

## THE ESSENTIAL ELEMENTS

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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 Tech Archives & Copper Country Historical Collections.

## WHAT ELSE SHOULD I KNOW?

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Here are some websites that give additional information on citation styles. Check with your instructor on their preference.

JR Van Pelt & Opie Library Sources for Citation Style Manuals  
[www.mtu.edu/library/research/citation-support/](http://www.mtu.edu/library/research/citation-support/)

The OWL at Purdue - this Online Writing Lab at Purdue has guides for using MLA and APA citation styles.  
<http://owl.english.purdue.edu/owl/>

The Chicago Manual of Style Online  
<http://www.chicagomanualofstyle.org/home.html>

J.Blair 2011

## Michigan Tech Archives & Copper Country Historical Collections



*Brockway Family Collection, Image #02577*

### Hours

Monday – Friday  
10 a.m. – 5 p.m.

J. Robert Van Pelt Library  
1400 Townsend Drive  
Houghton, MI 49931-1295  
Phone (906) 487-2505  
Fax (906) 487-2357

[copper@mtu.edu](mailto:copper@mtu.edu)

<http://www.mtu.edu/library/archives/>

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# HOW TO CITE ARCHIVAL SOURCES

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## Michigan Tech Archives & Copper Country Historical Collections



*Nara Photographic Collection, Image #42-266*

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Houghton, MI 49931-1295  
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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). Michigan Tech Archives & Copper Country Historical Collections.

“Kerber Jacob’s Quarry,” photograph. Date unknown. Copper Country Photo File: Quarries. Michigan Tech Archives & Copper Country Historical Collections.

“Wolf survival hinges on attitude change.” Daily Mining Gazette, undated article. CCVF: Mammals – Wolves. Michigan Tech Archives & Copper Country Historical Collections.

*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. Michigan Tech Archives & Copper Country Historical Collections. [http://digarch.lib.mtu.edu/showbib.aspx?bib\\_id=603763#](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/>

## MAPS

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

## MANUSCRIPT COLLECTIONS

### Letter (unpublished)

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

### Company records

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

## MICROFILM RECORDS

### Newspaper

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

### Federal & State Census

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

## HELPFUL HINT

### Abbreviations

You can use abbreviations in your bibliography if you include a key. For example, abbreviate Michigan Tech Archives & Copper Country Historical Collections as MTA & CCHC, or Copper Country Vertical Files as CCVF.