

Citation Style Guide for the General Conference of Seventh-day Adventists Archives

The purpose of citations is to facilitate the easy retrieval of the material referenced. But Adventist historiography manifests a tendency to idiosyncratic, elliptic, and inconsistent citation of archival records. The General Conference Archives seeks to foster more complete and consistent citation in Adventist scholarship, and therefore, following the example of some other archives,¹ has created a citation guide; the specified style should be used in citing documents, photographs, and artifacts held in the General Conference Archives.

Principles

In any archives, the information needed for an acceptable citation should be readily available to the researcher in the form of box and folder labels.

Scholarly citations for archival records follow this general pattern:

Record Item, File Unit, Series, SubGroup, Record Group, Repository.

This can be broken down into smaller units:

Repository Name, Collection Name, Box Number, Folder Number, Date, Item description, Date.

Or:

Repository Name, Name of fonds/collection, Record Group, Box number, Folder Number, Title.

Not every citation is required to have all the elements mentioned above, but every citation should follow that pattern as best as it can be followed.

For the General Conference of Seventh-day Adventists Archives, the general pattern (including punctuation) is as follows:

Record Description/Title, Date, Page Number (if applicable), Box Name/Number, Folder Name/Number, Collection Name/Record Group Name and Number (if applicable). Repository Name, Location.

The Archives should be cited as “General Conference of Seventh-day Adventists Archives”.² When abbreviations are acceptable in publications, the preferred abbreviations are GCAr or GCA.

A Note on Capitalization

When crafting a text on Adventist history, the General Conference Archives strongly recommends, on a first reference, referring to a person by their full first name, middle initial, and surname (i.e., Arthur G. Daniells or Ellen G. White) rather than only their initials and surname, though this was common practice among Adventists. Consequently, as many Adventist historical figures are better known by their initials, we recommend that, on subsequent references, in situations where surname alone will not suffice, persons be referred to by with their initialed name (i.e., A. G. Daniells or E. G. White; but Uriah Smith, since he did not go by initials).

Additionally, when using the title of a person in a particular post, the title should be capitalized (i.e. “Daniells, the President of the General Conference”, “General Conference (or GC) President Daniells”). If referring to a specific position or office rather than a person, the position or office should be capitalized (for example, referring to “the Secretary of the General Conference” or “the Secretary’s role in the General Conference” when discussing the General Conference Secretary).

¹ E.g., “Citing records in The National Archives”: <https://www.nationalarchives.gov.uk/help-with-your-research/citing-records-national-archives/>

² *Not* as “Office of Archives, Statistics, and Research”. This is an administrative department of the Seventh-day Adventist Church World Headquarters, of which the Archives is a part, but only a part.

General Materials

The following pattern is to be followed when dealing with books, periodicals, and manuscripts.

Record Description/Title, Date, Page Number (if applicable), Box Name/Number, Folder Name/Number, Collection Name/Record Group Name and Number (if applicable). Call Number/Shelf Mark (if applicable, e.g. for materials found in printed books or rare examples of books/pamphlets, etc.). Repository Name, Location.

Identifying information about books, periodicals, and manuscripts should be used in both footnote/endnotes and bibliographies. Additionally, if the cited book, periodical, or manuscript comes from the archives, please provide the item's location (call number, box number, etc.).

Archival Materials

Artifacts

Artifacts--usually, three-dimensional physical objects that are not audiovisual in nature--can be tricky to cite. This can include artwork (i.e., paintings, sculptures) as well as items produced by an organization, institution, or entity (posters and banners, prophecy charts, flags, etc.).

The most basic information required about an artifact is its Title/Description and its Location. (If the artifact is part of a museum's exhibit, it should also have an accession number, or some other identifying mark that helps the museum keep track of the object. This number should be considered as part of its location.)

Overall, the goal is to provide enough identifying information about the artifact that it can be located again by another researcher. Refer to the general pattern to see what sorts of information can be collected about an artifact.

General artifact

Footnote/Endnote:

“Wooden shoes welcoming Adventists to Utrecht, 1995”, General Conference of Seventh-day Adventists Archives, Silver Spring, Maryland.

After first citation:

Full citations are preferred.

Bibliography:

“Wooden shoes welcoming Adventists to Utrecht, 1995”. General Conference of Seventh-day Adventists Archives, Silver Spring, Maryland.

Loose papers found in book or other object

Footnote/Endnote:

Receipt, “Your Copy of Bible Readings for the Home Circle”, signed by F. C. Gilbert, found in *Bible Readings for the Home Circle* (Battle Creek, Michigan: Review and Herald Publishing Company, 1891). BS432. B47 1891. General Conference of Seventh-day Adventists Archives, Silver Spring, Maryland.

After first citation:

Receipt, “Your Copy of Bible Readings for the Home Circle”, 1891.

Bibliography:

“Your Copy of Bible Readings for the Home Circle”, signed by F. C. Gilbert, found in *Bible Readings for the Home Circle* (Battle Creek, Michigan: Review and Herald Publishing Company, 1891). BS432. B47 1891.

Note: If drawing attention to new pages tipped into a book or manuscript, this pattern can also be followed. For citing marginalia or annotations in a book, the standard pattern mentioned above should be followed, as marginalia and annotations make a book a unique copy.

Audiovisual Material

Audio

Footnote/Endnote:

CD-ROM.

Spring Council Morning Session #1 (audio recording), April 14, 2004, General Conference Executive Committee, RG 001, CD 0001, Box CD 1, General Conference of Seventh-day Adventists Archives, Silver Spring, Maryland.

Online.

David Trim, “Why Mark The 150th Anniversary?”, January 29, 2013. Worship Presentation at General Conference of Seventh-day Adventists, Silver Spring, Maryland. Devotionals for the 150th Anniversary (audio recording), General Conference of Seventh-day Adventists Archives, Silver Spring, Maryland. <http://adventistdocuments.org>, accessed February 23, 2017.

After first citation:

Spring Council Morning Session #1 (audio recording), April 14, 2004, GCA.

David Trim, “Why Mark The 150th Anniversary?”, January 29, 2013. GCA.

Bibliography:

CD-ROM.

General Conference Executive Committee, RG 001. CD 0001, Box CD 1. General Conference of Seventh-day Adventists Archives, Silver Spring, Maryland.

Online.

Devotionals for the 150th Anniversary (audio recordings), General Conference of Seventh-day Adventists Archives, Silver Spring, Maryland. Accessed February 23, 2017.

Film, reel-to-reel tape, television, and video

The general format for these types of recorded media is as follows:

Name, Title of work. Format, directed/performed by Name. Publication Information, date. Location.

Remember, providing as much information as possible is the key to a good citation.

Footnote/Endnote:

“Commemoración 30 aniversario de la Voz la Esperanza, Tributo al Dr. Braulio Perez Marcio”, July 29, 1972, Tape, Box 1, Folder 11, Braulio Perez Marcio Collection (Collection 22). Center for Adventist Research, Berrien Springs, Michigan.

After first citation:

“Commemoración 30 aniversario de la Voz la Esperanza, Tributo al Dr. Braulio Perez Marcio”, July 29, 1972. Tape.

Bibliography:

“Commemoración 30 aniversario de la Voz la Esperanza, Tributo al Dr. Braulio Perez Marcio”, July 29, 1972. Tape. Box 1, Folder 11, Braulio Perez Marcio Collection (Collection 22). Center for Adventist Research, Berrien Springs, Michigan.

Correspondence

Footnote/Endnote

In folder labeled with year.

Hattie M. Bell to Arthur G. Daniells, 3 December 1915, Box 3108, Folder 1915--B, Presidential Incoming Letters, Record Group 11, General Conference of Seventh-day Adventists Archives, Silver Spring, Maryland.

In folder labeled with title.

Leonard F. Bohner to Max Elliott, 27 December 1938, Folder “Letters from Malayan Union Mission”, Record Group 9, General Conference of Seventh-day Adventists Archives, Silver Spring, Maryland.

After first citation:

In folder labeled with year.

Hattie M. Bell to Daniells, 3 December 1915, GCA.

In folder labeled with title.

Leonard F. Bohner to Max Elliott, 27 December 1938, GCA.

Bibliography:

In folder labeled with year.

Presidential Incoming Correspondence, RG 11. General Conference of Seventh-day Adventists Archives, Silver Spring, Maryland.

In folder labeled with title.

“Letters from Malayan Union Mission”. General/Historical Materials, RG 9. General Conference of Seventh-day Adventists Archives, Silver Spring, Maryland.

*If citing considerable amounts of correspondence, abbreviations such as RG (for ‘Record Group’), Fld. (for ‘folder’), and GCA (for ‘General Conference of Seventh-day Adventists Archives’) are acceptable if clearly understandable and used consistently.

Interviews, Oral Histories, and Personal Knowledge

Not every institution holds interviews or oral histories. However, if a researcher has access to the record of a previously conducted oral history or interview, or conducts an interview or formal oral history, and uses the information obtained therein, they should and must cite it, generally following this pattern:

Interview/oral history, Interviewee Name, date. Type of interview/Interviewer Name. Location, Repository.

Footnote/Endnote:

Interview or oral history accessed in an archive, library, heritage center, or records center.

Rosa Sanchez. February 4, 1990. Interview with Juan Lopez. Cassette 456, Box 25, Juan Lopez Collection (Collection 984). Center for Adventist Research, Berrien Springs, Michigan.

Transcript.

James Spicer. March 15, 2040. Transcript of interview with David Trim. Box 12456, David Trim Collection. Archives of General Conference of Seventh-day Adventists, Silver Spring, Maryland, United States.

After first citation:

Interview or oral history accessed in an archive, library, heritage center, or records center.

Full citation is preferred.

Transcript.

Full citation is preferred.

Bibliography:

Interview or oral history accessed in an archive, library, heritage center, or records center.

Sanchez, Rosa. February 4, 1990. Interview with Juan Lopez. Cassette 456, Box 25, Juan Lopez Collection (Collection 984). Center for Adventist Research, Berrien Springs, Michigan.

Transcript.

Spicer, James. March 15, 2040. Transcript of interview with David Trim. Box 12456, David Trim Collection. Archives of General Conference of Seventh-day Adventists, Silver Spring, Maryland, United States.

*If the interview or oral history consulted is a transcript of a recording, simply use the same pattern seen above in "Transcript".

Manuscripts

The general pattern, seen below, is followed when citing pamphlets and manuscripts from our archival collections.

Record Description/Title, Date, Page Number (if applicable), Box Name/Number, Folder Name/Number, Collection Name/Record Group Name and Number (if applicable). Repository Name, Location.

Unpublished

Footnote/Endnote:

Thayer Collection, Diary, entry for September 29, 1885. General Conference of Seventh-day Adventists Archives, Silver Spring, Maryland.

After first citation:

Thayer, entry for September 29, 1885. GCA.

Bibliography:

Thayer, Jennie. Diary for 1885. General Conference of Seventh-day Adventists Archives, Silver Spring, Maryland.

Untitled

Footnote/Endnote:

Grace Amadon Personal Collection, Box 14091, Typescript. General Conference of Seventh-day Adventists Archives, Silver Spring, Maryland.

After first citation:

Grace Amadon Personal Collection, Box 14091, GCA.

Bibliography:

Grace Amadon Personal Collection, General Conference of Seventh-day Adventists Archives, Silver Spring, Maryland.

Miscellaneous sources

Census records

There is no general consensus on what pattern a citation for census records should follow, but it is agreed that as much information should be provided in order to make finding the information easier.

Citations for census records will include the following:

Census Name, Jurisdiction, Schedule, Civil Division, Page ID, Household ID, Person(S) of Interest; item type or format. Location of records. Accessed date.

If the census record is from a website (such as Ancestry), the citation should include the following:

Jurisdiction. Census Name, Schedule. Item type or format. Website creator/owner (if from an archival website). Website Title. Accessed date.

Footnote/Endnote:

Original.

1880 United States Census, Calhoun County, Michigan, population schedule, enumeration district 43. Dwelling 482, family 520, Uriah and Harriet M. Smith. Page 106A. Image 0214, Roll 574, Family History Film 1254574. Ancestry.com.

Digital.

1880 United States Census, Calhoun County, Michigan, population schedule, enumeration district 43. Dwelling 482, family 520, Uriah and Harriet M. Smith. Digital image. Ancestry.com, accessed February 22, 2017.

After first citation:

Full citations are preferred for census records.

Bibliography:

Original.

Calhoun County, Michigan. 1880 United States Census, population schedule, enumeration district 43. Dwelling 482, family 520, Uriah and Harriet M. Smith. Page 106A. Image 0214, Roll 574, Family History Film 1254574. Ancestry.com.

Digital.

Calhoun County, Michigan. 1880 United States Census, population schedule, enumeration district 43. Dwelling 482, family 520, Uriah and Harriet M. Smith. Digital image. Ancestry.com, accessed February 22, 2017.

Death records and other vital records

The citation pattern for vital records (including death records) is: Repository Name, Location. Collection Name/Record Group Name and Number (if applicable), Box Name/Number, Folder Name/Number, Record Description/Title, Date, Page Number (if applicable).

Provide as much information as is available.

Footnote/Endnote:

Tennessee Death Records, 1908-1958. Roll Number 8. Tennessee State Library and Archives: Nashville, Tennessee.

*Note: More specific information, such as the person located in the record, can be listed first, using the convention of "Name", in front of the records description.

After first citation:

Full citations are preferred.

Bibliography:

Tennessee Death Records, 1908-1958. Tennessee State Library and Archives: Nashville, Tennessee.

Email

Footnote/Endnote:

David Trim to Galina Stele. January 1, 2016. "New Year." Email.

After first citation:

David Trim to Galina Stele. January 1, 2016. "New Year." Email.

Bibliography:

Emails are not typically cited in bibliographies.

*If citing from emails preserved in a formal archives or records center, follow the model for letters above.

Funerary monument

Footnote/Endnote:

Abram La Rue [Tomb]. Hong Kong Cemetery. Section 2, 1J Wong Nai Chung Road, Happy Valley, Hong Kong.

After first citation:

Abram La Rue [Tomb]. Hong Kong Cemetery. Section 2, 1J Wong Nai Chung Road, Happy Valley, Hong Kong.

Bibliography:

Grave markers/tombstones are not typically cited in bibliographies.

Internet videos (YouTube, etc)

Footnote/Endnote:

“Founding and Managing the GC Archives and Record Center”, *Adventist Archives*, July 10, 2013. Internet video. Retrieved from <https://www.youtube.com/watch?v=DMKoWpWu1cw>

After first citation:

Full citations are preferred.

Bibliography:

“Founding and Managing the GC Archives and Record Center”, *Adventist Archives*, July 10, 2013. Internet video. Retrieved from <https://www.youtube.com/watch?v=DMKoWpWu1cw>

Pamphlets

While pamphlets are published, they are often difficult to access and thus specific citations to the library or collection in which they have been examined are desirable. The general pattern, seen below, is followed when citing pamphlets and manuscripts from the GC Archives collections.

Record Description/Title, Date, Page Number (if applicable), Box Name/Number, Folder Name/Number, Collection Name/Record Group Name and Number (if applicable). Repository Name, Location.

Footnote/Endnote

F. H. Robbins, “The Divine Plan for Gospel Finance”, n.d., 3. LF 581-LF 614, LF 591, Pamphlets Collection. General Conference of Seventh-day Adventists Archives, Silver Spring, Maryland.

After first citation:

Robbins, 3. OR Robbins, “The Divine Plan for Gospel Finance”, 3.

Bibliography:

F. H. Robbins, “The Divine Plan for Gospel Finance”, n.d. LF 581-LF 614, LF 591, Pamphlets Collection. General Conference of Seventh-day Adventists Archives, Silver Spring, Maryland.

* Alternatively, this can be cited as

Pamphlets Collection. Archives of General Conference of Seventh-day Adventists, Silver Spring, Maryland, United States.

Photographs

Footnote/Endnote:

Digital.

“C. D. Brooks welcomes Jerome Davis into the gospel ministry”, 1977, P000098_0590, Folder “Lake Region Conference”, Archival Photograph Collection, General Conference of Seventh-day Adventists Archives, Silver Spring, Maryland.

Original, Photographer or Agency Known.

Harold I. Harris, Sr., “Prophetic Guidance Course Graduation,” February 22, 1969, Box P098, Folder “Allegheny Conference”, Archival Photograph Collection. General Conference of Seventh-day Adventists Archives, Silver Spring, Maryland.

Original, Photographer Unknown.

“C. D. Brooks welcomes Jerome Davis into the gospel ministry”, 1977, Box P098, Folder “Lake Region Conference”, Archival Photograph Collection. General Conference of Seventh-day Adventists Archives, Silver Spring, Maryland.

Untitled.

If the image has no title, provide a brief description as a title. Otherwise, follow the same pattern.

After first citation:

Harris, “Prophetic Guidance Course Graduation,” February 22, 1969.

“C. D. Brooks welcomes Jerome Davis into the gospel ministry”, 1977, P000098_0590.

Bibliography:

Box P098, Archival Photograph Collection. General Conference of Seventh-day Adventists Archives, Silver Spring, Maryland.

Organizational Records

Organizational records are treated in a similar manner to archival material. In many cases, organizational records become archival material over time (a situation that is addressed by having a retention schedule). With this in mind, we refer you again to the general pattern we have worked with since the beginning of this document:

Repository Name, Location. Collection Name/Record Group Name and Number (if applicable), Box Name/Number, Folder Name/Number, Record Description/Title, Date, Page Number (if applicable).

We have provided examples below for some types of organizational records, but the general pattern can be applied to any type of record that can be found in an organization. Remember, the goal of a citation is to make finding the record a second time easier for the next researcher. If citing considerable amounts of correspondence, abbreviations such as RG (for ‘Record Group’), fld. (for ‘folder’), and GCA (for ‘General Conference of Seventh-day Adventists Archives’) are acceptable if clearly understandable and used consistently.

Appointee files

Footnote/Endnote:

Whole file:

Arthur Rudolph Bergman, Record 114877, Secretariat Appointee Files, Record Group 21, Box 2688. General Conference of Seventh-day Adventists Archives, Silver Spring, Maryland.

Document within file:

Walter MacPherson, “Information Blank Regarding Prospective Missionary Appointee”, December 28, 1950, Arthur Rudolph Bergman, Record 114877, Secretariat Missionary Appointee Files, Record Group 21, Box 2688. General Conference of Seventh-day Adventists Archives, Silver Spring, Maryland.

*If the document within the file is correspondence, follow the standard pattern for archival correspondence and replace the folder information with the information about the appointee file.

After first citation:

Whole file:

Bergman Appointee File, RG 21, Box 2688, GCA.

Document within file:

MacPherson, “Information Blank Regarding Prospective Missionary Appointee”, December 28, 1950, Bergman Appointee File, RG 21, Box 2688, GCA.

Bibliography:

Secretariat Appointee Files, RG 21, General Conference of Seventh-day Adventists Archives, Silver Spring, Maryland.

Biographical Information Blank

Footnote/Endnote:

“Biographical Information Blank”, Arthur Rudolph Bergman, March 30, 1954, Record 114877, Secretariat Missionary Appointee Files, General Conference of Seventh-day Adventists Archives, Silver Spring, Maryland.

After first citation:

Bergman Biographical Information Blank, March 30, 1954. GCA.

Bibliography:

Secretariat Missionary Appointee Files, RG 21, General Conference of Seventh-day Adventists Archives, Silver Spring, Maryland.

Minutes

Footnote/Endnote:

Enclosures.

“Membership Growth of the Seventh-day Adventist Church By Half Millions”, enclosed in General Conference Committee, February 16, 2078, Box MIN 2025, Folder February 2078, RG 11. General Conference of Seventh-day Adventists Archives, Silver Spring, Maryland.

*Alternatively, follow the pattern for online materials, seen below, after the date. The key to citing enclosed documents is the phrase “enclosed in”. Enclosures may or may not have page numbers of their own, and may not be included in the minutes’ pagination. If the enclosure is numbered, place that page number between the title of the document and the word *enclosed*. In online documents, the location of the enclosure can be indicated by a page number placed after the date.

In archival holdings.

President's Administrative Council, February 15, 1978, 78:15, Box MIN225, Folder PRADCO 1978, RG 11. General Conference of Seventh-day Adventists Archives, Silver Spring, Maryland, United States.

In minute books.

"Minutes of the Meeting of the General Conference Committee, held at Battle Creek, Mich., March 11-21, 1889", March 11, 1889, Box 13736, Volume 1, RG 01, 26. General Conference of Seventh-day Adventist Archives, Silver Spring, Maryland.

In online documents.

"Values of the Seventh-day Adventist Church", General Conference Committee, Annual Council, October 10, 2004, 04-89, Office of Archives, Statistics, and Research, accessed March 9, 2017, <http://documents.adventistarchives.org/Minutes/GCC/GCC2004-10AC.pdf>

*Alternatively, the title of this entry could be omitted for brevity's sake.

In periodicals.

"Twelfth Meeting", Second Biennial Session of the Atlantic Union Conference Association. *Atlantic Union Gleaner* 4:E3. November 13, 1905. 5.

After first citation:

Enclosures.

"Membership Growth of the Seventh-day Adventist Church By Half Millions", enclosed in General Conference Committee, February 16, 2078.

In archival holdings.

President's Administrative Council, February 15, 1978, 78:15.

In online manuscripts.

GCC minutes, October 10, 2004, 04-89.

In periodicals.

"Twelfth Meeting", Atlantic Union Conference, November 13, 1905.

Bibliography:

Enclosures.

General Conference Committee, February 16, 2078. Box MIN 2025, Folder February 2078, RG 11. General Conference of Seventh-day Adventists Archives, Silver Spring, Maryland.

In archival holdings.

President's Administrative Council minutes, February 15, 1978. Box MIN225, Folder PRADCO 1978, RG 11. General Conference of Seventh-day Adventists Archives, Silver Spring, Maryland.

In online manuscripts.

"Values of the Seventh-day Adventist Church", General Conference Committee, Annual Council, October 10, 2004, 04-89, Office of Archives, Statistics, and Research, accessed March 9, 2017, <http://documents.adventistarchives.org/Minutes/GCC/GCC2004-10AC.pdf>

In periodicals.

“Twelfth Meeting”, Atlantic Union Conference. *Atlantic Union Gleaner* 4:E3. November 13, 1905.

Personnel files

Footnote/Endnote:

“Bergman, Arthur Rodolph”, Interdenominational Employee File, Record 3849, Secretariat IDE Files, RG 21. General Conference of Seventh-day Adventists Archives, Silver Spring, Maryland.

After first citation:

Bergman IDE File.

Bibliography:

Secretariat IDE Files, RG 21. General Conference of Seventh-day Adventists Archives, Silver Spring, Maryland.

Reports

Footnote/Endnote:

North American Division of Seventh-day Adventists. “Advancing the Adventist Mission in North America, 2016”, Report of the 2016 Church Governance Committee, 7 RML NAD-2016, General Conference Archives, Silver Spring, Maryland.

After first citation:

NAD, “Advancing the Adventist Mission”, 10.

Bibliography:

North American Division of Seventh-day Adventists. “Advancing the Adventist Mission in North America, 2016”, Report of the 2016 Church Governance Committee.

Sustentation files

Footnote/Endnote:

Weir, John J., Sustentation Files, RG 33, Box 9806. General Conference of Seventh-day Adventists Archives, Silver Spring, Maryland.

After first citation:

John Weir Sustentation File, GCA.

Bibliography:

Sustentation Files, RG 33. General Conference of Seventh-day Adventists Archives, Silver Spring, Maryland.