

## Special Collections • Appalachian State University

W.L. Eury Appalachian Collection  
Rare Books and Manuscripts  
Stock Car Racing Collection  
University Archives and Records



### Citation Format Guidelines

When citing materials from the W.L. Eury Appalachian Collection, Rare Books and Manuscripts, Stock Car Racing Collection, and University Archives and Records, please include the elements listed below in your citations. Complete citations will help others or yourself re-locate an item in its original location. You may need to refer to a style guide such as Turabian/Chicago, APA, MLA, etc. for specific information regarding sequence of elements. If you intend to publish from our collections, please complete a Permission to Publish Request form.

#### General Guidelines for Unpublished Material (N = Note B = Bibliography)

- N: 1. Author (First name first), Title or description of document, Date, Folder title, Series, Subseries, Collection Number, Collection Title, Collection Unit, Special Collections, Appalachian State University, Boone, N.C.
- B: Author (Last name first). Title or description of document, Date. Collection Number, Collection Title, Collection Unit, Special Collections, Appalachian State University, Boone, N.C.

If citing several items from the same manuscript collection, the bibliographic reference need only list Collection Number and Title, Collection Unit, Special Collections, Appalachian State University, Boone, N.C.

#### 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:

- B: Photograph, Completion of Farthing Auditorium. Circa 1974. Photographer unknown. UA. 2006.266, Campus Construction Photographs, University Archives and Records, Special Collections, Appalachian State University, Boone, N.C.

## Clippings Files or Vertical Files

- N: 3. "Women in Jazz Celebrated March 21 at Appalachian," Press Release, March 15, 1994. "Jazz 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

- N: 4. Appalachian State Teachers College, *Student Handbook*, vol. V. (Boone: N.C.: Appalachian State Teachers College, [1946]), 46. University Archives and Records, Special Collections, Appalachian State University, Boone, N.C.
- B: Appalachian State Teachers College. *Student Handbook*. Vol. V, 1946-1947. 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 Succession of Great Britain*. Vol. 2. Edinburgh; London: W. Blackwood and Sons, 1850-1859.

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, 4<sup>th</sup> Floor, Belk Library, (828) 262-4041 or at [spcoll@appstate.edu](mailto:spcoll@appstate.edu).