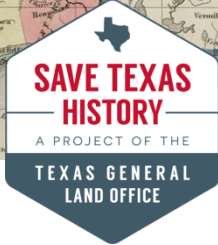


# GENERAL LAND OFFICE ARCHIVES

## RECOMMENDED FOOTNOTE AND BIBLIOGRAPHY FORMATS



### MANUSCRIPT MATERIAL

In accordance with the recommendations of the National Archives, our documents should be cited in the following manner:

**[Record Item], [File Unit], [Subgroup], [Record Group], [Repository].**

The *record item* identifies the specific document (letter, report, photograph, map, etc.); the *file unit* records its location (box and file folder, jacket, or bound volume); the *subgroup* represents the collection; the *record group* denotes the archival unit, defined as a “major archival unit that comprises the records of a large organization;” and the *repository* locates the record at the specific building or agency where the file is located. In our case, the record group and repository remain constant: Archives and Records Program, Texas General Land Office, Austin, TX.

#### ◆ SPANISH COLLECTIONS:

##### Boxed Material

[Short title of Document], [Date: Day Month Year], Box [#], Folder [#], p. [#], Records of the Spanish Collection, Archives and Records Program, Texas General Land Office, Austin, TX.

Example: Mexican Title issued to William Barrett Travis, 10 April 1835, Box 39, Folder 24, Records of the Spanish Collection, Archives and Records Program, Texas General Land Office, Austin, TX.

##### Bound Material

[Short title of Document], [Date: Day Month Year], Vol. [Name and/or number], p. [#], Records of the Spanish Collection, Archives and Records Program, Texas General Land Office, Austin, TX.

Example: Original English Field Notes to the William Barrett Travis Grant, 22 March 1835, [*English Field Notes Book S*], p. 96, Records of the Spanish Collection, Archives and Records Program, Texas General Land Office, Austin, TX.

#### ◆ REPUBLIC AND STATE COLLECTIONS:

##### Folder Collection

[Short title of item], [Date: Day Month Year], [Land District Class-File number], Texas Land Grant Records, Archives and Records Program, Texas General Land Office, Austin, TX.

Example: First Class Headright to Samuel McCulloch, 12 April 1838, Bexar-1-000905, Texas Land Grant Records, Archives and Records Program, Texas General Land Office, Austin, TX.

##### Bound Material

[Short title of Document], [Date: Day Month Year], Vol. [Name and/or number], p. [#], Texas Land Grant Records, Archives and Records Program, Texas General Land Office, Austin, TX.



# GENERAL LAND OFFICE ARCHIVES

## RECOMMENDED FOOTNOTE AND BIBLIOGRAPHY FORMATS



### ◆ SPECIAL COLLECTIONS:

#### Boxed Material

[Short title of Document], [Date: Day Month Year], Box [#], Folder [#], p. [#], [Name of Special Collection] (Collection Number), Archives and Records Program, Texas General Land Office, Austin, TX.

Example: Court of Claims File for John C. Logan, 17 August 1858, Court of Claims 004975, Records of the Court of Claims, Archives and Records Program, Texas General Land Office, Austin, TX.

#### Bound Material

[Short title of Document], [Date: Day Month Year], [Bound Volume Name], Vol. [Name and/or number], p. [#], Archives and Records Program, Texas General Land Office, Austin, TX.

Example: List of the Names of Those who Fell in the Alamo, at San Antonio de Bexar, 6 March 1836, Republic of Texas Muster Rolls, p. 2, Archives and Records Program, Texas General Land Office, Austin, TX.

### ◆ MAP COLLECTION

N: Author's First, Middle and Last Name, [Short Title of Map], [Publisher city]: [Publishing Company], [Year(s)], Map #[#], Map Collection, Archives and Records Program, Texas General Land Office, Austin, TX.

B: Author's Last Name, First Name, Middle Initial. [Short title of Map], [Publisher city]: [Publishing Company], [Year(s)]. Map #[#]. Map Collection. Archives and Records Program. Texas General Land Office, Austin, TX.

Examples:

Stephen F. Austin and James F. Perry, *Connected Map of Austin's Colony*, Austin, TX: Unpublished, 1833-1837, Map #1943, Map Collection, Archives and Records Program, Texas General Land Office, Austin, TX.

Cruetzbaur, Robert. *J. De Cordova's Map of the State of Texas*, Houston: J. De Cordova, 1849. Map #7826. Map Collection. Archives and Records Program. Texas General Land Office, Austin, TX.