

CITING RECORDS FROM THE MORAVIAN ARCHIVES, BETHLEHEM

The purpose of a citation is the ability to retrieve the information in the future. We ask our patrons to cite materials from the Moravian Archives according to the following rules.

Citation to textual items in the holdings of the Moravian Archives should at least include the following elements:

Title/description of the record, date, collection/record group (in full or abbreviated), reference number, [page number – if necessary,] repository (in full or abbreviated)

For example:

Frederick Schlegel to Nathanael Seidel, March 24, 1767, Jamaica Papers, no. 44.4, Moravian Archives, Bethlehem, Pennsylvania

Abbreviated:

F. Schlegel to N. Seidel, March 24, 1767, MissJmc 44.4, MAB.

A citation instruction for each record group/collection is included in the (online) finding aid.

Digital records are to be cited in the same manner as the physical records; if desired, a web address may be added.

Title/Description of the Record

A citation always includes a (short) description of the record: minutes of the elders' conference, ledger, diary, map, etc.

Date

The date may be cited in whatever format the author or the publisher of the text prefers:

03/24/1767, 24.03.1767, 24 March 1767, etc.

The date may contain additional information such as the place where a letter was written, or an indication which calendar was used (old style, new style).

Record Group/Collection

The holdings of the Moravian Archives are organized according to record group or collection. A record group is an archival collection created by the same agency, person, or family (provenance). A collection is a group of materials with some unifying characteristic: the memoir collection, collection of church registers, collection of drawings and prints, etc.

The full name of a record group or collection is always listed in the (online) finding aid, together with its abbreviation.

Bethlehem Home Mission Society (BHMS)

Suriname Papers (MissSur)

Records of the Moravian Missions to the American Indians (MissInd)

Henry Antes Papers (PP AH)

Drawings and Prints (DP)

In our online finding aid, record groups and collections are grouped in a systematic way (e.g., 04. Congregations / 04.16 Pennsylvania / 04.16.04 Other Congregations). These categories are **not** to be included in the citation.

Reference Code

Each cataloged item has a reference code (or reference number, call number). At the Moravian Archives this is always an Arabic number, sometimes with a subdivision separated with a period:

no. 44.4 (not 44-4 or 44/4)

abbreviated form: 44.4 (without *no.*)

In our finding aids, the categories in the qualification scheme sometimes are numbered (e.g., "1.a. General Correspondence") These numbers are **not** to be included in a citation (not: "1.a.44.4")

If a page number is available, it may be added after the reference number.

no. 16, p. 287

Abbreviations

Please use the abbreviations you find in our (online) finding aid, rather than your own. Since the purpose of a citation is the ability to retrieve the information, incomplete or non-standard citations complicate future retrieval of the item.

PP Personal papers, with an abbreviation of the initials (last name, first names)

Miss Records regarding a specific mission area of the Moravian Church

MC Moravian Church, with the (abbreviated) name of the congregation

Coll Collection

Phot Photo Collection