Although most social work writing emphasizes using the most recent research evidence to support your argument, you’ll sometimes need to cite archival sources. This issue of The Portable Editor provides format examples for the most common of these uncommon sources.

However, if you’re interested in citing images from current books, journals, or on-line sources, please check out the excellent work of the Cal Poly library staff at http://lib.calpoly.edu/research/guides/caed/images_apa.html

Citing Archival Sources in APA Format

The intention of any reference list is to provide the reader with enough information to retrieve the source. However, many historic or archival sources often lack standard retrieval information. When in doubt, follow the “more is better” rule-of-thumb. When you’re working with archival sources, record all possible sources of retrieval information such as the labels on the folder or boxes of materials.

The following are the basic reference elements for an archival source:

1. Author or creator's name.
2. Date.
3. Title of the work.
4. Publication information.
5. Collection name.
6. Box and folder.
7. Repository. Usually a named collection held by a college or university library, museum, or society. Move from the specific to the general information. For example: Southern Pamphlet Collection, Rare Book Collection, Wilson Library, University of North Carolina, Chapel Hill.

In the following examples, curly brackets { } are used for illustrative purposes only to separate elements within the reference example. Be sure to delete these brackets in your final reference entry. There is one exception: square brackets [ ] are used to provide supplementary information about the form of a source, such as [DVD]; [audio tape]; [Review of the book…]; [Letter to …]; or [Untitled manuscript].

**Manuscripts**
Wells, I. (1901). {item}, {folder title}, {series title (if any)}, {collection name}, {accession or manuscript number}, {Repository, e.g., Special Collections Department & Archives, Virginia State University, Richmond.}

**Interviews**

**Letters - Collection with a Series Title**
Letters - Collection without a Series Title

Photographs
Photograph of Robert M. Yerkes. (ca. 1917-1920). Robert Mearns Yerkes Papers (Box 137, Folder 2292), Manuscripts and Archives, Yale University Library, New Haven, CT.

Note: APA 6th edition allows use of ca. (circa) to indicate estimated dates of archival sources; use question marks to indicate uncertainty related to names, locations, and dates.

Microfilm & Microfiche Records
Newspaper article on microfilm
Author. (Year, Month Day). {Article title.} {Name of Newspaper, Section Page.} {Reel #, Microfilm Collection.} {Repository, e.g., Michigan Pioneer and Historical Society, Lansing, MI.}

Federal & State Census on microfiche
{Name of Census area, e.g., Portage Township, Houghton County, MI.} {{Census year e.g., 1890}.} Federal Census. {Collection name, e.g., Microfiche Collection.} {Repository, e.g., Copper Country Historical Collections, Upper Peninsula Technological University, Houghton, MI.}

Article in a collection
Sutherland, R. N. (1879, June 5). Organize society to save youth. [Editorial]. Eastern Carolinas Husbandry, p. 2. In Grange Notes for Progressive and Successful Community Life, 36 (1942) [Microfilm]. (Reel 1, Microfilm 250). Special Collections, Virginia Union University, Richmond.

Clippings
Clipping collections often lack citation information. For example, clippings might be undated or lack a source notation. Use the available information to follow the traditional author–date format to the greatest extent possible, and provide other information that will help the reader retrieve your source, such as document identification numbers, box numbers, folder designations.

Undated newspaper clipping from a clipping file, no author cited:


Dated clipping with author, unknown source:

Pamphlets or Flyers:
Lynching in all its phases. (1893). [Flyer announcing a public lecture by Ida B. Wells]. Southern Pamphlet Collection, Rare Book Collection, Wilson Library, University of North Carolina, Chapel Hill. In-text citation: (“Lynching,” 1893)