

MICHIGAN STATE UNIVERSITY ARCHIVES AND HISTORICAL COLLECTIONS

SUGGESTED CITATION FORMATS

These examples cannot cover all possible citation needs, but the logic of the following formats can be adapted to other citation requirements. The purpose of a citation is to identify clearly the source used so another researcher may locate it.

Include the basic information: item description/title, date, collection title, collection number

and Michigan State University Archives and Historical Collections. Add to this as needed for special cases. If you have any questions, the reference staff will be glad to provide assistance.

1. **Letter:**

James Lyman to Lucinda Sykes, 8 September 1850, Box 1, Folder 9, Lyman Family Papers, Collection 128, Michigan State University Archives and Historical Collections, East Lansing, Michigan.

2. **Diary:**

John G. Parkhurst diary, 6 June 1876, Box 2, Folder 32, John G. Parkhurst Papers, Collection 25, Michigan State University Archives and Historical Collections, East Lansing, Michigan.

3. **Newspaper clipping:**

"State Makes Big Ten," from the Lansing State Journal, 1 April 1948, Box 905, Folder 82, Ralph Young Papers, UA 17.114, Michigan State University Archives and Historical Collections, East Lansing, Michigan.

4. **Volume:**

Ledger, 1905, Box 1, Volume 2, Miller Dairy Farm Records, Collection 145, Michigan State University Archives and Historical Collections, East Lansing, Michigan.

5. **Microfilm edition of originals held by the Michigan State University Archives and Historical Collections:**

Michigan State University Board of Trustees Meeting Minutes, 26 February 1957, microfilm edition, Reel 8, UA 1.0. Microfilm and originals at the Michigan State University Archives and Historical Collections, East Lansing, Michigan.

6. **Microfilm edition of originals held elsewhere:**

James Lawson to Justin S. Morrill, Justin S. Morrill Papers, Library of Congress microfilm edition, LG 1, container numbers 49-50. Copy at the Michigan State University Archives and Historical Collections, East Lansing, Michigan.

7. **University publications:**

Michigan State University Department of Information Services, Spartan Gridiron News, Serial 54, Vol. 10, No. 5 (November 23, 1963), p. 7, Michigan State University Archives and Historical Collections, East Lansing, Michigan.

8. **Blueprints:**

Blueprint, Jenison Fieldhouse, 1939, Michigan State University Architect Records, UA 4.9.1, Michigan State University Archives and Historical Collections, East Lansing, Michigan.

9. **Photographs:**

Michigan State University. Buildings. Museum. Folder 3.

Credit line for publication or display to read: Michigan State University Archives and Historical Collections.

10. **Websites:**

"State of the University 2012 | Michigan State University" archived January 8, 2013. Michigan State University Web Archives, Michigan State University Archives and Historical Collections. <http://http://wayback.archive-it.org/1813/20130108232951/http://www.msu.edu/stateofmsu2012/>. (Accessed April 11, 2013).