

Wade Center Research Materials

~ Citation Formatting ~

This document is a listing of recommended citation formats for various archival materials housed at the Wade Center. Whenever you cite archival material you should provide 2 essential pieces of information: 1) a description of the item, and 2) details regarding its location. Citations that follow these guidelines will aid researchers and Wade staff in locating these resources in the future. **NOTE:** This information does not address nor relieve the researcher of the necessity to obtain written permission for the publication of copyrighted materials (both published and unpublished sources). The archival staff will gladly assist in locating research materials and answering specific questions about permissions and citation procedures.

❖ Letters

The Wade Center owns thousands of original and photocopied letters by our authors. Some of these letters have been published. If your research cites the published source of a letter, follow usual guidelines. However, if the citation records the use of manuscript letters held at the Wade Center, then use the following format:

Citation format:

Manuscript -or- Transcript letter from Name to Name, Date. Call Number, The Marion E. Wade Center, Wheaton College, Wheaton, IL.

Examples of manuscript letters at the Wade:

Manuscript letter from C.S. Lewis to Father Peter Milward, September 22, 1955.
L-Milward 4 (W), The Marion E. Wade Center, Wheaton College, Wheaton, IL.

Manuscript letter from Helen Simpson to Dorothy L. Sayers, February 2, 1942.
Dorothy L. Sayers Papers Folder 239, The Marion E. Wade Center, Wheaton College, Wheaton, IL.

Transcript letter from Charles Williams to Raymond Hunt, July 7, 1937. Charles Williams Papers Folder 48, p. 22, The Marion E. Wade Center, Wheaton College, Wheaton, IL.

*A transcript is a typed or handwritten copy of a letter by someone other than the author of the letter.

❖ Manuscripts

Manuscripts include drafts of both published and unpublished works by Wade authors as original documents or photocopies.

Citation format:

Manuscript excerpts: Title by author, date. pp. #s. Call Number, The Marion E. Wade Center, Wheaton College, Wheaton, IL.

Example:

Manuscript excerpts: "The Sailor : A Study" (Volume One) by C.S. Lewis, ca. 1913. pp. 4-5. CSL / MS-24, The Marion E. Wade Center, Wheaton College, Wheaton, IL.

❖ Archives

Archives consist of various materials (papers, notes, or other items) related to a particular person, topic, organization, etc.

Citation format:

Description of material cited. Name of Archive, Box #, Folder#. The Marion E. Wade Center, Wheaton College, Wheaton, IL.

Example:

Letter from Joy Davidman to Bill Gresham, November 19, 1953. *And God Came In* Archive, Box 1, Folder 4B. The Marion E. Wade Center, Wheaton College, Wheaton, IL.

❖ Oral Histories

The Wade Center oral history collection contains interviews (audio, video, or both) with Wade author friends, acquaintances, biographers, relatives, etc. Excerpts from recordings and transcripts require permission for use.

Citation format:

Oral history interview excerpts with Interviewee Name, Date. Call Number, The Marion E. Wade Center, Wheaton College, Wheaton, IL. Used by permission.

Example:

Oral history interview excerpt with Major Frank Henry, December 12, 1984. OH / SR-16, The Marion E. Wade Center, Wheaton College, Wheaton, IL. Used by permission.

❖ Sound and Video Recordings (other than Oral Histories)

Sound recordings include lectures, music, etc. Video recordings include films, lectures, and interviews. The citation formats below are only necessary for unpublished recordings, or those for which copyright is held by the Wade Center. Some recordings may require permission for use.

Citation format:

Sound/Video Recording. Author (if appropriate). Title. Place of recording: Producer, date. Call Number, The Marion E. Wade Center, Wheaton College, Wheaton, IL.

Example:

Sound Recording. Clyde S. Kilby. Tolkien as Mythmaker. Wheaton, IL: Wheaton College, February 1973. JRRT-Y / SR-24, The Marion E. Wade Center, Wheaton College, Wheaton, IL.

❖ Misc. Items

For other items in the Wade Center which do not fit the categories above, follow the general citation format below:

Citation format:

Description / title of item, author (if applicable), date. Call number or collection name (if applicable), The Marion E. Wade Center, Wheaton College, Wheaton, IL.

Example:

Marginal notes: *Summa theologica*. Vol I by Thomas Aquinas, 1872. pp. 661-662. C.S. Lewis Library collection. The Marion E. Wade Center, Wheaton College, Wheaton, IL.