, Ontario.

BIBLIOGRAPHY

If you cited multiple items from the same fonds or collection, cite the fonds/collection as a whole according to this format:

Name of fonds/collection. Name of archival repository, location of repository.

Example: Maitland Goldwin Gould fonds. Nipissing University and Canadore College Archives and Special Collections, North Bay, Ontario.

If you cited only a single item from a fonds/collection, cite it according to this format:

Last name of author, first name. Description of item (or title if given). Date (day month year). Reference code (of file if item does not have its own code). Name of fonds/collection. Name of archival repository, location of repository.

Example: Trusler, J. W. Letter from J. W. Trusler to Herb Brown. 12 May 1960. CA ON00408 F028-S01-0113-02. J. W. Trusler fonds. Nipissing University and Canadore College Archives and Special Collections, North Bay, Ontario.