

Citation Guide

Archives of Manitoba

The key to a good citation is making sure that someone reading it can find the records that you used or that you can find them again. For records in the Keystone database, the information for the citation is identified in the description and listings records. For records not in the Keystone database, the information is available through our paper-based finding aids. Consult a citation style guide for more specific assistance.

To cite records from the Archives of Manitoba (AM), including the Hudson's Bay Company Archives (HBCA, AM), include some or all of the following information:

- Institution name (or abbreviation)
- Fonds, series or collection title
- Schedule number (for government records, e.g. ATG 0025A)
- Accession number (for government records, e.g. GR4902, and applicable HBCA records, e.g. HB2007/106)
- Item description (e.g. file number, file title, photograph caption, film title, etc)
- Date of record
- Location code, negative number or photograph number
- Name of photographer, writer, cartographer, where known

Citations of government records can follow this pattern:

Institution Name, Schedule number, Series title, Accession number, Item description, Location code.

For example:

Archives of Manitoba, ATG 0025A Estate Files, GR4902, File #739/66 John Smith, Q5596.

Archives of Manitoba, AG 0268 Department of Agriculture films, "Clean your Machine," 1969, V384.

Citations of private sector records can follow this pattern:

Institution Name, Fonds/collection title, Item description, Date, Location code or negative number or photo number.

For example:

Archives of Manitoba, L.B. Foote fonds, Foote 2303. Parade on Portage Ave, ca. 1915, P7403/1.

Archives of Manitoba, Winnipeg Past and Present Oral History Project, Mrs. Elsie Hallet, July 7, 1987, C7.

Citations of Hudson's Bay Company Archives records can follow this pattern:

Institution Name, Fonds/collection/series title, Accession number (when available), Item description, Date, Location code or negative number or photo number.

For example:

Hudson's Bay Company Archives, Archives of Manitoba, Isaac Cowie fonds, Portrait of William Cecil Cowie, ca. 1905, HBCA 1987/390/18.

Hudson's Bay Company Archives, Archives of Manitoba, York Factory post journal, Instructions from James Knight to William Stewart, 27 June 1715, B.239/a/1.

Hudson's Bay Company Archives, Archives of Manitoba, Fur Trade and Northern Stores Department land sales files, HB2007/106, F.T. sale 10292 B - Fort Resolution, NWT, 1935.