HOW TO PROPERLY CITE ARCHIVES

**American Psychological Association | APA**

**Formatting Notes**
- Double-spaced
- Indent second (and third, fourth, etc.) line of each entry
- Alphabetize your list

**Template:**
Author(s). (Dates). Folder title. Collection title. Publisher.

**Examples:**

Formatting Notes:

- Bibliography and Notes have different slightly different formatting rules
- Make use “Ibid.” in your notes when necessary
- Each entry is single-spaced
- Alphabetize your Bibliography

Bibliography Template:

Author Lastname, Author Firstname. “Folder title.” Publisher, Date(s). Box number, Folder number. Collection title.

Bibliography Examples:


Note Template:

#. Author Firstname Author Lastname, “Folder title.” (Publisher, Dates). Box number, Folder number. Collection title.

Note Examples:


Formatting Notes:
- Double-spaced
- Indent second (& third, fourth, etc.) line of each entry
- Alphabetize your list
- Specify your resource’s format

Template:
Author(s). “Folder title.” Collection title. Publisher, Date(s): Box number, Folder number. Access method. URL.

Examples: