

## How to Cite Archival Sources from the University of Manitoba Archives & Special Collections

Use the full name of our institution:

**University of Manitoba Archives & Special Collections**

or

**UMA** (if the full name is spelled out elsewhere in the work)

Include collection title, collection number, accession number, box number, folder number, and, when possible (i.e. photographs), item number in your citations. You may title the item in your citation if you wish. If you are unsure of how to properly cite an item in our holdings please contact our staff for assistance at: [archives@umanitoba.ca](mailto:archives@umanitoba.ca).

The following are examples on how to properly cite material from this institution:

**Winnipeg Tribune fonds photograph:** The collection number for a photograph from the *Winnipeg Tribune* fonds is PC 18 and the accession number is A.81-12. If the photograph was labeled as Item 9 in Folder 1159 of Box 62, then the proper citation for this item would be:

“University of Manitoba Archives & Special Collections, *Winnipeg Tribune* fonds, PC 18 (A.81-12), Box 62, Folder 1159, Item 9”

**University of Manitoba Students Union fonds Engineering Society constitution:** The collection number for the UMSU fonds is UA 8 and the accession number is A.96-49. This particular item is located in Box 11 and Folder 11. The item is textual so it was not assigned an item number. So, the proper citation for this item would be:

“University of Manitoba Archives & Special Collections, University of Manitoba Students Union fonds, UA 8 (A.96-49), Box 11, Folder 11”

**Hamilton Family fonds photograph:** The collection number for photographs from this fonds is PC 12 and the accession number is A.79-41. Most of these photographs are not placed in folders but in envelopes and do not have designated item numbers. If the photograph in question was located in Box 10 within the envelope labeled “Group XII, #44a”, then the proper citation for this item would be:

“University of Manitoba Archives & Special Collections, Hamilton Family fonds, PC 12 (A.79-41), Box 10, Envelope “Group XII, #44a””

**Digitized Material (Digital Collections)** All digitized items in the university’s Digital Collections feature a field called “Local Identifier” in the metadata under the “Details” tab. This identifier is based on the reference number for the item. A typical identifier looks like this:

**UM\_pc096\_A02-019\_021\_0007\_001\_0001**

The first portion signifies the institution in which the item is located. In this case, **UM** stands for University of Manitoba. The second portion signifies the collection number (**PC 96**). The third portion represents the accession number (**A.02-19**). The fourth portion represents the box number (**Box 21**) and the fifth portion signifies the folder number (**Folder 7**). The final two portions represent the item number (**Item 1**) and page or side number (**Page 1**). Users can then use this information to formulate a proper citation.