

THE ESSENTIAL ELEMENTS

The following elements are the basic information you need for a complete citation in your bibliography. Ask yourself when preparing a citation, “If I had only this information, could I find the document again?”

- 1 . Author or creator’s name
- 2 . Title of the work
- 3 . Date
- 4 . Publication information
- 5 . Collection name
- 6 . Box and folder
- 7 . Repository - Michigan Tech Archives & Copper Country Historical Collections.

NEED MORE GUIDANCE?

JR Van Pelt & Opie Library Sources for Citation Style Manuals
www.mtu.edu/library/research/citation-support/

Purdue’s Online Writing Lab (OWL) has guides for citing materials in APA, MLA, Chicago, etc.
https://owl.purdue.edu/owl/purdue_owl.html

The Chicago Manual of Style Online
<http://www.chicagomanualofstyle.org/home.html>

Original: Julie Blair, 2011
Revised: Emily Schwiebert,
2024

Michigan Tech Archives & Copper Country Historical Collections



*Photo courtesy of Michigan Tech Archives - 2017
Michigan Tech Archives Photo Collection, MTU Neg 06000*

Hours

By appointment

Monday-Thursday

1pm - 5pm

Van Pelt and Opie Library

1400 Townsend Drive
Houghton, MI 49931-1295
Phone (906) 487-2505

copper@mtu.edu

<http://www.mtu.edu/library/archives/>

HOW TO CITE ARCHIVAL SOURCES

Michigan Tech Archives & Copper Country Historical Collections



*Photo Courtesy Michigan Tech Archives
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CITATION GUIDE

Citing primary source material is not as straightforward as citing secondary sources, simply because primary sources tend to be more varied in type and style. Remember that your goal in citation is to give enough information for someone else to replicate your research.

Published monographs (books) should be cited just as you would any other book or journal article. Check with your instructor for preferred citation style (Chicago, APA, MLA, etc).

Sample citations for commonly-used resources from the Michigan Tech Archives are given below.

VERTICAL & PHOTO FILES

Vertical files contain newspaper clippings, brochures, brief manuscripts, and other ephemera. Describe the item by name/title, author, date, name of file, and collection to which the file belongs.

“Friends of the Italian Hall Prospective Board Members,” Feb. 4, 1981. Copper Country Vertical File: Disasters-Italian Hall Disaster (1913). Michigan Tech Archives & Copper Country Historical Collections.

“Kerber Jacob’s Quarry,” photograph. Date unknown. Copper Country Photo File: Quarries. Michigan Tech Archives & Copper Country Historical Collections.

Take comprehensive notes while doing research! It is better to have more information than you need for citing sources when the paper is due tomorrow and the Archives are closed!



DIGITAL IMAGES & PHOTOS

CCHI Image

“Bartender Training Dog.” Image No. Nara 42-66. Undated. Accessed Nov. 18, 2019. Nara Photographic Collection. Michigan Tech Archives & Copper Country Historical Collections.
<https://cchi.mtu.edu/copper-country-image-detail?duid=df7e4a93-cb86-43d3-ae9f-00d9f00bd073&width=1242&height=732&nid=13443>

Include the URL and date accessed if it’s from Copper Country Historical Images.

<https://cchi.mtu.edu/>

MAPS

Map of Svalbard, 1902 [Cartographic record]. Map Folder 99 b. Map Collection, Michigan Tech Archives & Copper Country Historical Collections.

MANUSCRIPT COLLECTIONS

Letter (unpublished)

Edwards, A.H.. Letter to William Sutter. Dec. 19, 1909. Copper Range Company Collection, MS-080. Box 3, Folder 9. Michigan Tech Archives & Copper Country Historical Collections.

Company records

Maki, Wilbur. Employment record. Quincy Copper Mining Company Collection., MS-001. Box 231. Michigan Tech Archives & Copper Country Historical Collections.

General format for manuscript collections

Author of document. Title/type/recipient of document*. Date of document. Name and number of manuscript collection. Box #, Folder #. Name of repository.

**Use whatever information is available about the document to identify it in your citations.*

MICROFILM RECORDS

Newspaper

Author, (Date). Name of article. Daily Mining Gazette, Section Page. Microfilm Collection, Michigan Tech Archives & Copper Country Historical Collections.

HELPFUL HINT

Abbreviations

You can use abbreviations in your bibliography if you include a key. For example, abbreviate Copper Country Vertical Files as CCVF or Copper Country Historical Images as CCHI.