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Citation Guide**

In citing materials from the Russell Library collections, please include:

- Title of item or names of correspondents
- Date (if undated then say “undated” or info suggests a date range, say “ca. 19XXs”)
- Page number (if a multi-page document)
- Folder Title and Folder number
- Box number
- Series Name [Usually denoted with Roman numerals (I, II, III)]
- Collection name or record group

The examples below are in footnote format and are used to illustrate the information that should be included in a full citation.

When writing footnotes and bibliography, citation information should conform to the manual of style being used for the research work. Subsequent footnotes may be shortened after the first reference.

Example #1a: Manuscript materials (correspondence)

Richard B. Russell to Bernard Fall, 7 June 1966, p. 2, General File #6, Box 23, International Series, Richard B. Russell Collection, Richard B. Russell Library for Political Research and Studies, University of Georgia Libraries, Athens.

Example #1b: Manuscript materials (speeches)

“Watergate Prosecutor,” Speech by Williamson S. Stuckey, 30 October 1973, Statement on Watergate Prosecutor File #6, Box 8, Press Relations and Media Relations Series, Williamson S. Stuckey Papers, Richard B. Russell Library for Political Research and Studies, University of Georgia Libraries, Athens.

Example #2a. Credited photographs

White House Luncheon, 19 February 1953, photograph by Mr. Nelson Einwacchter (U.S. Army), folder title, box number, series name, collection name, Richard B. Russell Library for Political Research and Studies, University of Georgia Libraries, Athens.

Example #3b: Uncredited photographs

White House Luncheon, 19 February 1953, photographer unknown, folder title, box number, series name, collection name, Richard B. Russell Library for Political Research and Studies, University of Georgia Libraries, Athens.

Example #4: Oral histories

Mr. Ivan Allen, 15 March 1971, oral history, *, Richard B. Russell Collection, Richard B. Russell Library for Political Research and Studies, University of Georgia Libraries, Athens.

Example #5: Audio-visual materials

Richard Russell: Georgia Giant, 1979, *, Richard B. Russell Collection, Richard B. Russell Library for Political Research and Studies, University of Georgia Libraries, Athens.

** At this point a page number would be given if it is a transcript, or a reel number if it is actual film or tape.*

Example #6: Artifacts

Silver Pill Box with Assorted Pills, Artifacts Series, Richard B. Russell, Jr. Collection, Richard B. Russell Library for Political Research and Studies, University of Georgia Libraries, Athens.

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