

---

## Citing Archival Records

---

### 107 Customer Service Guide

Most Recent Update:  
October 2015

---

It is very important to correctly cite the archival sources used in any work that will be made available to others. You and future researchers need a complete and accurate citation to access or obtain copies of the same material.

Different disciplines and institutions may require differing citation styles. This guide suggests a style for citing archival records held by the Archives of Ontario. Each citation is tailored to the archival source being used.

*Published sources* from the Archives Library can be cited using the standard formats prescribed in guides like *The Chicago Manual of Style*.

**Tip:** An accurate citation starts when you order records in the Reading Room.

- Fill out your request slips with as much information as possible, including the full Reference Code, Title and Date of the item being requested. Consult a Reference Archivist for assistance in filling out your request slip.
- The Reference Codes that you fill out are the basis of your citations.
- Reference Codes can also be found on the back of any copies that you order from the Archives of Ontario.

## Types of Citations

There are two types of citations:

1. Footnotes/Endnotes
2. Bibliographic Entries

The table below identifies the differences and specific qualities of each citation:

Footnotes/Endnotes	Bibliographic Entries
<ul style="list-style-type: none"><li>• cite the specific source referred to in the work</li><li>• information about the source is arranged from the specific to the general</li><li>• each element of information is separated by a comma</li></ul>	<ul style="list-style-type: none"><li>• list the fonds/series consulted</li><li>• information about the fonds/series is arranged from the general to the specific</li><li>• each element of information is separated by a period</li></ul>

The table below indicates the information elements that should be included in each citation:

<b>Footnotes/Endnotes</b>	<b>Bibliographic Entries</b>
<ol style="list-style-type: none"> <li>1. Description of the item (creator, title, date, if known)</li> <li>2. Series title (for government records) <i>or</i> fonds and series titles (for non-government records)</li> <li>3. Reference Code - as complete as possible, including file, volume and box numbers when given (e.g., F 4335-0-2 or RG 1-16, vol. 6 or RG 13-345, box 22)</li> <li>4. Repository (Archives of Ontario)</li> </ol>	<ol style="list-style-type: none"> <li>1. Repository (Archives of Ontario)</li> <li>2. Reference Code of fonds/series (e.g., F 4335 or RG 1-16 or RG 13-345)</li> <li>3. Series title (for government records)</li> <li>4. <i>or</i> fonds and series titles (for non-government records)</li> <li>5. Optional – Description of the item (creator, title, date) [see example 8](if footnote/endnote is not created)</li> </ol>

## Citation Examples

Below are examples of Footnotes/Endnotes and Bibliographic Entries for common files and items found at the Archives of Ontario:

<b>File or Item Type</b>	<b>Footnote/Endnote Example</b>	<b>Bibliographic Entry Example</b>
File in a series of government records	<sup>1</sup> Defendant: Mazur, Paul; Charged with High Treason, York County, 1915, Criminal Assize Clerk criminal indictment file, RG 22-392-0-9038, Archives of Ontario.	Archives of Ontario. Series RG 22-392. Criminal Assize Clerk criminal indictment files.
File in a private fonds	<sup>2</sup> McKim Advertising – Barbara Streisand, 1965, Job files, Elliott Research Corporation fonds, F 245-23-0-20, Archives of Ontario.	Archives of Ontario. F 245-23. Elliott Research Corporation fonds. Job files.
Item in a private fonds	<sup>3</sup> Diary entry, February 23, 1849, Sandford Fleming's diary, Sandford Fleming family fonds, F 711, Series B, box MU 1050, Archives of Ontario.	Archives of Ontario. F 711 Series B. Sandford Fleming family fonds. Sandford Fleming's diary.
File in a government record series, available	<sup>4</sup> Estate file for Lucy Maud Montgomery	Archives of Ontario. Series RG 22-305. York

<b>File or Item Type</b>	<b>Footnote/Endnote Example</b>	<b>Bibliographic Entry Example</b>
on microfilm	Macdonald, probated July 27, 1942, York County Surrogate Court estate files, RG 22-305, file #97664, Microfilm MS 584 reel 482, Archives of Ontario.	County Surrogate Court estate files.
Photograph	<sup>5</sup> Elizabeth Fry, [photograph], ca. 1850, Ontario Legislative Library print collection, RG 49-33-0-0-24, Archives of Ontario.	Archives of Ontario. Series RG 49-33. Ontario Legislative Library print collection.
Map	<sup>6</sup> Plan of Lot on Black Bay, Lake Superior [Verso: "Surveyed for the Silver Islet Co. in 1871"], August 1871, Lake Superior Maps and Plans, Hugh Wilson fonds, C 271-1-0-0-14, Archives of Ontario.	Archives of Ontario. C 271-1. Hugh Wilson fonds. Lake Superior Maps and Plans.
Architectural record	<sup>7</sup> Osgoode Hall (Toronto, Ont.), [architectural drawing], 1894-1895, Burke and Horwood series, J.C.B. and E.C. Horwood fonds, C 11-22, box K-17, Archives of Ontario.	Archives of Ontario. C 11-22. J.C.B. and E.C. Horwood fonds. Burke and Horwood series.
Moving image	<sup>8</sup> Gene Autry at Farm, [motion picture film], 1940, Hepburn family sound and moving image material, Mitchell F. Hepburn fonds, F 10-1-0-4, Archives of Ontario.	Archives of Ontario. F 10-1-0-4. Mitchell F. Hepburn fonds. Hepburn family sound and moving image material. Gene Autry at Farm [motion picture film]. 1940. (add item description if no footnote/endnote is created)
Sound recording	<sup>9</sup> Interview with Robert F. Nixon, [sound recording], 1978, Ontario historical studies series oral history program - political interviews, RG 47-27-1-	Archives of Ontario. RG 47-27-1. Ontario historical studies series oral history program - political interviews.

File or Item Type	Footnote/Endnote Example	Bibliographic Entry Example
Documentary art	71.1, Archives of Ontario. <sup>10</sup> "Burlington Bay", [watercolour], June 1796, Elizabeth Simcoe – Sketches, Simcoe family fonds, F 47-11-1-0-204, Archives of Ontario.	Archives of Ontario. F 47. Simcoe family fonds. Elizabeth Simcoe – Sketches.

---

**Archives of Ontario, 134 Ian Macdonald Blvd., Toronto, ON M7A 2C5  
Tel: (416) 327-1600 Toll free (Ontario): 1-800-668-9933 Fax: (416) 327-1999  
e-mail: [reference@archives.gov.on.ca](mailto:reference@archives.gov.on.ca) Website: [www.archives.gov.on.ca](http://www.archives.gov.on.ca)**

© Queen's Printer for Ontario, 2009

This information is provided as a public service. Although we endeavour to ensure that the information is as current and accurate as possible, errors do occasionally occur. Therefore, we cannot guarantee the accuracy of the information. Readers should where possible verify the information before acting on it.