

Augustana College

Special Collections

Citing Materials in Special Collections

The collections in Special Collections usually bear the name of the creator or donor of the materials. **'papers'** is used to describe the collection of an individual or family; **'records'** is used to describe the collection of an organization or business. **'collection'** is used to describe a collection assembled on a certain subject. These are always lowercase.

Small collections and miscellaneous materials are stored in the **vertical files**. You can use the label of the vertical file as the title of the collection.

General citation format:

Title, date, Folder, Box, in MSS Number Collection Name, Special Collections,
Augustana College, Rock Island, Illinois.

Item in a collection:

Individual items should be entered using the title assigned to them (if any) or by a brief description. Descriptive terms such as *diary*, *correspondence*, *memo*, etc., are usually capitalized but are not enclosed in quotation marks. You may not always know dates, folder numbers, or box numbers, but include them if you do.

Letter [example]:

Fulbright, J. William, Letter to Richard A. Johnson, 1 September 1944, Folder 3, Box
2, in MSS 118 Richard A. Johnson papers, Special Collections, Augustana
College, Rock Island, Illinois.

Miscellaneous Document [examples]:

Immigrant Contract, 7 May 1912, Folder 2, Box 1, in MSS 134 Emil Alfred Swanson
papers, Special Collections, Augustana College, Rock Island, Illinois.

Receipt, 16 August 1960, Box 1, in MSS 226 Augustana Woman's Club records,
Special Collections, Augustana College, Rock Island, Illinois.

Item in a Vertical File:

[Example]:

"Hero Street Seeks to Honor Its Hispanic Warriors," in the Silvis, Illinois–Hero Street
vertical file, Special Collections, Augustana College, Rock Island, Illinois.

Photographs:

Photographs can be cited by a brief description or title and the photograph's ID number.

[Examples]:

Aerial view of campus, circa 1940, Photo C-D77, Special Collections, Augustana College, Rock Island, Illinois.

West End Settlement building, 22 October 1914, 27.L-W.gp.2.62, Image Box 20, in MSS 27 John Henry Hauberg papers, Special Collections, Augustana College, Rock Island, Illinois.

Published Materials in a Collection or Vertical File:

Cite the item as you would normally (MLA/CMS documentation style), following the conventions for a book, newspaper, periodical, etc., and then add the location in Special Collections.

[Examples]:

Sager, Mike. "Gut Check in the Heartland." Rolling Stone 7 Jan. 1993: 30-31, 54.
From the Augustana College Football-1993 vertical file, Special Collections, Augustana College, Rock Island, Illinois.

Schlafly, Phyllis. A Choice Not an Echo. Alton, IL: Pere Marquette Press, 1964. From Box 8, MSS 156 Peter Beckman teaching collection, Special Collections, Augustana College, Rock Island, Illinois.

Some materials in Special Collections might not fit into these citation formats. Please feel free to ask for assistance.

These citations are intended as a guide and are modeled after the MLA documentation style; please speak with your instructor about his or her expectations.