



## Guidelines for Citing Archival Sources from the State Archives of Florida

Researchers should properly cite all documents from the State Archives of Florida when using them in a published work, legal brief, thesis, term paper or other form of writing. The following suggested format is based on the Chicago Manual of Style and is designed to help either a reader or a member of the Archives' staff locate a cited item quickly.

### Basic Format:

1. **Item name:** Use as much information as necessary to distinguish the item from others of a similar nature. The name of the item should incorporate the type of item you are citing (e.g., minutes, letter, telegram, report, memo, muster roll, drawing).
2. **Date:** Give as exact a date as possible. If a date is not available on the document itself but can be assumed from the surrounding context, give the assumed date in brackets. For example, an undated document clearly relating to the inauguration of Florida Governor William D. Moseley could be dated [1845] or perhaps [June 1845], depending on the evidence in the letter.
3. Include the container or volume number and folder number, if applicable.
4. **Collection name and series number:** Each collection in the State Archives of Florida has both a unique collection/series name and a collection/series number. These can generally be found in the print-finding aids in the Reference Room or in the catalog records for each collection or series in the Archives Online Catalog. Identifying both the collection/series name *and* number enables the reader to see what kind of records you used to retrieve your information and expedites the process of finding that collection/series in the future. Note that sometimes the name of the collection and the name of the item will be one and the same (see citation example 3 below).
5. Include "State Archives of Florida."

### Examples:

For a footnote:

1. Address of B.K. Roberts at Conference of Circuit Court Judges, Jacksonville, Florida, January 24, 1963, Box 49, Folder 5, Farris Bryant Correspondence (S 756), State Archives of Florida.
2. Walt Disney to Haydon Burns, July 15, 1966, Box 18, Folder 2, Haydon Burns Correspondence (S 131), State Archives of Florida.
3. Minutes of Florida State Board of Control (S 1), November 13, 1905, volume 1, p. 72, State Archives of Florida.

For a bibliography or works cited page:

Farris Bryant Correspondence. S 131. State Archives of Florida.  
Minutes of Florida State Board of Control. S 1. State Archives of Florida.