



MARYLAND CENTER FOR HISTORY AND CULTURE

Citation Forms for Collections in the H. Furlong Baldwin Library

Please use the forms and examples below to assist you as you craft your citations, using as much identifying information as there is available.

While these are our recommended guidelines for materials in the H. Furlong Baldwin Library, we understand that publishers, instructors, or others may have varying instructions.

One of our primary goals regarding citations is to help researchers and our staff locate referenced materials. With that being said, we ask that you be especially careful to verify collection names and numbers, and that you specify our repository name as provided below.

Manuscript Collection:

[Item name, date, collection name, collection number, box number, folder number], H. Furlong Baldwin Library, Maryland Center for History and Culture, Baltimore.

Example:

Sermon of the Reverend Henry Addison, September 17, 1769, Addison Family Papers, MS 3, Box 1, Folder 7, H. Furlong Baldwin Library, Maryland Center for History and Culture, Baltimore.

Photograph Collection: *Note: The style guideline below is for citation. Caption style may be more flexible but at a minimum we ask you to provide pertinent identification information to help researchers locate material.

[Item name or brief description], photograph by [photographer's name, date, item number, collection name, collection number, box number, folder number], H. Furlong Baldwin Library, Maryland Center for History and Culture, Baltimore.

Example:

Eubie Blake with Pete Clute, photograph by Ed Lawless, 1977, PP301.2776. Eubie Blake Photograph Collection, PP301, Box 13, H. Furlong Baldwin Library, Maryland Center for History and Culture, Baltimore.

Oral History Collection:

[Interviewee name] oral history, interview by [interviewer name, date, oral history number. Collection name], H. Furlong Baldwin Library, Maryland Center for History and Culture, Baltimore.

Example:

Jeanette Browning oral history, interview by Thomas Jacklin, March 17, 1978, OH 8297.001. Baltimore Neighborhood Heritage Project, H. Furlong Baldwin Library, Maryland Center for History and Culture, Baltimore.

Map Collection:

[Author of map. Title of map] [map]. [Scale, place of publication: publisher, date, collection name], H. Furlong Baldwin Library, Maryland Center for History and Culture, Baltimore.

Example:

A Map and Chart of Those Parts of the Bay of Chesapeak [sic], York and James Rivers, Which are at Present at the Seat of War [map]. London: J. Bew Engraving, 1781, Revolutionary War, Medium Map, H. Furlong Baldwin Library, Maryland Center for History and Culture, Baltimore.

Ephemera Collection:

[Item name, date, collection name, ephemera category] Ephemera, [ephemera category number, folder number], H. Furlong Baldwin Library, Maryland Center for History and Culture, Baltimore.

Example:

Bagby Furniture Company envelope, 1950, Business Ephemera, B2, Folder 4, H. Furlong Baldwin Library, Maryland Center for History and Culture, Baltimore.

Print Collection:

[Item name or brief description, in quotation marks if the title is given on the item], print by or from [printmaker or publisher's name, date, collection name], H. Furlong Baldwin Library, Maryland Center for History and Culture, Baltimore.

Example:

“The Oyster War in Chesapeake Bay,” print from Harper’s Weekly, 1880, Medium Print Collection, H. Furlong Baldwin Library, Maryland Center for History and Culture, Baltimore.

BCLM Collection:

For any of the above collections that have Baltimore City Life Museum as part of their provenance, please modify the citation to include “Baltimore City Life Museum Collection” after a more specific collection name and, if available, number.

Example:

Group portrait: Children gathered around table at a birthday party, photograph by Paul Henderson, circa 1949, HEN.02.01-001. Paul Henderson Photograph Collection, BCLM HEN, Baltimore City Life Museum Collection, H. Furlong Baldwin Library, Maryland Center for History and Culture, Baltimore.

Books, Serials, and Pamphlet Materials:

Use standard formatting to cite these materials.