

Tuskegee University ARCHIVES
PRIMARY SOURCE CITATION GUIDE

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, Tuskegee University, Tuskegee, AL.

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, Tuskegee University, Tuskegee, AL, page number(s) if necessary.

SAMPLES (B = bibliography F = footnote)

▪ **DIARY**

B: Jones, Lewis W. Diary, 1910-1979. TUA 51.003, folder 2, Papers of Lewis Jones, Archives, Tuskegee University, Tuskegee, AL.

F: 2. Wade Lewis Jones, Diary, 1910-1979, TUA 51.00 3, folder 2, Papers of Lewis Jones, Archives, Tuskegee University, Tuskegee, AL, 1.

▪ **ESSAY**

B: Powell, Edith. "Polio at Tuskegee," n.d. TUA 314.001 , folder 1, Edith Powell: "Black Oasis" Papers", Archives Tuskegee University, Tuskegee, AL.

F: 3. Edith Powell, "Polio at Tuskegee," n.d., TUA 314.001, folder 1, Edith Powell: "Black Oasis, Papers, Archives and Special Collections, Tuskegee University, Tuskegee, AL, 16-18.

▪ **INTERVIEW**

B: Ford, Caroline, class of 1932, professor and administrator. Interview by Vivian Carter, 15 June 2009, Tuskegee, AL. Transcript. Archives. Tuskegee University, Tuskegee, AL.

F: 4. Caroline Ford (class of 1932, professor and administrator), interview by Vivian Carter, 15 June 2009, Tuskegee, AL, transcript, Archives, Tuskegee University, Tuskegee, AL, 4.

- **LETTER**

B: Moton, Robert R., Hampton, to Booker T. Washington, Tuskegee, 4 July 1914. TUA 001.002, folder 4, Office of the President, Booker T. Washington, Archives, Tuskegee University, Tuskegee, AL.

F: 5. Robert R. Moton, Hampton, to Booker T. Washington, Tuskegee, 4 July 1914, TUA 001.002, folder 4, Office of the President, Booker T. Washington, Archives, Tuskegee University, Tuskegee, AL.

- **MEMORANDUM**

B: Patton, Benjamin F., to the Faculty and Staff, memorandum, 8 April 2010. TUA 005.006, folder 7, Faculty and Staff, Archives, Tuskegee University, Tuskegee, AL.

F: 6. Benjamin F. Payton to the Faculty and Staff, memorandum, 8 April 2010, TUA 005.006, folder 7, Faculty and Staff, Archives, Tuskegee University, Tuskegee, AL

- **MINUTES**

B: Tuskegee University Board of Trustees, Executive Committee. Minutes, 26 November 1889. 3A1.008, Board of Trustees (1888-1889), Archives, Tuskegee University, Tuskegee, AL.

F: 7. Tuskegee University Board of Trustees, Executive Committee, Minutes, 26 November 1839, 3A1.008, Board of Trustees (1888-1889), Archives, Tuskegee University, Tuskegee, AL.

- **PHOTOGRAPH**

B: Student group in front of Carnegie Hall, 1885. Photograph Collection, 241.003.001, Buildings and Grounds, Archives, Tuskegee University, Tuskegee, AL.

F: 8. Student group in front of Carnegie Hall, 1885, Photograph Collection, 241.003.001, Buildings and Grounds, Tuskegee University, Tuskegee, AL.

- **PROGRAM**

B: National Center for Bioethics in Research and Health Care. Commemorative Anniversary Celebration program, 22-23 April 2010. TUA 200.018, folder 19, National Center for Bioethics in Research and Health Care, Archives, Tuskegee University, Tuskegee, AL.

F: 8. National Center for Bioethics in Research and Health Care, Commemorative Anniversary Celebration program, 22-23 April 2010, TUA 200.018, folder 19, National Center for Bioethics in Research and Health Care, Archives, Tuskegee University, Tuskegee, AL.

- **REPORT**

B: Logan, Warren. Thirty-First Annual Report, 31 May 1912. 16B2.006, Principal and Treasurer (1911-1915), Archives, Tuskegee University, Tuskegee, AL.

F: 9. Warren Logan, Thirty-First Annual Report, 31 May 1912 November 1786, 16B2.006, Principal and Treasurer (1911-1915), Tuskegee University, Tuskegee, AL .

- **SPEECH**

B: Stine, Wilbur Morris. "The Still Small Voice." Address delivered at the Union Church, Auburn, AL, 4 August 1901. TUA 300.006, folder 19, Wilbur Morris Stine Papers, Archives, Tuskegee University, Tuskegee, AL.

F: 10. Wilbur Morris Stine, "The Still Small Voice" (address delivered at the Union Church, Auburn, AL, 4 August 1901), TUA 300.006, folder 19, Wilbur Morris Stine Papers, Archives, Tuskegee University, Tuskegee, AL.

PUBLISHED ITEMS FROM ARCHIVES AND SPECIAL COLLECTIONS

B = Bibliographic Entry

F = Footnote

ALUMNI DIRECTORY

B: *Tuskegee University Directory of Alumni* (May 1948).

F: 12. *Tuskegee University Directory of Alumni* (May 1948): 74.

ALUMNI MAGAZINE

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

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

COLLEGE CATALOG

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

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

Tuskegee Messenger

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

F: 15. "Pranksters Place Horse Prominently: Homecoming Day Livened by Pranks of Student Gang," *Tuskegee Messenger*, 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 Literary Society." *Tuskeana* (1904): 192-93.

F: 17. "The Literary Society," *Tuskeana* (1904): 1