

CITATIONS GUIDE

Special Collections
University of Arkansas Libraries
365 North Ozark Avenue
Fayetteville, Arkansas 72701-4002

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Copyright law (Title 17, United States Code, effective January 1, 1978) protects the rights of creators of unpublished, as well as published, original works. Literary property rights under common law previously protected unpublished works. Works do not have to be registered with the Copyright Office to be protected.

In general, the 1978 law provided that copyright protection began on the date a work is created and continues for the life of the author, plus fifty years. In October 1998, the United States Congress **extended the duration of copyright protection from fifty to seventy years after the death of an author**. Duration of copyright for a specific item depends upon several factors, such as date of creation and or publication, registration of an unpublished work, status as a work-for-hire or as an institutional record, etc. Unpublished and uncopyrighted works created before January 1, 1978, are now protected until at least December 31, 2002.

Researchers should observe carefully all copyright protections for both published and unpublished works. Persons wishing to obtain permission to publish from such materials should contact the copyright holder. If the names of copyright holders are available in the department, we will provide them upon request. When copyright holders are not known, researchers should contact the creators, their heirs, or, if applicable, the original publisher.

The fair use provision of the copyright law allows limited uses of copyrighted materials under certain circumstances—for example, when a scholar reinforces a point by quoting briefly from the work of another scholar. The law does not fully define criteria for fair use, so caution is recommended.

CITATIONS

Faculty advisors, journal editors, and book publishers require the use of specific style manuals, but most style manuals do not provide complete instructions for citation of manuscript materials. For example, the *Chicago Manual's* general rules for references to unpublished material indicate that "Librarians and archivists are usually willing and able to explain to an author what is required in citations to the documents in their collections."² The goal of this guide is to

provide advice for adequate citation to manuscript materials without regard to the general style manual required. Citations

should provide sufficient detail for locating items, primarily for other researchers who wish to consult them, and also for you should you need access to the materials again. Each citation should include information that will identify the specific item used. Arrange this information in the following three categories:

DESCRIPTION OF ITEM

- form of communication (memorandum, diary, interview, etc.; however, letter is not generally stated)
- names of sender and recipient for a letter, speaker and audience for a speech or delivered paper, author and title for a publication or report, names of interviewer and individual interviewed, etc.
- date and other information needed for clarity (such as city and state for a speech)

LOCATION INFORMATION

- collection name
- series and subseries, when applicable
- box number
- file or folder number

IDENTIFICATION OF REPOSITORY

- the department
- the institution, and the city in which it is located.

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SAMPLE CITATIONS The following citations are expanded from the footnote formats recommended in *The Chicago Manual of Style*:

LETTER

¹⁰L. Brezhnev to J. William Fulbright, July 7, 1973. J. William Fulbright Papers, series 48, subseries 16, box 42, folder 3. Special Collections, University of Arkansas Libraries, Fayetteville.

DIARY, MEMOIRS, ETC.

¹¹Mary Bacon Bond, commonplace book, May 4, 1836. Martin Family Papers (MC 859), series 2, box 1, folder 8. Special Collections, University of Arkansas Libraries, Fayetteville.

(Sample citations continue on next page)

¹*The Chicago Manual of Style*, 14th ed. (Chicago: University of Chicago Press, 1993), 151.

²*Ibid.*, 593-594.

SPEECH DRAFT

¹²Orval Faubus address at the Annual Convention of the National Federation of Business and Professional Women's

Clubs, Chicago, July 23, 1961. Fannie Hardy Papers (MC 945), series 2, subseries 2, box 7, folder 11. Special Collections, University of Arkansas Libraries, Fayetteville.

REPORT

¹³Institute of Distribution, "The Case For--The Case Against: The Utterback-Robinson-Patman Bills," 34-36. Joseph Taylor Robinson Papers, series 9, subseries 2, box 215, folder 4. Special Collections, University of Arkansas Libraries, Fayetteville.

MICROFILM EDITION

¹⁴Minute book, Southland Monthly Meeting of Friends, December 17, 1873. Southland College Papers (MC 577), microfilm edition, series 7, box 12, folder 1 [or reel 6, frame 1]. Special Collections, University of Arkansas Libraries, Fayetteville.

ORAL HISTORY

¹⁵Mrs. Alice West, interview by Mary Celestia Parler, December 11, 1954, "Fourth of July and Christmas Customs," transcript. Folklore Collection, box 3, folder 32. Special Collections, University of Arkansas Libraries, Fayetteville.

MUSICAL COMPOSITION

¹⁶Florence Price, *Symphony in E Minor*, orchestral score. Florence Price Papers (MC 988), series 2, subseries 4, box 3, folder 5. Special Collections, University of Arkansas Libraries, Fayetteville.

LITERARY DRAFT

¹⁷John Gould Fletcher, poem, "I Had Scarcely Fallen Asleep." John Gould Fletcher Papers, series 1, subseries 1, box 3, folder 24. Special Collections, University of Arkansas Libraries, Fayetteville.

UNPROCESSED COLLECTION

¹⁸Orval E. Faubus to Harlan Hobbs, November 21, 1957. Harlan Hobbs Papers. Unprocessed. Special Collections, University of Arkansas Libraries, Fayetteville.

PHOTOGRAPHS

Full identification of each photograph and credit to the photographer (when known) should be provided in the cut line with the photograph, a footnote, an endnote, or a list of illustrations. As the following three examples show, photographs and other illustrations may be located either in the general picture collection or in a specific manuscript collection.

¹⁹Photograph of lumber mill at Forester, Arkansas. Picture Collection, number 3783. Special Collections, University of Arkansas Libraries, Fayetteville.

²⁰Photograph of Daisy Bates with John F. Kennedy at the White House. Daisy Bates Papers (MC 582), series 4, subseries 4, box 9, photograph number 57. Special Collections, University of Arkansas Libraries, Fayetteville.

²¹Photograph by J. Laurence Charlton of a migrant worker family. J. Laurence Charlton Collection, group 3, number 12. Special Collections, University of Arkansas Libraries, Fayetteville.

PUBLISHED MATERIALS

Citations to published books, journal articles, reports,

newspapers, maps, etc., used from this department's collections need not cite this library unless the item would be difficult for other researchers to find conveniently at other libraries. Cite the repository if you refer to marginalia or other features unique to a specific publication.

ELECTRONIC PUBLICATION ON THE INTERNET

"The Fulbright Program, 1946-1996: An Online Exhibit." Special Collections, University of Arkansas Libraries, Fayetteville. URL <http://www.uark.edu/speccoll/fulbrightexhibit/intro.html>

NOTIFICATION

Researchers who cite materials from this department's holdings in their publications should send a copy of the publication and/or a complete bibliographic citation for the publication to Special Collections.

FOR FURTHER INFORMATION

Fishman, Stephen. *The Copyright Handbook: How to Protect and Use Written Works*. Berkeley, Cal.: Nolo Press, 1994. (REF KF 2995 .F53 1994)

Howell, John Bruce. *Style Manuals of the English-Speaking World: A Guide*. Phoenix, Ariz.: Oryx Press, 1983. (PN 147 .H68)

Luey, Beth. *Handbook for Academic Authors*. New York: Cambridge University Press, 1987. (PN 146 .L84 1987)

Library of Congress. "United States Copyright Office Home Page." URL <http://lcweb.loc.gov/copyright/>

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Hours of operation

Monday through Friday	8:00 a.m. - 5:00 p.m.
Saturday	9:00 a.m. - 1:00 p.m.

Hours may vary during holidays and between semesters.

