



## CITATION GUIDE FOR ARCHIVAL MATERIAL

### Basic citation for archival material

#### **Footnote/Endnote**

Name of fonds/collection, alphanumerical designation, Series #, "Series title," Box #, File #, "File title", date, Archives & Special Collections, University of New Brunswick Libraries, Fredericton, New Brunswick.

#### **Short form**

Name of fonds/collection, Series #, File #, date.

#### **Bibliography**

Name of fonds/collection, numerical designation. Archives & Special Collections, University of New Brunswick Libraries, Fredericton, New Brunswick.

Example:

#### **Footnote/Endnote**

John Hasek Society fonds, MG H 183, Series 1 "John Haseky Society Board Records," Box 1, File 2, "Board Correspondence," 1990-1991, Archives & Special Collections, University of New Brunswick Libraries, Fredericton, New Brunswick.

#### **Short form**

John Hasek Society fonds, Series 1, File 2, 1990-1991.

#### **Bibliography**

John Hasek Society fonds, MG H 183. Archives & Special Collections, University of New Brunswick Libraries, Fredericton, New Brunswick.

### Citation for photographs

#### **Footnote/Endnote**

Name of fonds/collection, alphanumerical designation, Series #, "Series title," Photographer's name (if known), Photograph number, "Title of photograph" date, Archives & Special Collections, University of New Brunswick Libraries, Fredericton, New Brunswick.

#### **Short form**

Name of fonds/collection, Series #, photograph number, date.

#### **Bibliography**

Name of fonds/collection, numerical designation. Archives & Special Collections, University of New Brunswick Libraries, Fredericton, New Brunswick.

Example:

#### **Footnote/Endnote**

University of New Brunswick Public Relations Department Photograph Collection, PR, Series 1, "Pre-1980 Fredericton and Saint John Photographs," Item 6759, "Red Bloomers basketball team, Cathy Maxwell, Patty Sheppard and Joyce Pedersen," [19--], Archives & Special Collections, University of New Brunswick Libraries, Fredericton, New Brunswick.

**Short form**

University of New Brunswick Public Relations Department Photograph Collection, Series 1, Item 6759, [19--].

**Bibliography**

University of New Brunswick Public Relations Department Photograph Collection, PR. Archives & Special Collections, University of New Brunswick Libraries, Fredericton, New Brunswick.

Citations for AV material

**Footnote/Endnote**

Name of fonds/collection, alphanumerical designation, Series #, "Series title," "Item title," date, Archives & Special Collections, University of New Brunswick Libraries, Fredericton, New Brunswick.

**Short form**

Name of fonds/collection, Series #, "Item title," date.

**Bibliography**

Name of fonds/collection, numerical designation. Archives & Special Collections, University of New Brunswick Libraries, Fredericton, New Brunswick.

Example:

**Footnote/Endnote**

Harold A. Sharp fonds, UA RG 333, Series 3, "Collected documentation for the Strax Affair," File 11, "Recording Tapes/Audio Reels," Item "Memorial Tribute to A. J. Muste known as the "Dean of Pacifism" (b.1885 d.1967) WBAI documentary produced for Pacifica Radio and narrated by Steve Post." [196-?], Archives & Special Collections, University of New Brunswick Libraries, Fredericton, New Brunswick.

**Short form**

Harold A. Sharp fonds, Series 3, Item "Memorial Tribute to A. J. Muste known as the "Dean of Pacifism" (b.1885 d.1967) WBAI documentary produced for Pacifica Radio and narrated by Steve Post," [196-?].

**Bibliography**

Harold A. Sharp fonds, UA RG 333. Archives & Special Collections, University of New Brunswick Libraries, Fredericton, New Brunswick.

Note: Only use Subseries title and number and file title and number when applicable. This may not be present in all descriptions.