

HOPE COLLEGE
ARCHIVES AND SPECIAL COLLECTIONS
PRIMARY SOURCE CITATION GUIDE

GENERAL GUIDLINES (B = Bibliography F = Footnote)

B: Author (last name first). Title or description of document, date. Collection or Record Group number, Collection or Record Group name, Archives and Special Collections, Hope College, Holland, MI.

F: 1. Author (first name first), Title or description of document, date, Collection or Record Group number, Collection or Record Group name, Archives and Special Collections, Hope College, Holland, MI, page number(s) if necessary.

SAMPLES (B = Bibliography F = Footnote)

· **DIARY**

B: Jackson, John J. Diary, 1887-1939. H88-0080. John Jackson Papers, The Joint Archives of Holland, Hope College, Holland, MI.

F: 2. John J. Jackson, Diary, 1887-1939, H88-0080, John Jackson Papers, The Joint Archives of Holland, Hope College, Holland, MI, p. 5.

· **ESSAY**

B: Angus, William R. "Behind the White Screen," n.d. H00-138, William Robertson Angus, Jr. papers, The Joint Archives of Holland, Hope College, Holland, MI.

F: 3. William R. Angus, "Behind the White Screen," n.d., H00-138, William Robertson Angus Jr. Papers, The Joint Archives of Holland, Hope College, Holland, MI, p. 2.

· **INTERVIEW**

B: Fried, Paul, class of 1946, professor and administrator. Interview by Matthew Nickel, 1 April 2002, Holland, MI. Transcript. The Joint Archives of Holland, Hope College, Holland, MI.

F: 4. Paul Fried (class of 1946, professor and administrator), interview by Matthew Nickel, 1 April 2002, Holland, MI, transcript, The Joint Archives of Holland, Hope College, Holland, MI. p.1.

- **MEMORANDUM**

B: Gerrie, Michael, to all students, faculty, and staff, memorandum, 31 January 1978. Department of Public Safety, The Joint Archives of Holland, Hope College, Holland, MI.

F: 5. Michael Gerrie to all students, faculty, and staff, memorandum, 31 January 1978, Department of Public Safety, The Joint Archives of Holland, Hope College, Holland, MI.

- **Minutes**

B: Board of Trustees, Academic Affairs Committee. Minutes, 1976-1980. H88-0246, Board of Trustees (1927 to Present), The Joint Archives of Holland, Hope College, Holland, MI.

F: 6. Board of Trustees, Affairs Committee, Minutes, 1976-1980, H88-0246, Board of Trustees (1927 to Present), The Joint Archives of Holland, Hope College, Holland, MI.

- **Photograph**

B: Picture of Leona Nykerk, n.d. Photograph Collection, H07-PH1360. The Joint Archives of Holland, Hope College, Holland, MI.

F: 7. Picture of Leona Nykerk, n.d., Photograph Collection, H07-PH1360, The Joint Archives of Holland, Hope College, Holland, MI.

- **Program**

B: Nykerk Cup Competition. Snow White Nykerk Play program, 1992. H97-1288, Nykerk Cup Competition, The Joint Archives of Holland, Hope College, Holland, MI.

F: 8. Nykerk Cup Competition, Snow White Nykerk Play program, 1992, H97-1288, Nykerk Cup Competition, The Joint Archives of Holland, Hope College, Holland, MI.

- **Report**

B: Cupery, Martin E. New Science Building Fund Report. 1941. H88-0024. The Joint Archives of Holland, Hope College, Holland, MI.

F: 9. Marin E. Cupery, New Science Building Fund Report, 1941, H88-0024. The Joint Archives of Holland, Hope College, Holland, MI.

- **Speech**

B: Sutton, Eugene T. "The Race Is Human." Address delivered in Dimnent Chapel, Holland, MI, May 2003. H88-0394. The Joint Archives of Holland, Hope College, Holland, MI.

F: 10. Eugene T. Sutton, "The Race Is Human" (address delivered in Dimnent Chapel, Holland, MI, May 2003), H88-0394, The Joint Archives of Holland, Hope College, Holland, MI.

- **Thesis**

B: Meyer, Neller K. "Berlioz, Musician - Ecrivain Romantique." Masters thesis, Columbia College, 1940.

F: 11. Neller K. Meyer, "Berlioz, Musician - Ecrivain Romantique" (Masters thesis, Columbia College, 1940), pg. 5.

HOPE COLLEGE ITEMS

- **Alumni Directory**

B: *Hope College Alumni Directory*. (October 2002).

F: 12. *Hope College Alumni Directory*. (October 2002). 48

- **Alumni Magazine**

B: "Winter 1973." *Hope College Alumni Magazine* vol. 26, no. 1 (1973): 4-8

F: 13. "Winter 1973," *Hope College Alumni Magazine* vol. 26, no. 1 (1973): 6

- **College Catalog**

B: "English Department." *Hope College Catalog* (2010-2011): 190-200.

F: 14. "English Department," *Hope College Catalog* (2010-2011): 198.

- **The Anchor Newspaper**

B: "Police, administration promise crackdown." *The Anchor*, 6 September 1989.

F: 15. "Police, administration promise crackdown," *The Anchor*, 6 September 1989.

- **Pamphlet (Cite the same as a book)**

B: Rienstra, Marchiene. *Knowing the Lord: Creator, Christ, and Holy Spirit*. Grandville, MI: Reformed Church Press, n.d.

F: 16. Marchiene Rienstra, *Knowing the Lord: Creator, Christ, and Holy Spirit* (Grandville, MI: Reformed Church Press, n.d.) 14.

- **Yearbook**

B: "Great Performance Series." *The Milestone* (1985-1986): 25-33.

F: 17. "Great Performance Series" *The Milestone* (1985-1986): 31

Oral Histories

B: Swinyard, Nancy A. Oral history interview with Clarence De Graaf, 01/01/1977, Hope College Living Heritage Oral History Project-Retired Faculty and Administrators, H88-0234; Holland, MI: Joint Archives of Holland: 4.

F: 18. Nancy A. Swinyard, Oral history interview with Clarence De Graaf, 01/01/1977, Hope College Living Heritage Oral History Project-Retired Faculty and Administrators, H88-0234; (Holland, MI: Joint Archives of Holland): 4