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Samples

Manuscripts (Letter example)

N: 1. James T. Broyhill to Mrs. Mary S. Dillon, 13 June 1974, Education and Labor—School Lunch Program, Series 100B (Congressional), Subseries 8 (1973-1974, 93rd Congress), AC. 100, James T. Broyhill Papers, W.L. Eury Appalachian Collection, Special Collections, Appalachian State University, Boone, N.C.

B: Broyhill, James T. to Mrs. Mary S. Dillon. 13 June 1974. AC. 100, James T. Broyhill Papers, W.L. Eury Appalachian Collection, Special Collections, Appalachian State University, Boone, N.C.

Photographs

N: 2. Beginning Farthing Auditorium, aerial survey photograph by Henry DeWolf, circa 1974. UA. 2006.266, Campus Construction Photographs, University Archives and Records, Special Collections, Appalachian State University, Boone, N.C.

B: DeWolf, Henry, photographer. Beginning Farthing Auditorium, aerial survey photograph, circa 1974. UA. 2006.266, Campus Construction Photographs, University Archives and Records, Special Collections, Appalachian State University, Boone, N.C.
Photographs (continued)

If photograph is uncredited, please state “photographer unknown.” Sample:

     UA. 2006.266, Campus Construction Photographs, University Archives and Records, 
     Special Collections, Appalachian State University, Boone, N.C.

Clippings Files or Vertical Files

    Ensembles” Vertical File, University Archives and Records, Special Collections, Appalachian 
    State University, Boone, N.C.

B: “Jazz Ensembles” Vertical File, University Archives and Records, Special Collections, 
    Appalachian State University, Boone, N.C.

Publications (be sure to cite pages numbers used in footnotes or endnotes)

University Publications

    State Teachers College, [1946]), 46. University Archives and Records, Special Collections, 
    Appalachian State University, Boone, N.C.

    Appalachian State Teachers College, [1946]. University Archives and Records, Special 
    Collections, Appalachian State University, Boone, N.C.

Rare Books

N: 5. Agnes Strickland, Lives of the Queens of Scotland: And English Princesses Connected with the 
    Regal Succession of Great Britain, vol. 2 (Edinburgh; London: W. Blackwood and Sons, 1850-1859), 
    244-245.

B: Strickland, Agnes. Lives of the Queens of Scotland: And English Princesses Connected with the Regal 

For citations to formats not listed above, or for any questions about citations, please contact the Archives 
and Rare Books Reference staff in Special Collections, 4th Floor, Belk Library, (828) 262-4041 or at 
spcoll@appstate.edu.