

## Citing Records at the Kentucky Department for Libraries and Archives

Citations of collections or materials from the Kentucky Department for Libraries and Archives correspond with three distinct material types. These include Originals, Microfilm, and Court Cases. Originals include materials that are used in their original format such as books, ledgers, loose papers, etc. Microfilm includes material accessed on microfilm rolls. Court Cases can be in original or microfilm form but have a different citation and thus will have their own example. Depending on the type of material being cited, a researcher should note the following pieces of information to properly cite a source:

<i>Originals</i>	<i>Microfilm</i>	<i>Court Cases</i>
<ul style="list-style-type: none"> <li>• Material or Item Title</li> <li>• Date</li> <li>• Accession Number</li> <li>• Box Number/Book Number</li> <li>• Folder Number/Page Number</li> <li>• Collection Title</li> <li>• Repository Name</li> <li>• Repository Location</li> </ul>	<ul style="list-style-type: none"> <li>• Material or Item Title</li> <li>• Date</li> <li>• Roll Number</li> <li>• Book Number</li> <li>• Page Number</li> <li>• Collection Title</li> <li>• Repository Name</li> <li>• Repository Location</li> </ul>	<ul style="list-style-type: none"> <li>• Material or Item Title</li> <li>• Case #</li> <li>• Date</li> <li>• Accession/Roll Number</li> <li>• Box Number (if applicable)</li> <li>• Collection Title</li> <li>• Repository Name</li> <li>• Repository Location</li> </ul>

If the material being cited is an original book, there may be no box or folder number. The following examples are provided according to the Chicago Style.

### Original Materials:

Administrator Bond for Willis Mason, June 4<sup>th</sup>, 1855, A1968-069, Administrator Bond Book 1, p. 17, Christian County County Clerk Records, Kentucky Department for Libraries and Archives, Frankfort, Ky.

### Microfilm Materials:

Administrator Bond for Willis Mason, June 4<sup>th</sup>, 1855, Roll # 7031765, Administrator Bond Book 1, p. 17, Christian County County Clerk Records, Kentucky Department for Libraries and Archives, Frankfort, Ky.

### Court Cases:

Barfield v. Johnson, Case # 2852, 1845, A2001-104, Box 98, Christian County Circuit Clerk Civil and Criminal Case Files, Kentucky Department for Libraries and Archives, Frankfort, Ky.

While these examples are not specific to every record available at KDLA, researchers can use these examples to guide their formatting when citing materials used for their research. Researchers can omit or add information as needed.

### Sources Used

For further information on citing resources according to Chicago Manual Style, please see the following resources.

- **<https://libguides.csudh.edu/archives-citation/chicago#s-lg-box-24246836>**: This library guide from the University of California provides examples on citing archival resources according to Chicago Manual Style.
- **Owl.Purdue.edu**: This website provides detailed information on how to properly cite sources according to Chicago Manual Style and other citation styles.