

## Special Collections & College Archives, Musselman Library, Gettysburg College

# Citation Guide

When citing materials from Special Collections, please cite the full name of the collection and of Special Collections. Not all materials will have full citation data, in which case you may leave that part of the citation out or put “unknown” as your professor prefers. Please see your professor for the proper style and any special concerns. Some examples are below:

### Artifact:

Creator. Date. Title. Medium (if relevant). Name of collection. Name of repository, Place.

#### *Example*

Gettysburg College Centennial Button. Button Pin. Historic Gettysburg College Artifacts & Memorabilia.  
Special Collections & College Archives/Musselman Library, Gettysburg College.

### Book/Pamphlet

Cite these as you would an ordinary book (or eBook, if an online version)

Author/Creator. *Title*. Place of Publication: Publisher, Date. Number of Collection: Name of Collection.  
Name of repository, Place.

#### *Example*

Gladfelter, Charles. *A Salutary Influence: Gettysburg College, 1832-1985*. Mechanicsburg, PA: W&M Printing, Inc., 1987.  
Junior Class of 1941. *1941 Spectrum*. Gettysburg, PA: Gettysburg College, 1941.  
Valentine, Milton. *Full Fidelity to God's Gifts*. August 9, 1868. GettDigital: Pamphlet Collection, Special Collections & College Archives/Musselman Library, Gettysburg College.

### GettDigital Collection Materials:

If citing a pamphlet, book, letter, etc., follow the citation instructions for the item and then include the date of access and hyperlink as indicated below.

Creator. Date. Title. GettDigital: Name of Collection, Name of repository, Place. Date of Access, link-to-item

### *Example*

Pear-shaped Snuff Bottle. Qing Dynasty. GettDigital: Asian Art Collection, Special Collections & College Archives/Musselman Library, Gettysburg College, 3 March 2015,  
<http://gettysburg.cdmhost.com/cdm/compoundobject/collection/p4016coll6/id/2159/rec/2>

Soglow, O. 1942. Be Smart Act Dumb! GettDigital: World War II Poster Collection, Special Collections & College Archives/Musselman Library, Gettysburg College, 9 February 2015,  
<http://gettysburg.cdmhost.com/cdm/singleitem/collection/p126301coll3/id/5/rec/9>

### **Letter:**

Writer, Method of Communication to Recipient, Date. Number of Collection: Name of Collection, Name of repository, Place.

### *Example*

Robert E. Lee, letter to David McConaugh, August 5, 1869. *MS-022: David McConaughy Papers*, Special Collections & College Archives/Musselman Library, Gettysburg College.

### **Manuscript Collection / College Archives Record Group:**

Manuscript collections and Record Group collections may be processed or unprocessed. A manuscript collection that is processed will have a manuscript number, MS-000, while an unprocessed manuscript collection and the vast majority of Record Group collections will not. Be sure to note if the collection is unprocessed, as in the last example below. This will tell the reader that the box and file numbers might have changed since you accessed the collection. Just as you write a date of access for a webpage that might change at any time, you also note that a collection is unprocessed, and that your numbers are dependent on the time you accessed it.

Number of Collection: Name of collection. Name of repository, Place.

### *Examples*

MS-015: Frederick H. Kronenberger papers, Special Collections & College Archives/Musselman Library, Gettysburg College.

RG-001: Papers of the Board of Trustees of Gettysburg College, Special Collections & College Archives/Musselman Library, Gettysburg College.

### **Map:**

Cartographer. Title. Date. Name of collection. Name of repository, Place.

#### *Example*

Tanner, Henry Schenck. New Map of Pennsylvania. 1833. Stuckenberg Map Collection. Special Collections & College Archives/Musselman Library, Gettysburg College.

### **Oral History:**

Interviewer. Title including name of interviewee. Date. Name of collection. Name of repository, Place.

#### *Example*

Keve, Shannon. Interview with Robert Hulton, 26 April 1994. Oral History Collection, Special Collections & College Archives/Musselman Library, Gettysburg College.

### **Photograph:**

Artist. Item. Date. Name of collection. Name of repository, Place.

#### *Example*

Tipton, W. H. Aerial View of Gettysburg College. 1925. Photograph Collection. Special Collections & College Archives/Musselman Library, Gettysburg College.

### **Regimental History:**

Cite these as you would an ordinary book (or eBook, if an online version)

Author. *Title*. Place of publication: Publisher, Date.

#### *Example*

Smith, Ned. *The Second Maine Calvary in the Civil War: A History and Roster*. Jefferson, North Carolina: MacFarland & Company, Inc., 2014.