



## How to Cite Content from Maine Memory Network

When citing either textual or non-textual resources made digitally accessible through Maine Memory Network ([www.mainememory.net](http://www.mainememory.net)), the citation style you choose will depend on your academic discipline or publication requirements. Use this guide for *Works Cited* citation formatting with examples in APA, Chicago, and MLA styles. Please add the item's URL to the end of each citation. If you have any questions, or would like additional help creating in-text citations, please contact the Maine Historical Society Reference staff at: [research@mainehistory.org](mailto:research@mainehistory.org)

*\*Please note that items in Maine Memory Network come from a statewide partnership of contributors. See **Contributed By** to properly identify the item's contributing repository. Maine Memory Network is a project of the Maine Historical Society. Except for classroom educational use, images and content may not be reproduced without permission.*

### Included in this document:

[Citing graphic material](#)

[Citing ephemera](#)

[Citing images](#)

[Citing maps](#)

[Citing 1924 Portland Tax Record](#)

[Citing a manuscript](#)

[Citing an online exhibit](#)

[Citing a My Maine Story](#)

[Citing a lesson plan](#) (or Educator Resource)

[Citing a website](#) *within* Maine Memory Network

### Citing graphic material

*Use this citation style for non-textual, visual historical documents. Formats include architectural drawings, artwork (may be further specified, i.e. watercolor), illustration, blueprints, etc.*

#### APA

##### Citation Format:

Creator Last, F. (Birth-Death). Title [painting]. Local Code (Item ID). Repository, Repository Location, Maine. URL

##### Example Citation:

Stevens, J.C. (1855-1940). Stevens' painting of Castle in Spain, 1910 [painting]. A86-875 (Item 48273). Maine Historical Society, Portland, Maine.

[www.mainememory.net/artifact/48273](http://www.mainememory.net/artifact/48273)

### **Chicago Manual of Style**

#### Citation Format:

Title, Date, Item ID, Local Code, Repository, Repository Location, Maine. URL

#### Example Citation:

Stevens' painting of Castle in Spain, 1910, 1910, Item 48273, A86-875, Maine Historical Society, Portland, Maine. [www.mainememory.net/artifact/48273](http://www.mainememory.net/artifact/48273)

### **MLA**

#### Citation Format:

Creator Last, First. Title. [Date]. Item ID. Local Code. Repository, Repository Location, Maine. URL

#### Example Citation:

Stevens, John Calvin. Stevens' painting of Castle in Spain, 1910. Item 48273. A86-875. Maine Historical Society, Portland, Maine. [www.mainememory.net/artifact/48273](http://www.mainememory.net/artifact/48273)

### **Citing ephemera**

*Use this citation for items that were meant to be used only for a short time. Examples of formats include flyers, menus, posters, tickets, etc.*

### **APA**

#### Citation Format:

Creator. (YYYY). Title [object type]. Local Code (Item ID). Repository, Repository Location, Maine. URL

#### Example Citation:

No License Committees of Sagadahoc County. (1911). Anti-license law flyer, Sagadahoc County, 1911 [poster]. Coll. 2093, Box 1/3 (Item 15760). Maine Historical Society, Portland, Maine. <https://www.mainememory.net/artifact/15760>

### **Chicago Manual of Style**

#### Citation Format:

Descriptive purpose for creator, "Title," YYYY, Item ID, Local Code, Repository, Repository Location, Maine. URL

#### Example Citation:

Prohibition flyer for Sagadahoc County, "Anti-license law flyer, Sagadahoc County, 1911," 1911, Item 15760, Coll. 2093, Box 1/3, Maine Historical Society, Portland, Maine. <https://www.mainememory.net/artifact/15760>

## **MLA**

### Citation Format:

Creator. "Title" [object type]. YYYY. Item ID. Local Code. Repository, Repository Location, Maine. URL

### Example Citation:

No License Committees of Sagadahoc County. "Anti-license law flyer, Sagadahoc County, 1911" [poster]. 1911. Item 15760. Coll. 2093, Box 1/3. Maine Historical Society, Portland, Maine. <https://www.mainememory.net/artifact/15760>

## **Citing images**

*Use this citation for media formats including photographic prints (may be further specified, i.e. albumen prints), glass negatives, slides (i.e. lantern, Kodachrome), born digital images, stereographs, cartes de visite, cabinet cards, filmstrip stills, photographic postcards, etc.*

## **APA**

### Citation Format:

Creator/Photographer. (YYYY, Month D). Title [photograph]. Collection name (Item ID, Box #, Folder #). Repository, Repository Location, Maine. URL

### Example Citation:

Adam's Studio. (circa 1925). West School orchestra, Portland, ca. 1925 [photograph]. Photographs -- Portland -- Schools, West (Item 20463). Maine Historical Society, Portland, Maine. [www.mainememory.net/artifact/20463](http://www.mainememory.net/artifact/20463)

## **Chicago Manual of Style**

### Citation Format:

Image title, Month YYYY, Item ID, Local code, Repository, Repository Location, Maine. URL

### Example Citation:

West School orchestra, Portland, ca. 1925, [circa] 1925, Item 20463, Photographs -- Portland -- Schools, West, Maine Historical Society, Portland, Maine. [www.mainememory.net/artifact/20463](http://www.mainememory.net/artifact/20463)

## **MLA**

### Citation Format:

Creator/photographer. Photograph title. Month YYYY. Item ID. Local Code. Repository, Repository Location, Maine. URL

### Example Citation:

Adam's Studio. West School orchestra, Portland, ca. 1925. [circa 1925]. Item 20463.

Photographs -- Portland -- Schools, West. Maine Historical Society, Portland, Maine.  
[www.mainememory.net/artifact/20463](http://www.mainememory.net/artifact/20463)

### **Citing maps**

*Use to cite special collections flat maps. For series maps or maps from an atlas, book, or periodical, you would include further identifiers (such as atlas title and edition) after map title and before publication information.*

#### **APA**

##### Citation Format:

Author Last, First [Cartographer]. (YYYY). *Title* [Local Code]. Item ID. Scale. Place of publication: Publisher. URL

##### Example Citation:

Donham, Greenville M. (circa 1905). *Map of Maine, 1905* [Map FF 448]. Item 11777. 32 cm x 39 cm. Maine: August R. Ohman Map Company.  
[www.mainememory.net/artifact/11777](http://www.mainememory.net/artifact/11777)

#### **Chicago Manual of Style**

##### Citation Format:

Author [Cartographer]. Map title [Local Code]. Item ID. Scale. Place of publication: Publisher, YYYY. URL

##### Example Citation:

Greenville M. Donham. Map of Maine, 1905 [Map FF 448]. Item 11777. 32 cm x 39 cm. Maine: August R. Ohman Map Company, 1905. [www.mainememory.net/artifact/11777](http://www.mainememory.net/artifact/11777)

#### **MLA**

##### Citation Format:

Author [Cartographer]. *Title*. Local Code. Item ID. Scale. Place of publication: Publisher, YYYY. URL

##### Example Citation:

Donham, Greenville M. *Map of Maine, 1905*. Map FF 448. Item 11777. 32 cm x 39 cm. Maine: August R. Ohman Map Company, 1905. [www.mainememory.net/artifact/11777](http://www.mainememory.net/artifact/11777)

### **Citing 1924 Portland Tax Record**

*Created by the City of Portland, Maine, all tax records were surveyed in 1924 and consist of a street-view photograph and accompanied descriptive documentation. The repository is the City of Portland, Planning and Development, in Portland.*

#### **APA**

##### Citation Format:

City of Portland. (1924). *Title* [Portland Tax Record]. Collection name (Item ID, Local

Code [collection call number]). City of Portland, Planning and Development, Portland, Maine. URL

Example Citation:

City of Portland. (1924). *106-108 Congress Street, Portland, 1924* [Portland Tax Record]. 1924 Portland Tax Records (Item 37753, Block 16D Lot 4 Book 18 Page 4). City of Portland, Planning and Development, Portland, Maine.  
[www.mainememory.net/artifact/37753#image\\_46932](http://www.mainememory.net/artifact/37753#image_46932)

**Chicago Manual of Style**

Citation Format:

Title, 1924, Item ID, Local Code [collection call number], City of Portland, Planning and Development, Portland, Maine. URL

Example Citation:

106-108 Congress Street, Portland, 1924, 1924, Item 37753, Block 16D Lot 4 Book 18 Page 4, City of Portland, Planning and Development, Portland, Maine.  
[www.mainememory.net/artifact/37753#image\\_46932](http://www.mainememory.net/artifact/37753#image_46932)

**MLA**

Citation Format:

City of Portland. Title. 1924. Item ID. Local Code [collection call number]. City of Portland, Planning and Development, Portland, Maine. URL

Example Citation:

City of Portland. 106-108 Congress Street, Portland, 1924.1924. Item 37753. Block 16D Lot 4 Book 18 Page 4. City of Portland, Planning and Development, Portland, Maine.  
[www.mainememory.net/artifact/37753#image\\_46932](http://www.mainememory.net/artifact/37753#image_46932)

**Citing a manuscript**

*Use to cite textual historical items. Formats include a letter, journal entry, typescript, etc.*

**APA**

Citation Format:

Author [last name, first]. (YYYY, Month DD). *Title* [description of material]. Collection name (Item ID, Local Code [collection call number]). Repository, Repository Location, Maine. URL

Example Citation:

Baxter, W. H. (1868, September 16). *Letter of congratulations to John Lynch, 1868* [letter]. John Lynch papers (Item 15721, Coll. 398, Box 1 / 2). Maine Historical Society, Portland, Maine. [www.mainememory.net/artifact/15721](http://www.mainememory.net/artifact/15721)

**Chicago Manual of Style**

Citation Format:

“Descriptive title,” Mon. DD YYYY, Item ID, Local Code [collection call number],  
Repository, Repository Location, Maine. URL

Example Citation:

“Letter of congratulations to John Lynch, 1868,” Sept. 16, 1868, Item 15721, Coll. 398,  
Box 1 / 2, Maine Historical Society, Portland, Maine.  
[www.mainememory.net/artifact/15721](http://www.mainememory.net/artifact/15721)

**MLA**

Citation Format:

Author [last name, first]. Title [description of material]. Date [Month DD YYYY]. Item  
ID. Local Code [collection call number]. Repository, Repository Location, Maine. URL

Example Citation:

Baxter, W. H. Letter of congratulations to John Lynch, 1868 [letter]. September 16, 1868.  
Item 15721. Coll. 398, Box 1 / 2. Maine Historical Society, Portland, Maine.  
[www.mainememory.net/artifact/15721](http://www.mainememory.net/artifact/15721)

**Citing an online exhibit**

*Maine Memory Network features online exhibits, either entirely digital or complimentary to  
museum exhibitions. Please note as exhibits are collaborative they may have authors across  
several institutions.*

**APA**

Citation Format:

Creator. *Title* [online exhibit]. Creator, Accessed Month DD, YYYY. URL

Example Citation:

Maine Historical Society. *State of Mind: Becoming Maine* [online exhibit]. Maine  
Historical Society, Accessed May 30, 2020. [www.mainememory.net/stateofmind](http://www.mainememory.net/stateofmind)

**Chicago Manual of Style**

Citation Format:

“Title,” Creator, Accessed Month DD, YYYY. URL

Example Citation:

“State of Mind: Becoming Maine,” Maine Historical Society, Accessed May 30, 2020.  
[www.mainememory.net/stateofmind](http://www.mainememory.net/stateofmind)

**MLA**

Citation Format:

Creator. Title [online exhibit]. Creator, Accessed Month DD, YYYY. URL

Example Citation:

Maine Historical Society. State of Mind: Becoming Maine [online exhibit]. Maine Historical Society, Accessed May 30, 2020. [www.mainememory.net/stateofmind](http://www.mainememory.net/stateofmind)

### **Citing a My Maine Story**

*My Maine Stories is a storytelling forum within Maine Memory Network that provides the public a space to share personal recollections about Maine.*

#### **APA**

##### Citation Format:

Author Last, F. (YYYY). Title [My Maine Stories]. Accessed Month DD, YYYY. URL

##### Example Citation:

Laskey, T. (2020). *Pandemic ruminations and the 1918 death of Rose Cleveland* [My Maine Stories]. Accessed May 30, 2020.

[www.mainememory.net/sitebuilder/site/3016/page/4758/display?return=coronavirus](http://www.mainememory.net/sitebuilder/site/3016/page/4758/display?return=coronavirus)

#### **Chicago Manual of Style**

##### Citation Format:

“Title,” [creation] year, Collection, Author. Accessed Month DD, YYYY. URL

##### Example Citation:

“Pandemic ruminations and the 1918 death of Rose Cleveland,” 2020, My Maine Stories, Laskey, T. Accessed May 30, 2020.

[www.mainememory.net/sitebuilder/site/3016/page/4758/display?return=coronavirus](http://www.mainememory.net/sitebuilder/site/3016/page/4758/display?return=coronavirus)

#### **MLA**

##### Citation Format:

Author. Title [description of material], Accessed Month DD, YYYY. URL

##### Example Citation:

Laskey, Tilly. *Pandemic ruminations and the 1918 death of Rose Cleveland* [My Maine Stories], Accessed May 30, 2020.

[www.mainememory.net/sitebuilder/site/3016/page/4758/display?return=coronavirus](http://www.mainememory.net/sitebuilder/site/3016/page/4758/display?return=coronavirus)

### **Citing a lesson plan (or Educator Resource)**

*Maine Memory Network’s Education component includes lesson plans for the classroom and for the library, as well as examples of projects and educator resources. As lesson plans may be collaboratively submitted, be mindful of the creator institution found under “author.”*

#### **APA**

##### Citation Format:

Creator. (Year). *Title*. Collection. Creator. URL

##### Example Citation:

Maine Historical Society. (2020). *What Remains: Learning about Maine Populations through Burial Customs*. Bicentennial Lesson Plans. Maine Historical Society.

[www.mainememory.net/lessons/what-remains-learning-about-maine-populations-through-burial-customs/q5w5h5q4](http://www.mainememory.net/lessons/what-remains-learning-about-maine-populations-through-burial-customs/q5w5h5q4)

### **Chicago Manual of Style**

#### Citation Format:

“Title,” [creation] year, Collection, Creator. URL

#### Example Citation:

“What Remains: Learning about Maine Populations through Burial Customs,” 2020, Bicentennial Lesson Plans, Maine Historical Society.

[www.mainememory.net/lessons/what-remains-learning-about-maine-populations-through-burial-customs/q5w5h5q4](http://www.mainememory.net/lessons/what-remains-learning-about-maine-populations-through-burial-customs/q5w5h5q4)

### **MLA**

#### Citation Format:

Creator. Resource Name [description of material], Creator, Accessed Month DD, YYYY. URL

#### Example Citation:

Maine Historical Society. What Remains: Learning about Maine Populations through Burial Customs [lesson plan], Maine Historical Society, Accessed May 30, 2020.

[www.mainememory.net/lessons/what-remains-learning-about-maine-populations-through-burial-customs/q5w5h5q4](http://www.mainememory.net/lessons/what-remains-learning-about-maine-populations-through-burial-customs/q5w5h5q4)

### **Citing a website *within* Maine Memory Network**

*Maine Memory Network links out to several satellite website pages dedicated to specific projects or initiatives. For example, please see how to cite the Maine History Online project website below:*

### **APA**

#### Citation Format:

Creator. (Year). *Title*. Description of material. Creator. URL

#### Example Citation:

Maine Historical Society. (2000-2010). *Maine History Online*. Online resource. Maine Historical Society. [www.mainememory.net/mho/](http://www.mainememory.net/mho/)

### **Chicago Manual of Style**

#### Citation Format:

“Title,” [creation] year, Description of material, Creator. URL

#### Example Citation:

“Maine History Online,” 2000-2010, Online resource, Maine Historical Society.

[www.mainememory.net/mho/](http://www.mainememory.net/mho/)



## **MLA**

### Citation Format:

Creator. Website Name [description of material], Creator, Accessed Month DD, YYYY.  
URL

### Example Citation:

Maine Historical Society. Maine History Online [online resource], Maine Historical Society, Accessed May 30, 2020. [www.mainememory.net/mho/](http://www.mainememory.net/mho/)