

## Citing Manuscript Materials

A footnote reference to a manuscript collection must include mention of the Marshall Library and its location, as well as the name of the collection. When a specific document is cited, the footnote should also contain: the name of the writer, the name of the recipient, the date, the type of document (the term “letter” does not have to be used if the names of the writer and the recipient are provided in the reference), and the file location (box and folder numbers are provided on the folder labels).

### Examples of Footnote Citations:

George C. Marshall to Harry S. Truman, November 11, 1947, George C. Marshall Papers, box 81, folder 47, George C. Marshall Library, Lexington, Virginia. (Hereafter cited as Marshall Papers, Marshall Library.)

George C. Marshall to Harry L. Hopkins, July 23, 1944, Memorandum, Marshall Papers, box 71, folder 23, Marshall Library.

In a bibliographic entry, the recommended order of elements is: location, library name, and collection name.

### Example of Bibliographic Citation:

Lexington, Virginia. George C. Marshall Foundation, C. Tyler Wood Papers.

## Marshall Foundation National Archives Project

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Special care is needed in citing this collection. The contents are mostly documents copied from National Archives files. Approximately 80 percent of this collection is on microfilm; the other 20 percent was reproduced on paper using a variety of copying methods (Photoprint, Electroprint, Verifax, and Xerox).

Copies of individual documents or related groups of documents have been assigned numbers according to the copying process used. The microfilmed documents have been given “Item” numbers; the paper copies were assigned “Photoprint,” “Electroprint,” “Verifax,” or “Xerox” numbers. These numbers should be included in any citation.

The National Archives record group number is often indicated on the index cards to the documents. The office of origin (e.g., WDCMC [War Department Classified Message Center]) is always noted on the index cards. This information should also be included in the citation if the researcher deems it necessary.

### Example:

George C. Marshall to Douglas MacArthur, 29 March 1945. Copy seen in Marshall Foundation National Archives Project, Xerox 1278, George C. Marshall Library, Lexington, Virginia. (Original in “Operations and Plans Division Message File, Top Secret,” National Archives and Records Administration, Washington, D.C.)

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