

MARYKNOLL MISSION ARCHIVES CITATION OF MATERIALS

(from the Chicago Manual of Style, 13th Edition)

16.134 Manuscript Collections

The most convenient citation for archives is one similar to that used for personal papers and other historical manuscripts. Full identification of most unpublished material usually requires giving the title and date of the item, series title (if applicable), name of the collection, and the name of the depository. Except for placing the cited item first [in a note], there is no general agreement on the sequence of the remaining elements in the citation...Whatever sequence is adopted, however, should be used consistently throughout the same work.

The Maryknoll Mission Archives staff recommends that you employ the fullest form of the citation available in citing works from the archives to ensure that we can trace the collection or series from which the materials are filed. The proper citation is not always apparent. Examples are provided below:

Considine, John J. (M.M.). Papers. Diary, April 28, 1953 (6/1). Maryknoll Fathers and Brothers Archives, Maryknoll Mission Archives, Maryknoll, New York.

Maryknoll Sisters Cloister. Historical Collection. John J. Considine, M.M. "God so loved the world: Thoughts on the Maryknoll Cloister", 1950. (1/2). Maryknoll Sisters Archives. Maryknoll Mission Archives, Maryknoll, New York.

Latin America Regions and Units. General Correspondence. Fr. James Drought visit to Venezuela/Colombia, 1938-1939. (1.1/1) Maryknoll Fathers and Brothers Archives. Maryknoll Mission Archives. Maryknoll, New York.

Mission Planning and Research Department. Ministries, 1972. (3/3) Maryknoll Sisters Archives. Maryknoll Mission Archives. Maryknoll, New York.

