

CARLISLE INDIAN SCHOOL DIGITAL RESOURCE CENTER

SOURCE CITATION GUIDE

Adapted from the Chicago Manual of Style, notes and bibliography style

[B = Bibliography | N = Note]

GENERAL GUIDELINES

The citations we recommend include two parts: a description of the physical item and where it is held as well as an indication of the online location where you found the digitized version of the item on this website. This means that someone looking at your citation knows both how to find the original document and how to find the digital copy of the document that you referenced for information.

When it comes to filling out the first half of the citation, we recommend that you use the website's description of the item, including the title at the top of the post and the "Location" line near the bottom of the post. In the second half of the citation, we include an "accessed date" so that someone will be able to find out if they are looking at a page that has changed since you last looked at it. Project staff routinely make changes to website posts to update and improve the information on that page, including in response to a user-submitted correction.

Just below are general descriptions of the information we recommend for citations. The second part is underlined to delineate the two sections. As you'll see in the samples further down, this is for illustrative purposes only.

Bibliography:

Author (last name, first name). Title or description of document, date. Collection or Record Group number, Repository, Repository location. Accessed [date] via Carlisle Indian School Digital Resource Center, [URL].

Note:

1. Author (first name last name), Title or description of document, date, Collection or Record Group number, Repository, Repository location, accessed [date] via Carlisle Indian School Digital Resource Center, [URL], page numbers (if necessary).

SAMPLES

(In order of the navigation bar on the website)

Student File

- B: Clarence Three Stars (Packs the Dog) Student File. RG 75, Series 1327, box 38, folder 1876, National Archives Building, Washington, DC (hereafter cited NAB). Accessed June 1, 2025, via Carlisle Indian School Digital Resource Center (hereafter cited as CISDRC), https://carlisleindian.dickinson.edu/student_files/clarence-three-stars-packs-dog-student-file.
- N: 1. Clarence Three Stars (Packs the Dog) Student File, RG 75, Series 1327, box 38, folder 1876, National Archives Building, Washington, DC. (hereafter cited NAB), accessed June 1, 2025, via Carlisle Indian School Digital Resource Center (hereafter cited as CISDRC), https://carlisleindian.dickinson.edu/student_files/clarence-three-stars-packs-dog-student-file, 2.

Photograph or Other Image

- B: Choate, John N. Susan Gibson, c. 1890. NAA_74343; Photo Lot 81-12 06911400, National Anthropological Archives, Smithsonian Institution, Washington, DC. Accessed June 1, 2025, via CISDRC, <https://carlisleindian.dickinson.edu/images/susan-gibson-c1890>.
- N: 1: John N. Choate, Susan Gibson, c. 1890, NAA_74343; Photo Lot 81-12 06911400, National Anthropological Archives, Smithsonian Institution, Washington, DC, accessed June 1, 2025, via CISDRC, <https://carlisleindian.dickinson.edu/images/susan-gibson-c1890>.
- B: Leslie, John (?). The Carpenter Shop, c. 1895. CCHS_PA-CH3-021a, Cumberland County Historical Society, Carlisle, PA. Accessed June 1, 2025, via CISDRC, <https://carlisleindian.dickinson.edu/images/carpenter-shop-c1895>.
- N: 1. John Leslie (?), The Carpenter Shop, c. 1895, CCHS_PA-CH3-021a, Cumberland County Historical Society, Carlisle, PA, accessed June 1, 2025, via CISDRC, <https://carlisleindian.dickinson.edu/images/carpenter-shop-c1895>.
- B: Charles Bender in A's Uniform, c. 1910. RG 75, Series 1327, box 138, folder 5453, NAB. Accessed June 1, 2025, via CISDRC, <https://carlisleindian.dickinson.edu/images/charles-bender-uniform-c1910/>.

- N: 1. Charles Bender in A's Uniform, c. 1910, RG 75, Series 1327, box 138, folder 5453, NAB, accessed June 1, 2025, via CISDRC, <https://carlisleindian.dickinson.edu/images/charles-bender-uniform-c1910/>.

Serial Publication (Newspapers, Magazines, etc.)

- B: *The Indian Helper*. "A Quarrel." August 12, 1887. Accessed June 1, 2025, via CISDRC, <https://carlisleindian.dickinson.edu/publications/indian-helper-vol-3-no-1>
- N: 1. "A Quarrel," *The Indian Helper*, August 12, 1887, accessed June 1, 2025, via CISDRC, <https://carlisleindian.dickinson.edu/publications/indian-helper-vol-3-no-1/>
- B: *The Indian Helper*. "The following order..." August 21, 1896. Accessed June 3, 2025, via CISDRC, <https://carlisleindian.dickinson.edu/publications/indian-helper-vol-11-no-46/>.
- N: 1. "The following order..." *The Indian Helper*, August 21, 1896, accessed June 3, 2025, via CISDRC, <https://carlisleindian.dickinson.edu/publications/indian-helper-vol-11-no-46/>, 3.

Pamphlet, Booklet, or Brochure

- B: *United States Indian School Carlisle, Penna.* Carlisle: Carlisle Indian School Press, c.1895. CIS-I-0037, Dickinson College Archives and Special Collections, Carlisle, PA. Accessed June 2, 2025, via CISDRC, <https://carlisleindian.dickinson.edu/publications/united-states-indian-school-carlisle-penna>.
- N: 1. *United States Indian School Carlisle, Penna* (Carlisle: Carlisle Indian School Press, c.1895), CIS-I-0037, Dickinson College Archives and Special Collections, Carlisle, PA, accessed June 2, 2025, via CISDRC, <https://carlisleindian.dickinson.edu/publications/united-states-indian-school-carlisle-penna>, 3-6.

Letter or Other Documents

- B: Request to Pay for Materials to Reproduce Indian Art Designs, July 21, 1914. RG 75, CCF Entry 121, #80120-1914-Carlisle-202, NAB. Accessed June 1, 2025, via CISDRC, <https://carlisleindian.dickinson.edu/documents/request-pay-materials-reproduce-indian-art-designs/>.
- N: 1. Request to Pay for Materials to Reproduce Indian Art Designs, July 21, 1914, RG 75, CCF Entry 121, #80120-1914-Carlisle-202, NAB, accessed June 1, 2025, via CISDRC,

<https://carlisleindian.dickinson.edu/documents/request-pay-materials-reproduce-indian-art-designs/>.

- B: Pratt Responds to Request for Savings by Mark D. Everts, January 24, 1893-February 6, 1893. RG 75, Entry 91, box 950, 1893-#4848, NAB. Accessed June 1, 2025, via CISDRC, <https://carlisleindian.dickinson.edu/documents/pratt-responds-request-savings-mark-d-evarts>
- N: 1. Pratt Responds to Request for Savings by Mark D. Everts, January 24, 1893-February 6, 1893, RG 75, Entry 91, box 950, 1893-#4848, NAB, accessed June 1, 2025, via CISDRC, <https://carlisleindian.dickinson.edu/documents/pratt-responds-request-savings-mark-d-evarts/>, 2.
- B: Descriptive Statement of Pupils from Puyallup Agency, 1894, August 3-25, 1894. RG 75, Entry 91, box 1117, 1894-#33364, NAB. Accessed June 3, 2025, via CISDRC, <https://carlisleindian.dickinson.edu/documents/descriptive-statement-pupils-puyallup-agency-1894/>.
- N: 1. Descriptive Statement of Pupils from Puyallup Agency, 1894, August 3-25, 1894, RG 75, Entry 91, box 1117, 1894-#33364, NAB, accessed June 3, 2025, via CISDRC, <https://carlisleindian.dickinson.edu/documents/descriptive-statement-pupils-puyallup-agency-1894/>, 3.
- B: Personnel Folder of Kish Hawkins, February 25, 1915 - September 16, 1933. National Personnel Records Center, St. Louis, Official Personnel Folders. Accessed June 3, 2025, via CISDRC, <https://carlisleindian.dickinson.edu/documents/personnel-folder-kish-hawkins>
- N: 1. "Retirement Benefits" in Personnel Folder of Kish Hawkins, February 25, 1915 - September 16, 1933, National Personnel Records Center, St. Louis, Official Personnel Folders, accessed June 3, 2025, via CISDRC, <https://carlisleindian.dickinson.edu/documents/personnel-folder-kish-hawkins>, 29.
- B: Request to Purchase Hospital Supplies, December 2, 1910 - January 13, 1911. RG 75, CCF Entry 121, #95878-1910-Carlisle-721, NAB. Accessed June 3, 2025, via CISDRC, <https://carlisleindian.dickinson.edu/documents/request-purchase-hospital-supplies/>.
- N: 1. Request to Purchase Hospital Supplies, December 2, 1910 - January 13, 1911, RG 75, CCF Entry 121, #95878-1910-Carlisle-721, NAB, accessed June 3, 2025, via CISDRC, <https://carlisleindian.dickinson.edu/documents/request-purchase-hospital-supplies/>.

Ephemera (Event program, Memorabilia, etc.)

- B: 1898 Commencement Invitation and Brief Program, March 1-2, 1898. CIS-I-0074, Dickinson College Archives and Special Collections, Carlisle, PA. Accessed June 1, 2025, via CISDRC, <https://carlisleindian.dickinson.edu/documents/1898-commencement-invitation-and-brief-program/>.
- N: 1. 1898 Commencement Invitation and Brief Program, March 1-2, 1898, CIS-I-0074, Dickinson College Archives and Special Collections, Carlisle, PA, accessed June 1, 2025, via CISDRC, <https://carlisleindian.dickinson.edu/documents/1898-commencement-invitation-and-brief-program/>.

Ledger or Register

- B: Register of Outings – Girls, 1909-1915. RG 75, Series 1335, vol. 2, National Archives Building, Washington, DC. Accessed June 1, 2025, via CISDRC, <https://carlisleindian.dickinson.edu/lists/registers-outings-girls-1909-1915>.
- N: 1. Register of Outings – Girls, 1909-1915, RG 75, Series 1335, vol. 2, National Archives Building, Washington, DC, accessed June 1, 2025, via CISDRC, <https://carlisleindian.dickinson.edu/lists/registers-outings-girls-1909-1915>, 56.
- B: Daily Morning Reports (1884-1887). RG 75, Series 1331, vol. 2, NAB. Accessed June 1, 2025, via CISDRC, <https://carlisleindian.dickinson.edu/lists/daily-morning-reports-1884-1887/>.
- N: 1. Daily Morning Reports (1884-1887), RG 75, Series 1331, vol. 2, NAB, accessed June 3, 2025, via CISDRC, <https://carlisleindian.dickinson.edu/lists/daily-morning-reports-1884-1887/>, 40-41.

Project Website Page

- B: “Welcome page.” Carlisle Indian School Digital Resource Center. Accessed July 20, 2016. <https://carlisleindian.dickinson.edu/>
- N: 1. “Welcome page,” Carlisle Indian School Digital Resource Center, accessed July 20, 2016, <http://carlisleindian.dickinson.edu>