

**DICKINSON COLLEGE**  
**ARCHIVES AND SPECIAL COLLECTIONS**  
**PRIMARY SOURCE CITATION GUIDE [Updated 1/2020]**

**GENERAL GUIDELINES** (B = bibliography F = footnote)

- B: Author (last name first). Title or description of document, date. Collection or Record Group number, Collection or Record Group name, Archives and Special Collections, Dickinson College, Carlisle, PA.
- F: 1. Author (first name first), Title or description of document, date, Collection or Record Group number, Collection or Record Group name, Archives and Special Collections, Dickinson College, Carlisle, PA, page number(s) if necessary.

**SAMPLES** (B = bibliography F = footnote)

▪ **DIARY**

- B: King, Horatio Collins. Diary, 1854-1858. MC 1999.9, Horatio Collins King Family Papers, Archives and Special Collections, Dickinson College, Carlisle, PA.
- F: 2. Horatio Collins King, Diary, 1854-1858, MC 1999.9, Horatio Collins King Family Papers, Archives and Special Collections, Dickinson College, Carlisle, PA, p. 1.

▪ **ESSAY**

- B: Fisher, Mary Wagner. "College Education," n.d. MC 2000.12, William Righter Fisher Family Papers, Archives and Special Collections, Dickinson College, Carlisle, PA.
- F: 3. Mary Wagner Fisher, "College Education," n.d., MC 2000.12, William Righter Fisher Family Papers, Archives and Special Collections, Dickinson College, Carlisle, PA, pp. 2-3.

▪ **INTERVIEW**

- B: James, Benjamin, class of 1934, professor and administrator. Interview by Regan Winn, 2 June 2000, Carlisle, PA. Transcript. Archives and Special Collections, Dickinson College, Carlisle, PA.
- F: 4. Benjamin James (class of 1934, professor and administrator), interview by Regan Winn, 2 June 2000, Carlisle, PA, transcript, Archives and Special Collections, Dickinson College, Carlisle, PA, p. 4.

▪ **LETTER**

- B: Emory, Robert, Baltimore, to John Price Durbin, 29 July 1841. Record Group 2/2, Office of the President, John Price Durbin, Archives and Special Collections, Dickinson College, Carlisle, PA.
- F: 5. Robert Emory, Baltimore, to John Price Durbin, 29 July 1841, Record Group 2/2, Office of the President, John Price Durbin, Archives and Special Collections, Dickinson College, Carlisle, PA.

▪ **MEMORANDUM**

- B: Bowden, William R., to the English Department and Student Advisory Committee, memorandum, 12 September 1969. Record Group 7/1, Department of English, Archives and Special Collections, Dickinson College, Carlisle, PA.
- F: 6. William R. Bowden to the English Department and Student Advisory Committee, memorandum, 12 September 1969, Record Group 7/1, Department of English, Archives and Special Collections, Dickinson College, Carlisle, PA.

▪ **MINUTES**

- B: Dickinson College Board of Trustees, Executive Committee. Minutes, 26 November 1839. Record Group 1/2, Board of Trustees (1833-1879), Archives and Special Collections, Dickinson College, Carlisle, PA.
- F: 7. Dickinson College Board of Trustees, Executive Committee, Minutes, 26 November 1839, Record Group 1/2, Board of Trustees (1833-1879), Archives and Special Collections, Dickinson College, Carlisle, PA.

▪ **PHOTOGRAPH**

- B: Photograph of student group in front of East College, 1885. Photograph Collection, Record Group 5, Buildings and Grounds, Archives and Special Collections, Dickinson College, Carlisle, PA.
- F: 8. Student group in front of East College, 1885, Photograph Collection, Record Group 5, Buildings and Grounds, Archives and Special Collections, Dickinson College, Carlisle, PA.

▪ **PROGRAM**

- B: Belles Lettres Society. Sophomore Oratorical Prize Contest program, 3 June 1873. Record Group 8/3, Belles Lettres Society, Archives and Special Collections, Dickinson College, Carlisle, PA.
- F: 8. Belles Lettres Society, Sophomore Oratorical Prize Contest program, 3 June 1873, Record Group 8/3, Belles Lettres Society, Archives and Special Collections, Dickinson College, Carlisle, PA.

▪ **REPORT**

- B: Nisbet, Charles. Report to the Board of Trustees, 13 November 1786. Record Group 1/1, Board of Trustees (1783-1833), Archives and Special Collections, Dickinson College, Carlisle, PA.
- F: 9. Charles Nisbet, Report to the Board of Trustees, 13 November 1786, Record Group 1/1, Board of Trustees (1783-1833), Archives and Special Collections, Dickinson College, Carlisle, PA.

▪ **SPEECH**

- B: Stine, Wilbur Morris. "The Still Small Voice." Address delivered at the Union Church, Swarthmore, PA, 4 August 1901. MC 2005.7, Wilbur Morris Stine Papers, Archives and Special Collections, Dickinson College, Carlisle, PA.
- F: 10. Wilbur Morris Stine, "The Still Small Voice" (address delivered at the Union Church, Swarthmore, PA, 4 August 1901), MC 2005.7, Wilbur Morris Stine Papers, Archives and Special Collections, Dickinson College, Carlisle, PA, pp. 11-13.

▪ **THESIS**

- B: Michael, Jodi A. "The Cumberland County Poorhouse: A Case Study in Nineteenth-Century Poor Relief Reform." Honors thesis, Dickinson College, 1993.
- F: 11. Jodi A. Michael, "The Cumberland County Poorhouse: A Case Study in Nineteenth-Century Poor Relief Reform" (Honors thesis, Dickinson College, 1993), p. 93.

## PUBLISHED ITEMS FROM ARCHIVES AND SPECIAL COLLECTIONS

B = Bibliographic Entry

F = Footnote

### ALUMNI DIRECTORY (Except *1905 Alumni Record*, which is cited as a book)

B: *Dickinson College Directory of Alumni* (May 1948).

F: 12. *Dickinson College Directory of Alumni* (May 1948): 74.

### ALUMNI MAGAZINE

B: "Dinner Season Opens in Atlantic City." *Dickinson Alumnus* 8, no. 1 (November 1930): 11-14, 19.

F: 13. "Dinner Season Opens in Atlantic City," *Dickinson Alumnus* 8, no. 1 (November 1930): 12.

### COLLEGE CATALOG

B: "Sophomore Class." *Catalogue of Dickinson College* (1880-81): 10-12.

F: 14. "Sophomore Class," *Catalogue of Dickinson College* (1880-81): 10.

### DICKINSONIAN

B: "Pranksters Place Horse Prominently: Homecoming Day Livened by Pranks of Student Gang."  
*Dickinsonian*, 16 November 1939.

F: 15. "Pranksters Place Horse Prominently: Homecoming Day Livened by Pranks of Student Gang,"  
*Dickinsonian*, 16 November 1939.

### PAMPHLET (Pamphlets are cited using the same format as books)

B: Cook, Joseph. *Alcohol and the Human Brain*. New York: National Temperance Society and Publication House, 1883.

F: 16. Joseph Cook, *Alcohol and the Human Brain* (New York: National Temperance Society and Publication House, 1883), 19.

### YEARBOOK

B: "The Harman Literary Society." *Microcosm* (1904): 192-93.

F: 17. "The Harman Literary Society," *Microcosm* (1904): 192.