

CITING WADE CENTER MATERIALS

A Guide

This document lists 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
- 2) details regarding its location

Citations that follow these guidelines will aid researchers and Wade staff in locating these resources in the future. For published materials, use citation practices appropriate to your work such as MLA, APA, etc.

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of the necessity to obtain written permission for the publication of copyrighted materials (both published and unpublished sources).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 with answering specific questions about permissions.

❖ 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 However, if the citation records the use of unpublished letters held at the Wade Center, then use the following format:

Citation format:

Letter from Name to Name, Date. Collection Name & Call Number, Marion E. Wade Center, Wheaton College, Wheaton, IL.

Examples of manuscript letters at the Wade:

Letter from C.S. Lewis to Father Peter Milward, September 22, 1955. C.S. Lewis Letters Collection, L-Milward 4, Marion E. Wade Center, Wheaton College, Wheaton, IL.

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

Transcript letter* from Charles Williams to Raymond Hunt, July 7, 1937.
Charles Williams Papers, Folder 48, 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Manuscripts include drafts of both published and unpublished works by Wade authors as original documents or photocopies. Use “excerpt(s)” to indicate that the manuscript portion provided is not the complete work.

Citation format:

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

Example:

Manuscript excerpt: "The Sailor: A Study" (Volume One) by C.S. Lewis, ca. 1913. pp. 4-5. CSL / MS-24, 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, date (if applicable). Name of Archive, Box #, Folder#. Marion E. Wade Center, Wheaton College, Wheaton, IL.

Example:

Notebook of story ideas by Joy Davidman, 1951-1954. Joy Davidman Papers, Box 1, Folder 4B. 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 excerpt(s) with Interviewee Name, Date. Call Number, 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, 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. Use standard citation practices for commercially available recordings.

Citation format:

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

❖ Miscellaneous Items

For other items in the Wade Center which do not fit the categories above, follow the general citation format below. This example is of a citation for annotations in a book from C.S. Lewis's personal library.

Citation format:

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

Example:

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