

# CITING DIGITAL COLLECTIONS

## Helpful Hints



When working in an Archive, note the following information to include in your citation:

- **Box number**
- **Folder number**
- **Collection name**
- **Author or photographer**
- **Relevant dates**
- **If referencing clippings, photocopies, or scans from publications, the name of the publication copied/clipped from is required**

## APA Style

Author, A. A. (Year, Month Day). Title of material. [Description of material]. Name of Collection (Call number, Box number, File name or number, etc.). Name of Repository, Location

## MLA Style

Author (last name, first name). Title/description of material. Date (day month year). Call number, identifier or box/folder/item number. Collection name. Name of repository, location.

## Citation Formatting (Basic Elements)

- Although citation formats differ, these are the basic elements present regardless of format (Ex. APA, MLA, Chicago, Etc.)
  - [Creator]
  - [Date of Creation]
  - [Object, Item, Image Title]
  - [Collection Name]
  - [Repository Name]
  - [Date Accessed]
  - [Collection Location/Holder]
  - [Citable URL]

## Online Resources

- Citation Machine
  - <https://www.citationmachine.net/>
- Gould Library
  - <https://gouldguides.carleton.edu/citation/archives>
- CSULA LIBRARY CITING RESOURCES
  - <https://libguides.calstatela.edu/c.php?g=892212&p=6415275>