



Citing Materials from the Archives and Special Collections

General Information

Notes

For notes, the parts included are:

- item information – creator, title, date, box number, file number
- record group/collection information – collection name, collection number (if available), subgroup or series name (if applicable)
- repository information – this is always St. Catherine University Archives and Special Collections, St. Paul, MN

When citing published material within a collection, such as a newsletter or book, construct the item information as for any other publication and add the record group/collection and repository information at the end. For example:

8. Mary Jane Voss, "BrightSide: Our Mission at Work," *Colleagues* 26, no. 3 (2017), box 944, Teaching-Learning Network Records, UA.4.F1, St. Catherine University Archives and Special Collections, St. Paul, MN.

Bibliography

In the bibliography, if more than one item from a collection is cited in the text or notes, leave off the item information and just use the record group/collection information and the repository statement. However, if only one item from a given collection is being cited and it is considered important, include the item information in the bibliography.

University Archives Citations

Note format

[Creator's name], [Title], [Date], box [#], [Name of record group], [Name of subgroup], [Record group number], St. Catherine University Archives and Special Collections, St. Paul, MN.

4. Letter from William Shimer to S. Antonia McHugh, 22 September 1937, box 10, file 4, Phi Beta Kappa Records, UA.4.E7, St. Catherine University Archives and Special Collections, St. Paul, MN.

5. "Articles of Agreement Between the College of St. Catherine and Walter Butler Company Covering Construction of 'Health and Physical Education Center'," 16 January 1931, box 742, Buildings and Grounds Records, Fontbonne Hall, UA.1.E5, St. Catherine University Archives and Special Collections, St. Paul MN.

6. Photograph of faculty members in "jail" during May Fete, 1966, box 402, file 6, University Photograph Collection, St. Catherine University Archives and Special Collections, St. Paul, MN.

Bibliography format

[Creator's name]. [Name of record group], [Name of subgroup], [Record group number]. St. Catherine University Archives and Special Collections, St. Paul, MN.

St. Catherine University. Phi Beta Kappa Records, UA.4.E7. St. Catherine University Archives and Special Collections, St. Paul, MN.

St. Catherine University. Buildings and Grounds Records, Fontbonne Hall, UA.1.E5. St. Catherine University Archives and Special Collections, St. Paul, MN.

University Photograph Collection. St. Catherine University Archives and Special Collections, St. Paul, MN.

Special Collections Citations

Note format

[Creator's name], [Title], [Date], box [#], file [#], [Collection name], [Series/subseries name(s)], St. Catherine University Archives and Special Collections, St. Paul, MN.

21. Church-Community Corporation, "Newport's First Solar House," box 10, file 1, Ade Bethune Papers, Church Community Housing Corporation Materials, St. Catherine University Archives and Special Collections, St. Paul, MN.

22. Ruth Sawyer Durand, "A Doorway into Spain," 1967, box 1, file 9, Ruth Sawyer Durand Papers, Writings, St. Catherine University Archives and Special Collections, St. Paul, MN.

23. Board meeting minutes, 1958-1959, box 1, file 1, Catholic Interracial Council of the Twin Cities Records, St. Catherine University Archives and Special Collections, St. Paul, MN.

Bibliography format

[Creator's name]. [Collection name], [Series/subseries name]. St. Catherine University Archives and Special Collections, St. Paul, MN.

Bethune, Ade. Papers. Church Community Housing Corporation Materials. St. Catherine University Archives and Special Collections, St. Paul, MN.

Durand, Ruth Sawyer. Papers. St. Catherine University Archives and Special Collections, St. Paul, MN.

Catholic Interracial Council of the Twin Cities. Records. St. Catherine University Archives and Special Collections, St. Paul, MN.

Scrapbook Citations

Note format

Entire scrapbook

[Creator's name], scrapbook, [date], [box number], Scrapbook Collection, St. Catherine University Archives and Special Collections, St. Paul, MN.

1. Verla Phillips, scrapbook, 1943-1945, box 44, Scrapbook Collection, St. Catherine University Archives and Special Collections, St. Paul, MN.

Specific item from scrapbook

[Item], [date], [creator's name] scrapbook, [box number], Scrapbook Collection, St. Catherine University Archives and Special Collections, St. Paul, MN.

2. Liberty pass, 4 June 1944, Verla Phillips scrapbook, box 44, Scrapbook Collection, St. Catherine University Archives and Special Collections, St. Paul, MN.

3. News clipping, "Stationed in Italy," 10 February 1944, Verla Phillips scrapbook, box 44, Scrapbook Collection, St. Catherine University Archives and Special Collections, St. Paul, MN.

Bibliography format

[Creator's name]. Scrapbook. Scrapbook Collection. St. Catherine University Archives and Special Collections, St. Paul, MN.

Phillips, Verla. Scrapbook. Scrapbook Collection. St. Catherine University Archives and Special Collections, St. Paul, MN.

Yearbook Citations

Note format

4. College of St. Catherine, *La Concha* (St. Paul, MN: 1941), St. Catherine University Archives and Special Collections, St. Paul, MN.

5. College of St. Catherine, *Etos* (St. Paul, MN: 1979), St. Catherine University Archives and Special Collections, St. Paul, MN.

Bibliography format

College of St. Catherine. *La Concha*. St. Paul, MN: 1941. St. Catherine University Archives and Special Collections, St. Paul, MN.

College of St. Catherine. *Etos*. St. Paul, MN: 1979. St. Catherine University Archives and Special Collections, St. Paul, MN.