

Guidelines for Contributors to Company Publications

Military Uniforms in America

AUTHORS

1. Advise the *MUIA* Editor of your subject: the name of the unit and the era to be illustrated. This will be logged to establish your claim in case another contributor should come up with the same idea. At the same time, identify your artist-collaborator.
2. Your research should be as close to the original source as possible. If at all feasible, send a copy of your material (photostats or Xeroxes of pictures, documents or pertinent book pages, for example) with your initial draft, so that the editorial reviewers might better evaluate your artist's interpretation. These will be filed with your manuscript, or returned to you at your request.
3. Document all specific statements relative to uniforms, arms and equipment.
4. Strive for brevity; try not to use two or three words where one will do. Texts must be short enough to be printed on one page in a type size no smaller than 9 points for the body and 7 points for the footnotes.
5. Review your artist's drawing at each stage, working out any disagreements before it is submitted for approval.

Prepared by:

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Preparing a Journal Article or MUIA Text for Desktop Publishing

When preparing an article for the *Journal* or for an MUIA text, the main thing to bear in mind is that the esthetic appearance of your hard copy, or manuscript, matters not at all to the editors. It will be subject to an initial editing and, marked up and scribbled on, retained for future reference.

What does matter, however, is the content of your word processor computer file. This will get imported into a page layout program and reformatted for printing in the *Journal*. Whatever typeface you prefer to use, in whatever size, it will be converted automatically.

However, the computer forgets nothing. A lot of unwanted baggage—extra space-bar spaces, extra “carriage” returns, extra tabs—will get imported as well. For the most part, there is no way to discard these automatically. Each has to be located and deleted individually, which is time-consuming. One of our goals, then, should be to leave things out of the file that don’t belong.

Typewriting vs. typesetting

Many of us came of age learning how to operate a typewriter. Two of the typewriter’s prominent characteristics are a limited keyboard and monospaced characters. Every character, from a period to a capital W, takes up the same amount of line space as every other character. These particular features called for certain conventions that have become almost second nature to us.

But the type you create on your computer has more in common with commercial *typesetting* than it does with *typewriting*. The difference is that the proportionally spaced characters of commercial type—the kind your computer produces—opens up a whole new set of conventions and capabilities. We are going to look at some of them here.

Invisible characters

Many word processors have a function that reveals, on screen, every space (.), return (¶) and tab (->). These are called “invisible characters” because they don’t get printed. If you have this function, turn it on and leave it on. Once you get used to working with it (which will take very little time), you will not feel comfortable composing the simplest note without it.

New conventions and capabilities

One of the first things we learned in typing was to put two spaces between sentences, and doing so has become almost an article of faith. That’s fine for mono-spaced typewriting, but not for proportional typesetting. Now is the time to get used to putting just *one* space between sentences—or anywhere else. No longer use double-spacing for any reason.

Your typewriter couldn’t make *italics*, so you had to use underlining instead. But your computer can make italics, so use italics everywhere you would have used underlining before. That includes published titles. For emphasis, use italics instead of underlining or boldface.

Your computer keyboard has virtually doubled the number of characters you could find on your typewriter keyboard. Find out what they are and where they are, and use them effectively.

Use typographer’s quotes (“ ”) and apostrophes (’). Spell out “inches” and “feet,” do not use quote marks to substitute for them.

Your typewriter could only give you a hyphen. Your computer can give you a hyphen (-), an en-dash (–) and an em-dash (—). Use the en-dash to separate dates (3–15 May) or page numbers (133–137). Use the em-dash where you used to use double hyphens—like this. Incidentally, there is no space on either side of the en-dash or em-dash.

To denote a missing passage within a quotation, use the ellipsis character (...) instead of three periods, so it won’t get split up if it falls at the end of a line. If the ellipsis is used within a sentence, put a space before and after (like ... this); if at the end of a sentence, place it after the period (like this...). When using non-English words or names, determine if they require diacritical marks and apply them if they do (René, señor, Mütze).

The title and byline

The title of your article is always in upper and lowercase; never in caps. Don’t use tabs or spaces to center the title on the page; leave it flush left. Don’t use an extra return between the title and the byline.

Don’t use the word “by” in the byline. If you have military status, use the military style of abbreviation.

Put an extra return between the byline and the text. This will be helpful when the title/byline gets “unlinked” from the text during the layout stage.

The text

Never indent any paragraph with spaces or with a tab. If you want indents, use the word processor’s indent tab.

Never put an extra return between paragraphs. If you would like extra space between paragraphs, use the paragraph settings provided by your word processor; don’t use the return key to accomplish it.

Whenever you use the return key, the computer assumes you are beginning a new paragraph. So never put a return at the end of each line as you would on a typewriter; let the computer “flow” the text from line to line until the paragraph ends. In short, don’t put a return anywhere within a paragraph.

Also, let the text flow from page to page, without a break and without page numbers.

Don’t manually hyphenate at the end of a line. If your word 10

processor automatically sets hyphens, that's okay; but don't you do it. You can depend on it that the word will subsequently appear in the middle of a line with the hyphen still attached.

All endnote citations should be in superscript¹² like this. Don't enclose citations in parentheses or brackets. If a citation is placed at the end of a sentence, there should be no space between the citation and the sentence. It follows immediately after the period, like this.¹² Or, if there is any, after the close-quote, "like this."¹²

On that subject, all commas and periods are placed *before* the close-quote ("like this,"). Colons and semicolons are placed *after* ("like this";), as is every other punctuation mark unless it is part of the quotation.

Block quotations

Create a block quotation if you think a quoted passage will run longer than five lines in the *Journal*.

Don't use the tab key or space bar to indent a block quotation. Use the paragraph indent settings provided by your word processor. As with the text, never put a return anywhere within the paragraph.

When inserting a word or a passage not in the original text, use brackets [like this] rather than parentheses.

Don't begin or end a block quotation with quotes (" "). Don't begin it with ellipsis points (...) unless it continues a sentence begun in the text that precedes it. End the quotation with a complete sentence and with an endnote citation.

Subheads

Subheads should be in upper and lower case. Don't put an extra return between the subhead and the paragraph that precedes it or the one that follows.

Endnotes

It would be very helpful if you could put your endnotes into a separate file. Otherwise it will be necessary to "cut and paste" each endnote individually into another file, consuming time and enhancing the possibility of error.

When you do create a separate file, begin with the heading, "Notes" in upper and lower case. Use regular text, not superscript, for the endnote numbers. Follow each number with a period, and then one tab (1.->). Don't put any space-bar spaces between the number and the beginning of the endnote text; just the one tab.

Never put an extra return between endnotes.

Figure captions

Illustrations should be identified with a figure number. The caption starts with "FIG" (in caps) followed by a space, the number, and then a period and another space (FIG 2.). FIG has no period after it. The caption itself starts on the same line as the figure number.

Put an extra return between each caption. It would be helpful if the captions were on a separate page following the notes.

True fractions

There is such a difference between the Mac and PC platforms, as well as between word processors, that no blanket recommendations can be made for creating true fractions.

In general, the first number of a fraction is in superscript, and the second number in subscript. There is no space between a fraction and a whole number that precedes it (²/₂) and there is no hyphen: 2-¹/₂.

If your word processor provides fractions as individual characters, don't use them. They are not recognized by the page layout program.

If your word processor allows you to use a fraction bar, use it rather than the more common slash. Your fraction will then remain intact; if it falls at the end of a line, you won't find part of it on the next line. (Besides, it makes a more professional-looking fraction: 2½ as opposed to 2₁/₂).

Tables

As with true fractions, it is not feasible to give much guidance in the construction of tables.

Most tables can be built using tabs. Follow your word processor's manual for the setting of tabs. Try to get the columns to align without using the space bar. Tables built using Word's table function can be imported into the typesetting program, and should be used in preference to tabs.

Spell check

When you have finished keypunching your manuscript, use your word processor's spell checker to locate typos. But don't rely on it exclusively. Many misspelled words come out as correctly spelled words in another context, like this.

Some high spots

- Use only one space between sentences- or anywhere else;
- Use italics instead of underlining or boldface;
- Place all commas and periods inside a close-quote; all other punctuation outside unless it is part of the quotation
- Do not use the tab key or space bar to indent a paragraph or to position a line on the page
- Do not use the return key except at the end of a paragraph
- Do not put extra returns between paragraphs of the text, between endnotes, or between pages.

A highly recommended book

For additional information on typography for desktop publishing, there is a slim and relatively inexpensive paperback book with alternate titles, depending on your platform: *The PC Is Not a Typewriter* or *The Mac Is Not a Typewriter*. The author of both versions is Robin Williams (not the comedian, although her style is lively and amusing). She will convert you from a typist to a typographer, using your own word processor. The publisher is Peachpit Press of Berkeley, California. See your book dealer for the price of the latest editions.

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Author's Style Guide for *Military Collector & Historian addendum*

THIS style guide is an incomplete work, and there is every indication that it will remain so. The editorial staffs of both Company publications have set down and codified all the problems of style—doing the correct thing in the correct place—that they have met with collectively over the course of some three decades. But there is no certain way all such problems can be anticipated, and more will surely continue to arise.

The final authority for this guide remains Kate L. Turabian, *A Manual for Writers of Research Papers, Theses, and Dissertations*, 7th edition (Chicago: The University of Chicago Press, 2007), and the serious contributor is advised to acquire a copy. Even so, we have used only a small portion of this redoubtable book, the greater part being either too general in nature or too esoteric for our needs.

We do not expect the guide to be taken and digested in one gulp, which is why it is broken down into sections and subsections. We are confident, though, that the Company's contributing authors will find it a useful reference tool, and that is all we can reasonably hope for.

The Editorial Staffs

Military Collector & Historian

Military Uniforms in America

It is imperative that all images submitted be free of copyright restrictions. Images taken from the Internet are almost always protected by copyright. If you plan to use images other than those in the public domain, you must submit a signed release from the copyright owner.

Revised 8/2008

TITLE

Abbreviations should be kept to a minimum. An exception would be the use of U.S. in a unit designation. Another would be the name of a state's National Guard organization where the abbreviation is common and the complete name might be unwieldy: *NG*, *SNY*.

The name of a state as part of the unit designation is spelled out. The District of Columbia may be abbreviated to D.C. if spelling it out proves to be impracticable.

Give a span of dates in its entirety: *1775–1781*. The Latin *circa* may be abbreviated as *ca.*

Military Collector & Historian

The subject matter and the time frame should be indicated in the title. Further embellishment may be used, but it should be brief and discrete.

The time frame may be given as a date, or by referring to a military event, such as a major conflict, whose date is well known.

Military Uniforms in America

The title is limited to the unit designation and the date. The unit designation may be preceded by a qualification: *Dress Uniform*, *United States Navy*...

Neither the title nor the unit designation begins with an initial *The*.

In general, the sequence progresses from the smallest unit to the largest: *Captain, Grenadier Company, 17th Regiment of Foot*....

In the title, the unit designation is not spelled out but given with an ordinal numeral: *6th Regiment*. An exception would be the designation of a corps, which is given in roman numerals: *VI Corps*.

An alternate name of a unit is given in parentheses: *Company A, 45th U.S. Infantry Regiment (Philippine Scouts)*...

A nickname is enclosed in quotation marks and parentheses: *65th U.S. Infantry Regiment ("The Borinqueneers")*... Note that the initial *The* may be used in nicknames.

BYLINE

Contributors should use their formal given names unless they are well known professionally by another style.

Military Collector & Historian

The word *By* is no longer used as part of the byline.

The names of collaborating authors appear in the byline side by side. Artists and photographers who provide custom work, however, are credited either in the captions of their pictures or at the end of the text.

If an author holds a military rank or naval rating, it may appear in his byline. The title appears first, then the author's name and branch of service, and finally his current status abbreviated in parentheses: Lt. Col. John Evans, USA (Ret.).

Avoid privately conferred or honorary titles of rank. The Company recognizes only those derived from service in the armed forces of the United States (including state forces) or from those of another country.

Reviews: The names of the reviewer(s) appear at the end of the text. It has become standard practice for reviewer(s) to use their names only, without military or civilian titles or 12

appendages showing degrees.

Military Uniforms in America

The names of the contributors appear at the end of the text. The name of the plate's artist always appears first, followed by the name(s) of the author(s).

It has become standard *MUIA* practice for contributors to use their names only, without military or civilian titles or appendages showing degrees.

TEXT

Special information for *Military Uniforms in America*

The text of an *MUIA* plate must be short enough to be printed on one page, in a type size no smaller than nine points for the body and seven points for the endnotes.

Give the complete name of the unit in the body of the text, preferably in the first paragraph.

Previous *MUIA* plates about the unit should be noted, either in the body of the text or in the endnotes.

The organization and history of the unit should be summed up briefly early in the text. Bear in mind that the dress of the unit is of paramount importance.

Include colors in any general description of the unit's dress. This is for the benefit of researchers who might not have access to the color plate.

(The remainder of the Text section applies to both publications.)

General information

Spelling should agree with the best American (i.e., United States) usage and must be consistent—except, of course, in quotations, where the original is followed exactly.

The dictionary often used by the editorial staff has been *The American Heritage Dictionary of the English Language*. Any recognized American desk dictionary, such as *Merriam-Webster's Collegiate Dictionary*, would serve as well. Use the first spelling where there is a choice.

Use the modern American *gray* for spelling that color generically. If the older form, *grey*, is part of a unit designation it is to be kept: *Washington Greys*.

Use the American preference for *caliber* and *accouterments*.

When using a foreign word or phrase, check to see if it has become part of the English language. If not, it should be italicized.

Endnote references are in superscript, placed at the end of a sentence. If more than one piece of information in a sentence needs to be cited, the sources are grouped in the note in the same order as the information appears in the sentence.

The endnote reference is not followed by a period, nor is it enclosed in parentheses or brackets.

Units and branches of service

The numerical designation of a unit may be spelled out or given as an ordinal number: *Sixth Regiment*, *6th Regiment*. Whichever form is chosen, however, it is used consistently. An exception would be the designation of a corps, which is given in roman numerals: *VI Corps*.

United States is abbreviated as *U.S.* in a small unit designation: company, battalion, regiment. It may or may not be abbreviated in larger size units, depending on the context.

Types of units are not abbreviated, but spelled out: *company*, *battalion*, *regiment*.

Types of units are not capitalized when they are used generically: *The regiment fought at Shiloh*.

A unit is considered to be a singular noun, and so it takes a singular pronoun: *The company received its rations*.

The names of the branches of service and other official agencies are abbreviated, preferably after one spelled-out use: *USA*, *USN*, *USAF*, *USMC*, *CSA*, *CSN*, *CSMC*, *NATO*, et al. Such abbreviations are in full capitals, with no periods.

Ships and aircraft

The name of a vessel or craft is always given in italics, even where it appears in a quotation and the source does not use italics.

Where the name of a vessel is preceded by initials such as *SS*, *USS* or *HMS*, the initials are not given in italics nor do they take periods.

A vessel is referred to using feminine pronouns: *she*, *her*.

Ranks, ratings, and civilian titles

When an individual is introduced, give his full rank and full name, with the rank abbreviated: *Lt. Col. George A. Custer*. Also give his identity in the context of the narrative: *commander of the 7th Cavalry*. An exception would be where a famous name is instantly recognizable in the context of the narrative: *President Lincoln* or *General Lee* in an article about the Civil War.

Brevet rank is given in parentheses directly following the permanent rank: *Capt. (Bvt. Maj.) John Evans*.

Where an individual appears in the text a second time, spell out the rank if it precedes the family name alone. In this case, the rank is shortened to its principal element: *Lieutenant Evans* (whether a first lieutenant or a second lieutenant). Often the last name alone will suffice.

Modern acronyms (e.g., CINCPAC) may be used in a suitable context, provided they are reasonably well known. Avoid anachronisms, however; Commodore Sloat, for example, should not be described as CINCPAC in an article about the Mexican-American War.

Ranks and ratings are not capitalized where they are used in generically, but they are spelled out in full: *The company contained two lieutenants.*

Some of the above principles apply as well to civilian titles: *Dr., Pres., Gov.* Civilian courtesies are generally not used: *Mr., Mrs., Miss.* An exception would be where a married woman is identified by her husband's name: *Mrs. John Evans*, or *Mrs. Evans* (the abbreviation *Mrs.* is never spelled out, nor is *Dr.*). If an unmarried woman appears a second time, she may be given the courtesy: *Miss Evans.*¹³

Battles, campaigns, and wars

Capitalize the names of battles, campaigns and wars: *the Battle of Trenton, the Atlanta Campaign*. Do not capitalize where they appear generically: *The battle raged all morning. He served for the entire war.*

The major wars of the United States and the former colonies are King George's War; the French and Indian War; the American Revolution, or the Revolutionary War, or the War for Independence; the War of 1812; the Mexican War, or the Mexican-American War; the Civil War, or the War Between the States; the Spanish-American War; the First World War, or World War I; the Second World War, or World War II; the Korean War; the Vietnam War; the Gulf War, or Desert Storm; Operation Enduring Freedom; Operation Iraqi Freedom. All these forms are acceptable.

The term Indian Wars generally refers to conflicts between the United States and various native tribes in the West from the 1860s to the 1890s.

Geographical names

Spell out the names of countries, states, counties, provinces, territories, bodies of water, mountains, and so forth, the former Union of Soviet Socialist Republics (USSR) excepted. This includes the United States, which is spelled out except where it is used as part of a unit designation. When it is abbreviated, the form *U.S.* is used with periods and with no space between the letters.

Spell out the prefixes of place names: *Fort Wayne, Mount Vernon*, except where common usage is otherwise: *St. Louis*.

Where the name of a state is used with a city it is followed by a comma: *They marched to Macon, Georgia, in August.*

The state name need not be used where the name of a city is well known or is identifiable in the context of the narrative. Use it, however, where there might be doubt or ambiguity: *Columbus, Georgia*, versus *Columbus, Ohio*.

Use the modern form of a place name: *Charleston* rather than *Charles Town*. Use the modern English-language form of a place name in another country or a former jurisdiction: *Quebec* rather than *Québec*; *Louisiana* rather than *Louisiane* (French) or *Luisiana* (Spanish). Exceptions, of course, would be where places still uses their Indian, French or Spanish names: *Chicago, Des Moines, San Francisco*.

Time

Except when A.M. or P.M. is used, time of day should be spelled out: *They turned out at six-thirty in the morning*. Otherwise, use numerals followed by A.M. or P.M.: *6:30 A.M.* Midnight is given as *12:00 P.M.*; noon as *12:00 M.* ("meridian").

Give dates by day, month and year: *21 April 1836*. Ordinal numerals are not used, nor are there any commas. There are no commas even when the day is omitted: *April 1836*.

When the day alone is given, it should be spelled out: *He arrived on the twelfth.*

Spell out the names of the months and the days of the week.

Decades are generally given numerically, without an apostrophe: *the 1860s*. Where the context is clear, the decade may be shortened and written out: *The war raged through the early sixties*. There is no apostrophe preceding *sixties*.

Centuries are spelled out, in lowercase: *the eighteenth century*. A hyphen is provided when the century is used as an adjective: *eighteenth-century technology*.

Numbers

Spell out all cardinal numbers through one hundred, except in a series of related numbers: *A company consisted of 1 captain, 2 lieutenants, 4 sergeants, and 50 privates.*

Spell out all ordinal numbers through one hundred, except for those appearing as part of a unit designation: *22d Infantry Regiment*. The numeral form of the ordinals *second* and *third* adds *d* alone (*2d, 3d*) and not *nd* or *rd* (*2nd, 3rd*).

Do not use superscript in ordinal numbers. The entire number appears in plain text.

Spell out whole numbers followed by hundred, thousand, or million when the amount can be expressed in two words; otherwise use numerals.

For the most part, in numbers of one thousand or more, the thousands are marked off with commas: *1,125*.

Do not begin a sentence with a numeral, even where there are numerals in the rest of the sentence. Spell out the numeral, or recast the sentence.

Use numerals to express decimal fractions and percentages. The word *percent* should be written out.

Form plurals of numbers by adding *s* alone (not apostrophe and *s*): *There were two .38 caliber pistols and three .45s.*

A series of figure numbers is divided by commas and does not include the word *and* before the final number: *FIGs 3, 4, 5.*

Measurement

In general, spell out expressions of measurement, but numerals may be used in the descriptions of uniforms and other artifacts. Numerals are recommended where fractions are involved.

A measurement is hyphenated when it is used as an adjective: *6-pound shot* (but, *10 percent increase*).

It is preferable to use U.S. Customary units for measurements of length, weight, liquid measure, etc. If metric units are used, give the customary equivalents in parentheses. However, metric units may be used alone for small measurements: millimeters (mm), milligrams (mg), etc.

Avoid using foot marks and inch marks, but numerals may be used for giving complicated dimensions: *10 feet 5 inches by 3 feet 7 inches*. There are no commas.

It is preferable to give temperature readings in degrees Fahrenheit. If a Celsius reading is used, give the Fahrenheit equivalent in parentheses.

Muzzle-loading artillery pieces are called by the weight of the shot they fire, using a numeral followed by a hyphen: *12-pounder, 24-pounder*. The term may also be used as an

adjective: *18-pounder long guns*.

Quotations

Quoted passages take double quotation marks at the beginning (“open quotes”) and at the end (“close quotes”). For a quotation within a quotation, single marks are used.

Periods and commas are placed inside quotation marks, even where the marks enclose a single letter or numeral. Semicolons and colons go outside. Question marks and exclamation points are placed outside as well, unless the mark is part of the quotation.

Exact quotations should follow precisely the wording, spelling, capitalization, and punctuation of the original, with these exceptions: (1) If the quotation is set off from the text by a comma, period, or colon, the first word is capitalized even if it is lowercase in the original. (2) Conversely, if there is no such comma, period, or colon, the first word is lowercase even if it is capitalized in the original.

An omission within a sentence is shown by ellipsis points—three period dots—preceded and followed by a single space. The periods should be unspaced, following the style of the ellipsis character on a computer keyboard (whose use is recommended).

An omission following a sentence is indicated by four dots, the first one representing the period of the sentence. If the sentence ends in a question mark or exclamation point, three dots immediately follow the mark.

In general, no ellipsis points are used before or after an obviously incomplete sentence enclosed in quotation marks. Words of explanation, clarification, or correction that are inserted into a quotation must be enclosed in brackets. Avoid using parentheses for this purpose.

To assure the reader that any error was in the original, the italicized Latin word *sic* may be placed in brackets after the error. Avoid overuse. Quotations from obviously archaic or nonstandard writing should not be strewn with [*sic*].

The reader is made aware of words in a quotation that are italicized for emphasis by a parenthetical note following the quotation: (emphasis added). This note becomes part of the sentence that contains the quotation.

Where a quotation will run longer than three lines, it is set off as a separate paragraph called a block quotation. The entire paragraph is indented from the left margin.

If a block quotation begins with a complete sentence, it is treated as a paragraph and the first line is further indented. The text that precedes it ends with a period or a colon.

If a block quotation begins in the middle of a sentence it is preceded by an ellipsis of three dots, the first word is lowercase, and there is no further indentation of the first line. The text that precedes it ends with either no punctuation or a comma.

An endnote reference always appears at the end of a block quotation.

Acknowledgments

The last paragraph of a text may be used to acknowledge assistance received from individuals or organizations.

Use the formal given name of each individual, unless there is some compelling reason for not doing so. If such is the case, use the formal given name but place the diminutive or nickname in quotation marks just before the family name: *James W. “Jimmy” Smith*.

TABLES

Where there is more than one table, each is lettered consecutively: *TABLE A*, *TABLE B*. The word *TABLE* is fully capitalized and the identifying letter is followed by a period. This may or may not be followed by a title.

If a table flows with and is part of the text, the source of its information may be cited in the endnotes. If it stands alone, the source is given at the end of the table by using asterisks.

FIGURES

Where there is more than one figure (photograph or line art), each is numbered: *FIG 1*, *FIG 2*. The abbreviation *FIG* is fully capitalized, but is not followed by a period; the numeral is followed by a period. The picture caption itself follows on the same line.

If the source of information in a caption must be given, it cannot be cited in the endnotes. The source is given in parentheses immediately following the last sentence, using the method laid down in the Endnotes section of this guide. If the source appears in the endnotes, use a shortened title (see the Subsequent References subsection).

Immediately following all the other information, in the same paragraph, a credit line begins with the words, *Courtesy of*.... This is followed by the name of the organization or individual who provided the picture for publication. Note that most organizations require a credit line, even if a charge was made for their service.

If the picture is owned by the author, no credit line is necessary, although the information, *Author’s collection* may be given if desired.

If a custom illustration or photograph is provided, the name of the artist or photographer should be noted.

ENDNOTES

General information

The exceptions to the methods of citation are many and varied, and only the more widely used forms can be given here. It is recommended that Turabian’s *Manual for Writers* be consulted. Chapters 15, 16 & 17 covers the subject of notes in detail.

The endnotes of *MC&H* articles begin with the heading *Notes*. There is no heading for the endnotes of *MUIA* texts. Do not use superscript for endnote numbers. The number is in plain text, followed by a period. Do not enclose it in parentheses or brackets.

Where abbreviations are not allowed in the text, they are allowed in the endnotes and should be used.¹⁵

All the numbered parts of published works are cited in arabic numerals, including volume numbers. An exception would be preliminary pages numbered with lowercase roman numerals. For the most part, volume numbers and page numbers appear alone and are not preceded by v., vol., p. or pp.

A series of page numbers is divided by commas and does not include the word *and* before the final number: 3, 6, 10–13, 19.

The names of authors or editors are presented in normal order, given name first and ending with the family name

The Government Printing Office is always given as an abbreviation: GPO.

Books

The information generally appears in this order: author or editor, title, city of publication, publishing agency, year of publication, volume number, page number(s). Example: John E. Smith, ed., *The Military Life* (New York: Jones Publishing, 1986), 2: 36–37.

In a multivolume work where all the volumes have the same title but are published in different years, the volume number is placed just before the facts of publication: Worthington C. Ford, ed., *Journals of the Continental Congress, 1774–1783*, 4 (Washington: Library of Congress, 1906), 119–122.

Where the author's name appears in the title, the editor's name follows the title: *The Writings of George Washington*, ed. John C. Fitzpatrick

Where the city of publication is not well known or ambiguous, it is followed by the two-letter postal abbreviation .

Where the publishing agency is not given, the city of publication is followed by a comma rather than a colon: (New York, 1986) ...

Where a book is self-published, the publishing agency is replaced with *by the author*: (Harrisburg, by the author, 1986) ...

Books published electronically should follow the format for Electronic Documents below.

Journals

The information generally appears in this order: author, title of the article, title of the journal, volume or issue number (or both), month or season of publication, year of publication, page number(s). Example: John E. Smith, "The Military Life of a Soldier of Fortune," *Journal of the Upper Midwest*, 23, no. 2 (Summer 1986): 12–13.

Military Collector and Historian is always cited in its own pages by its initials, *MC&H*.

Journals published electronically should follow the format for Electronic Documents below.

Newspapers

It is assumed that most citations will be from contemporaneous newspapers containing only one section. The information generally appears in this order: city, state (when necessary), name of the newspaper, date. Example:

New Orleans Picayune, 21 Jan. 1863. Any initial *The* is omitted. No page numbers are required.

If the city is not well known or ambiguous, it is followed by the two-letter postal abbreviation of the state in parentheses: *Liverpool (NY) Standard*.

Colonial and other early newspapers that predate the era of "city" papers are given with the italicized name followed by the name of the city in parentheses: *Pennsylvania Gazette* (Philadelphia).

Newspapers published electronically should follow the format for Electronic Documents below.

Electronic Documents

Citations of electronic documents follow the same general form as citations for printed materials: author and title of the item; name and description of the source cited, whether CD-ROM or other physical form, or an on-line source; city of publication, if any; publisher or vendor (or both); date of publication or date of access (or both); and identifying numbers or pathway to access the material.

Citations to material previously issued in print should include the same information and use the same style as any references to books and periodicals, as well as providing the additional information necessary to locate the electronic version: *American Archives: Fourth and Fifth Series*, ed. Peter Force. Washington, D.C., 1848-1853 [CD-ROM], Fine Books Company, n.d.

Because the online sources may be continuously revised, it is important to give the precise date of access: "Soldiers of the First World War (1914–1918)," *National Archives of Canada*; http://www.archives.ca/02/02010601_e.html; (accessed 29 October 2003).

Encyclopedias and dictionaries

The information in a citation for an alphabetized publication generally appears in this order: title, edition, s.v. (for *sub verbo*: "under the word"), entry. Example: *The Harper Encyclopedia of Military Biography*, 1995 ed., s.v. "Kearny, Philip." No facts of publication or page numbers are required.

MUIA plates

The information for citing a colored plate appears in this order: artist and author, title enclosed in quotation marks, *MUIA*, plate number, year of publication in parentheses: H. Charles McBarron Jr. and Frederick P. Todd, "1st U.S. Artillery Regiment, 1834–1851," *MUIA*, pl. 13 (1949).

Texts and line art are cited the same way as other *MC&H* articles (see Journals subsection). Give the artist's name as well as the author's.

Public documents and other manuscripts

Documents by definition are not published sources; titles are enclosed in double quotation marks and not italicized. Citations should use exactly the kind of numerals found in the source.

The general formula is to begin with the specific item being cited and progress from that point to the collection, the depository, and the location.16

The information for citing a document in the National Archives appears in this order: file number; document title; series; subgroup; record group; National Archives Building, Washington, D.C. The words *Record Group* are capitalized and followed by the number: *Record Group 93*.

Subsequent citations of the record group and repository are given as RG 93, NAB.

The information for citing a document in a National Archives microfilm appears in this order: document title; series; (National Archives Microfilm Publication microcopy number [e.g., *M246*], roll number) in parentheses; name of the record; the Record Group number; National Archives Building, Washington, D.C.

It is strongly recommended that any author who plans to use material from the National Archives obtain a copy of General Information Leaflet 17: *Citing Records in the National Archives of the United States*. A free copy may be obtained from National Archives, Station 2, 7th & Pennsylvania Avenue, NW, Washington, D.C. 20408, telephone 1-800-234-8861, or online at <http://www.archives.gov/publications/general-info-leaflets/17.html>.

The information for citing a document in the Public Record Office is given in this order: document, War Office (e.g.), class number, volume number: pages, Public Record Office, Great Britain.

Private correspondence

Give the writer's full name followed by the recipient and then the date: Charles Smith to the author, 1 July 1997.

Subsequent references

With no intervening references, a second mention of the same work requires only *Ibid*. The same work with a different page adds the new page number(s): *Ibid.*, 68. Note that *ibid.* is not italicized and is an abbreviation followed by a period.

With intervening references, a work is subsequently cited by giving the author's name, a shortened title, and the page reference: Smith, *Military Life*, 1: 13.

Where there are a total of ten endnotes or fewer, the original citation need not be adjusted. Where there are more than ten endnotes, unless there is no possibility of inconvenience or confusion, the original citation gives the form of the shortened title enclosed in parentheses immediately following the page numbers of the citation: John E. Smith, ed., *The Military Life* (New York: Jones Publishing, 1986), 2: 36–37 (hereafter cited as Smith, *Military Life*).

BOOK REVIEWS

The information in the lead paragraph is given in separate sentences: The italicized title followed by the author's name. The name and address of the publisher. The year of publication. Information about the book (hardcover or softcover, number of pages, inclusion of illustrations, maps, etc.). The price plus the cost of shipping. The ISBN number.

The two-letter postal abbreviation of a state name (*Boston, MA*) is used in the publisher's address.

The reviewer's formal name appears at the end of the review.

MISCELLANEOUS PREFERENCES

Our organization is given as the Company of Military Historians, the Company, or CMH (note the initial *The* is not capitalized).

Within the pages of the Company journal (familiarly called "the *Journal*"), *Military Collector & Historian* is referred to as *MC&H* (note the use of the ampersand). *Military Uniforms in America* is referred to as *MUIA*. In whichever form, the names of the Company publications are always italicized.

Company colleagues are identified as members or Fellows. *Member* is capitalized when used as a title (*Member John Doe*) but not when it is used generically (*John Doe is a member*). *Fellow* is capitalized in every case. Modifications such as *Company Fellow* or *CMH Member* should be avoided.

APPENDIX A:

ABBREVIATIONS FOR MILITARY RANK AND NAVAL RATINGS

Abbreviations for military officers are: Ens. (for Ensign: archaic), 2d Lt., 1st Lt., Capt., Maj., Lt. Col., Col. Brig. Gen., Maj. Gen., Lt. Gen., Gen. These are used for armies in general where appropriate and for the United States Air Force and Marine Corps.

Abbreviations for naval officers are: Midn. (for Midshipman: archaic), Ens., Lt. (jg), Lt., Lt. Comdr., Comdr., Capt., Commo. (for Commodore: archaic), Rear Adm., Vice Adm., Adm. These are used for navies in general where appropriate and for the United States Coast Guard.

Abbreviations for military enlisted ranks are: Pvt., Pfc., Sp4c, Cpl., Sgt., S.Sgt., Sfc., M.Sgt., 1st Sgt., Sgt. Maj. Warrant officers are WO or CWO (generic), WO1, CWO2 through CWO 5. These abbreviations are used for armies in general and, with some exceptions, for the USAF and USMC. Special abbreviations for the USAF are: Amn. (for Airman), A1c., T.Sgt., Sr. M.Sgt. Special abbreviations for the USMC are: Lance Cpl., Gunnery Sgt. Warrant officers of the USMC are WO or CWO (generic), W-1 through W-5.

Abbreviations for U.S. Navy enlisted ratings are: SA (for Seaman Apprentice), SN (for Seaman), ABS (for Able-Bodied Seaman: archaic), PO (for Petty Officer: generic), PO3, PO2, PO1, CPO (for Chief Petty Officer), SCPO (for Senior Chief Petty Officer). Warrant officers are WO or CWO (generic), W-1 through W-4. These abbreviations are also used for the USCG.

Other abbreviations are: Adj., Adj. Gen., Q.M., Q.M. Sgt., Q.M. Gen. Brevet is abbreviated Bvt.17

APPENDIX B:

REQUIREMENTS FOR IMAGES

Photos

Glossy color or B&W photos provide the best source material for journal images. They should be at least 5 x 7 inches and no more than 8 x 10 inches.

Do not label on the front of the image; use post-it notes affixed to the rear of the image. Label with authors surname, followed by the FIG number: Robertson-FIG-1.

Digital Images

Camera: must produce output at 300 dots per inch (dpi).

Scan: use 300 dpi. For color: use a setting for millions of colors (24 bit); for B&W: scan as grayscale, use 256 levels (8 bit).

Both: image size should be a minimum of 900 pixels wide and 600 pixels high; larger images are preferred. We'd prefer images stored in .tif file format, but will take .jpg (.jpeg) images saved at the highest quality setting available. If the only file format available is .jpg, do not do any processing of the image with your graphics programs; send the raw image. We will crop, adjust levels, etc. Images up to 3 MB in size can be sent as e-mail attachments; above 3 MB, use a CD-ROM for transmitting images; those without a CD burner can contact the Editor for instructions.

Labeling: image files should be named using the authors surname, followed by the FIG number: Robertson-FIG-1.tif.

Line Drawings, Maps, etc.

These items can be submitted as digital images following the requirements above, as laser printer output using 300 dpi or higher resolution, or as high quality copies following the requirements below.

Xerographed Copies

This is the least desirable method. Use a machine that has a photograph setting. Do not use a run-of-the-mill office copier designed for copying letters. High quality copying machines can be found at service bureaus [Yellow pages under Copying and Duplicating Services]. Use high quality paper meant for photographs. If possible, do your copying after the vendor has serviced the machine. While at the service bureau, check out the price for producing a digital image; scanning will produce a better image.

rev 8/08.

Citing Records

in the **National Archives**
of the **United States**

TABLE *of* CONTENTS

- 2 Introduction
- 2 Elements of Citations to Records of Federal Agencies
- 4 A Few Things to Remember
- 5 Guidelines for Citing Textual Records
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- 8 Guidelines for Citing Nontextual Records
- 10 Guidelines for Citing Records in Affiliated Archives
- 11 Guidelines for Citing Electronic Records
- 11 Guidelines for Citing Digitized Documents Available on NARAs Web Site

GENERAL INFORMATION LEAFLET 17

National Archives and Records Administration | Washington, DC

Revised 2010

INTRODUCTION

This pamphlet describes the guidelines for citing unpublished records held by the National Archives and Records Administration (NARA) in the Washington, DC, area, in the regional archives, in the Presidential libraries, and in the affiliated archives. These guidelines cover citations to textual records, microform records, nontextual archives (i.e., photographic records, posters, motion pictures, tape recordings, cartographic records, and architectural drawings), electronic records, and online references.

Guidelines for citing publications of the U. S. Government Printing Office (GPO) and other Federal agencies are not given because they can be found in *The Complete Guide to Citing Government Documents: A Manual for Writers and Librarians* (Bethesda, MD: Congressional Information Service, 1984) by Diane L. Garner and Diane H. Smith. Microfilm publications of captured German and related records from World War II involve peculiarities of identification; for guidelines on how to cite them, consult NARA's guides to those records.

ELEMENTS of CITATIONS to RECORDS of FEDERAL AGENCIES

In general, citations to textual records of Federal agencies should identify the record item, the file unit, the series, the subgroup, the record group, and the repository. As noted later, nontextual records may require that additional information be cited. As a rule, a citation to archival records should contain as much information as necessary to allow someone to easily locate those records. Not all citations have all the elements described below. The following example, which cites textual

records, illustrates the various elements:

Amos T. Ackerman, Attorney General, to Richard Crowley, U.S. Attorney, New York, Nov. 23, 1871; Vol. C, Oct. 27, 1871-Apr. 23, 1873, p. 60; Instruction Books, 1870-1904; General Records, Letters Sent, 1849-1919; General Records of the Department of Justice, Record Group 60; National Archives Building, Washington, DC.

record item: **Amos T. Ackerman, Attorney General, to Richard Crowley, U.S. Attorney, New York, Nov. 23, 1871**

The record item is the specific document to which a citation refers. It may be a letter, report, photograph, map, motion picture, or database.

file unit: **Vol. C, Oct. 27, 1871–Apr. 23, 1873, p. 60**

The file unit is the file folder, jacket, or bound volume that holds a record. For microform records, it is the roll or fiche number.

series: **Instruction Books, 1870–1904**

The series is a set of record items or file units arranged according to a filing system or kept together because they relate to a particular subject or function, result from the same activity, document a transaction, take a particular physical form, or have some other relationship arising out of their creation, receipt, or use.

subgroup: **General Records, Letters Sent, 1849–1919**

The subgroup is a set of series, related by their common origin within an administrative unit or by their connection to a common function or activity. Subgroups may sometimes be formed on the basis of date or geography.

record group: **General Records of the Department of**

Justice, Record Group 60

The record group is a major archival unit that comprises the records of a large organization, such as a Government bureau or independent agency.

repository: **National Archives Building, Washington, DC**

The repository is the building or institution in which the records are held.

- ✓ Not all citations have all the elements described above.
- ✓ Do not cite record group and box numbers only. One record group could have several boxes with the same number.
- ✓ Cite the subgroup because identical series titles may be found throughout a record group. For questions concerning subgroup structure, consult the preliminary inventory or other finding aids.
- ✓ Abbreviate subsequent citations to the same record. Researchers can develop abbreviation symbols to fit their own needs. Use parentheses to enclose abbreviation symbols that appear in the initial citation. For instance, if a researcher expects to cite several times from the example on page 2, the citation might appear thus:

Amos T. Ackerman, Attorney General, to Richard Crowley, U.S. Attorney, New York, Nov. 23, 1871 (**Ackerman to Crowley**); Vol. C, Oct. 27, 1871-Apr. 23, 1873, p. 60 (**Vol. C, p. 60**); Instruction Books, 1870-1904 (**IB 1870-1904**); General Records, Letters Sent, 1849-1919 (**Letters Sent, 1849-1919**); General Records of the Department of Justice, Record Group 60 (**RG 60**); National Archives Building, Washington, DC (**NAB**).

In subsequent citations to this record, the citation elements would appear as follows:

Ackerman to Crowley; Vol. C, p. 60; IB 1870-1904; Letters Sent, 1849-1919; RG 60; NAB.

- ✓ Abbreviation symbols can be used and listed in an alphabetical table, as below.

Franklin D. Roosevelt Library: **FDRL**

Herbert Hoover Library: **HHL**

National Archives Building, Washington, DC: **NAB**

National Archives at College Park, MD: **NACP**

National Archives and Records Administration–Pacific Region
(San Francisco): **NARA–Pacific Region (SF)**

Record Group: **RG**

*Note: In each of the following examples, the portion of the citation covered by the accompanying rule is **highlighted**.*

1. The record title should precede a file number when both appear in the same citation.

Request for Writ of Habeas Corpus, Case File 220; General Case Files; U.S. District Court for the Southern District of Illinois, Southern Division (Springfield); Records of District Courts of the United States, Record Group 21; National Archives and Records Administration—Great Lakes Region (Chicago).

2. The file number is the initial citation element when there is no record or file unit.

Soldier's Certificate No. 198,214, William H. Brotherton, Sergeant, Company G, 85th Indiana Infantry; Case Files of Approved Pension Applications of Veterans Who Served in the Army and Navy Mainly in the Civil War and the War with Spain ('Civil War and Later Survivors' Certificates'), 1861-1934; Civil War and Later Pension Files; Records of the Department of Veterans Affairs, Record Group 15; National Archives Building, Washington, DC.

Homestead file No. 2559, Tom J. McCue, June 6, 1891, Oberlin, Kansas, Land Office; Records of the Bureau of Land Management, Record Group 49; National Archives Building, Washington, DC.

File 2657-I-281/120; Declassified General Correspondence, 1917–1941; Military Intelligence Division; Records of the War Department General and

Special Staffs, Record Group 165; National Archives Building, Washington, DC.

3. When records are in bound volumes, cite the page and volume numbers.

W. H. Shock, Bureau of Steam Engineering, to Rear Adm. G. H. Cooper, Commandant, New York Navy Yard, February 20, 1882;

p. 281, Letter Book 15 S.E., New York Navy Yard; Letters Received from the Bureau of Steam Engineering; Records of Naval Districts and Shore Establishments, Record Group 181; National Archives and Records Administration-Northeast Region (New York City).

4. Citations should include enclosures.

Special Order 156, Department of Dakota, Oct. 14, 1869, **enclosed in letter from Maj. Gen. A. Baird to the Adjutant General's Office, Nov. 1, 1869; File 793B1869;** Letters Received, 1805-1889, Main Series; Correspondence, 1800-1917; Records of the Adjutant Generals Office, 1780s-1917, Record Group 94; National Archives Building, Washington, DC.

5. When citing congressional records, include the complete file

number. *Elder Abuse, Neglect, and Exploitation: Are We Doing*

Enough?, September 24, 2003; Subcommittee on Crime,

Corrections and

Victims Rights of the Committee on the Judiciary (Serial No. **J-108-43**); 108th Congress; Records of the U.S.

Senate, Record Group 46; National Archives Building, Washington, DC.

6. Exceptions to the general rules apply when citing personal papers donated to a Presidential library. For the record item and file unit, provide the record or folder title.

Lee White to the President, April 15, 1964; **Hu 2, Executive File;** White House Central Files; Lyndon B. Johnson Papers; Lyndon Baines Johnson Library, Austin, TX.

7. National Archives repositories in Washington, DC, and College Park, MD, should be cited as the "National Archives Building, Washington, DC," and "National Archives at College Park, College Park, MD."

For NARA regional records services facilities, cite the repository as the "National Archives and Records Administration," followed by an en dash, then the name of the

region in which the repository is located, followed by the city (as illustrated above in rules 1 and 3). Subsequent citations can be shortened with abbreviations, as in NARA-Northeast Region (NYC). Citations for Presidential libraries should include the full name of the library, followed by the city and state (as illustrated in rule 6).

Bankruptcy file 84544, Crocetti, Dino a/k/a Martin, Dean, January 23, 1946; U.S. District Court for the Southern District of New York; Records of District Courts of the United States, Record Group 21; **National Archives and Records Administration- Northeast Region (New York City).**

When microform versions of Federal textual records are cited, follow the rules for citing textual records. After the series, cite the microfilm publication title, followed by the publication's identifying information in parentheses. The information should include the publication number, roll or fiche number, and, if available, frame number(s). After the initial citation, subsequent citations to the same publication may be abbreviated by citing the publication number, roll, and frame or fiche numbers.

Council of War, Proceedings re Penobscot Expedition, July 6–August 14, 1779; Vol. 2, p. 132 of item 65, Massachusetts; *Papers of the Continental Congress, 1774–1789 (National Archives Microfilm Publication M247, roll 79)*; State Papers, 1775-91; Records of the Continental and Confederation Congresses and the Constitutional Convention, Record Group 360; National Archives Building, Washington, DC.

For some microform records, such as census and passenger arrivals, indicate which type of page number you are citing, such as stamped, handwritten, lower left corner, etc. One page may have more than one number.

Leon C. Stanford; **p. 22 [handwritten]**, line 1, Enumeration District 1056, Chicago, Cook County, Illinois Census of Population; *Thirteenth Census of the United States, 1910* (National Archives Microfilm Publication T624, roll 268); Records of the Bureau of the Census, Record Group 29.

Anna Lacek, SS *Noordam* Passenger Manifest, July 11, 1908; **stamped page 82**, line 3; *Passenger and Crew Lists of Vessels Arriving at New York, 1897–1957* (National Archives Microfilm Publication T715, roll 1122); Records of the Immigration and Naturalization Service, Record Group 85.

The National Archives accessions microforms from other agencies. If the agency name is the same as the record group

title, you do not need to repeat the agency name. Cite the repository where the accessioned micro- form is held.

“Project Proposal, Bronx Borough, New York City”;
Official Project Number 65-97-12; WPA Project
Folders, New York

City; (microfilm roll 8383); **Records of the Work Projects Administration, Record Group 69; National Archives at College Park, College Park, MD.**

GUIDELINES *for* CITING NONTEXTUAL RECORDS

Nontextual records consist of maps, blueprints, architectural drawings, motion pictures, photographs, posters, sound and video recordings, and oral history tapes and transcripts. Because of this variety, the file unit (consisting of the physical form of the record and its file number) is critical. Without it the records cannot be located. In many instances, series and subgroup titles are not identified, which leaves the file unit as the only means of locating a record within a record group.

1. The file unit (physical form and file number) should be the initial citation element. It is followed by the title (caption); the series and subgroup titles, if applicable; record group title and number; and the repository and its location.

Photograph No. P-456-108-2522; 'Stilling Basin: Close-up View of Upstream Area of Stilling Basin Showing Ice Formations,' January 1955; Palisades Project; Records of the Bureau of Reclamation, Record Group 115; National Archives and Records Administration-Rocky Mountain Region (Denver).

Sound Recording 208.029; 'You Cant Do Business with Hitler,' Feb. 12, 1944; Records of the Office of War Information, Record Group 208; National Archives at College Park, College Park, MD.

Video Recording No. 306.420; 'Press Conference USA,' July

21, 1964; Records of the U.S. Information Agency, Record Group 306; National Archives at College Park, College Park, MD.

Aerial Photograph, Can #ON007851, EX-1103; 'Aerial Photograph of the Mall in Washington, DC, 06/03/1940"; Aerial Photographs, compiled 1935-1970; Records of the Defense Intelligence Agency, Record Group 393; National Archives at College Park, College Park, MD.

2. The name of the photographer (or artist for a poster) can be placed in parentheses as part of the file unit.

Color Poster No. 44-PA-71 (**Artist James Montgomery Flag**); "I Want You for the U.S. Army/Enlist Now"; Records of the Office of Government Reports, Record Group 44; National Archives at College Park, College Park, MD.

3. File system abbreviations should be parenthetically spelled out.

Prelude to War; Motion Picture 111 OF 1 (**Orientation Film No. 1**); Records of the Office of the Chief Signal Officer, Record Group 111; National Archives at College Park, College Park, MD.

4. Citations to audiotapes of oral history interviews should include the names of the respondent and the interviewer and the date(s) of the interview, as well as series and subgroup title, if available.

Sound Recording 64.190; **Interview of Herbert Angel by Philip C. Brooks, Jan. 24, Feb. 13, Apr. 5, 1973**; National Archives Oral History Project; Records of the National Archives and Records Administration, Record Group 64; National Archives at College Park, College Park, MD.

5. Citations to transcripts of oral history interviews should follow the previous rule, except the page number replaces the sound recording number.

Transcript (p. 5); Interview of Herbert Angel by Philip C. Brooks, Feb. 13, 1973; National Archives Oral History Project; Records of the National Archives and Records Administration, Record Group 64; National Archives at

College Park, College Park, MD.

6. Sometimes the record title and number are identical to the file title and number. Note in the following example the “Manuscript Map of Sumass Lake area” is the file as well as the map title, and “Map 51” is the file as well as the map number. The map is the 51st map in the 69th series, Miscellaneous Field Maps. The physical form of cartographic records and architectural drawings should be given in brackets.

Manuscript Map of Sumass Lake area, Map 51 [Cartographic Record]; Series 69, Miscellaneous Field Maps; Northwestern Boundary, Treaty of 1846; Records of Boundary and Claims

Commissions and Arbitrations, Record Group 76;
National Archives at College Park, College Park,
MD.

7. File numbers based on an agency filing system retained by the National Archives could yield additional information that may be useful. For instance, in the following example, 'District 2' refers to the second light- house district (as organized by the Bureau of Lighthouses before its trans- fer in 1939 from the Commerce Department to the U.S. Coast Guard). 'Drawing No. 20-36' means the titled record is the 36th item in drawing 20.

Lighthouse Drawings; "Front Elevation of Light House as Proposed to be Built on Minots Ledge, Boston Harbor" [Architectural Drawing]; **District 2, Drawing 20-36**; Records of the U.S. Coast Guard, Record Group 26; National Archives at College Park, College Park, MD.

GUIDELINES for CITING RECORDS in AFFILIATED ARCHIVES

Affiliated archives are non-National Archives institutions that hold by formal, written agreement with NARA records that are part of the accessioned holdings of the National Archives of the United States. The current affiliated archives are located at the U.S. Military Academy Archives, West Point, NY; William W. Jeffries Memorial Archives, U.S. Naval Academy, Annapolis, MD; Oklahoma Historical Society, Oklahoma City, OK; New Mexico State Records Center and Archives, Santa Fe, NM; Yellowstone National Park Archives, Yellowstone, WY; the Prints and Photographs Division, Library of Congress, Washington,

DC; Historic American Buildings Survey/Historic American Engineering Record, National Park Service, Washington, DC; and Pennsylvania State Archives, Harrisburg, PA. Citations to records on deposit at affiliated archives should note the repository's National Archives–Affiliated Archives status, the fact that NARA records are deposited there, and the affiliated archives name and location.

Proceedings of the Academic Board, September 8, 1854; pp. 453–457, Volume for 1851–54; Proceedings (Staff Records); Records of the Office of the Dean of the Academic Board; Records of the U.S. Military Academy, Record Group 404;

National Archives–Affiliated Archives: record on deposit at the U.S. Military Academy Archives, West Point, NY.

Preston Beck Grant; SG 1; Surveyor General Case Files; (New Mexico State Records Center and Archives Microfilm Publication: “Land Records of New Mexico,” roll 12, frames 006–485); Surveyor General Records, 1854–92; Records of the Bureau of Land Management, Record Group 49; **National Archives–Affiliated Archives: record on deposit at the New Mexico State Records Center and Archives, Santa Fe, NM.**

GUIDELINES *for* CITING ELECTRONIC RECORDS

Electronic records include data files, text files, and digital images. Citations must identify that they are electronic records. A citation for an electronic record will usually be identical to citations for textual records, with the additional insert of [Electronic Record].

Citations to data files that are Federal electronic records begin with the data file title; followed by the physical form of the records, placed in brackets; then any appropriate subseries and series titles; the database title, if any; the record group title and number; and the repository and its location.

West Germany, Salt II and Security, 1979 (I79006) [Electronic Record]; Surveys of the General Population, 1956– ; Surveys of Foreign Perceptions of International Strength and Security, 1956– ; Attitude Surveys, 1956– ; Records of the U.S. Information Agency, Record Group 306; National Archives at College Park, College Park, MD.

When citing documentation to electronic records, researchers should use the lead phrase “Documentation relating to . . .”

GUIDELINES *for* CITING DIGITIZED DOCUMENTS
AVAILABLE *on* NARA'S WEB SITE

In general, NARA recommends that copies of documents retrieved via online research be cited using the information elements appropriate to the

originals with the addition of a note in brackets indicating the URL of the online version and the date reviewed.

General example:

“Introduction and Links to Resources on Land Entry Case Files and Related Records.” NARA—Genealogists/Family Historians—Land Records. [Online version, *www.archives.gov/genealogy/land*, National Archives and Records Administration, September 25, 2006.]

If the reference example is retrieved from the online catalog, cite only the URL for the catalog. For example:

Archival Research Catalog (ARC) citation:

Patent Drawing of a Toy Horse, 1/22/1867 [Architectural and Engineering Drawings]; Records of the Patent and Trademark Office, Record Group 241; National Archives at College Park, College Park, MD [online version available through the Archival Research Catalog (ARC identifier 594926) at *www.archives.gov*; November 1, 2006].

Access to Archival Databases (AAD) citation:

Record for Franklin W. Potter; World War II Prisoners of War Data File, 12/7/1941-11/19/1946 [Electronic Record]; Records of World War II Prisoners of War, 1942-1947; Records of the Office of the Provost Marshal General, Record Group 389; National Archives at College Park, College Park, MD [retrieved from the Access to Archival Databases at *www.archives.gov*, September 26, 2006].

Online genealogical citations:

James J. Collins, 1920 census, Morris, Morris County,

New Jersey, T625, roll 1061, page 6B, ED 29, image 62,
Ancestry.com (August 25, 2006).

Pension file R9924, Snyder, Margaret, Revolutionary War,
HeritageQuest.com, Series: M805, Roll 757, Image 777, File R9924, August
25, 2006

