Citation guidelines for Moving Image Research Collections

This document provides guidance for accurate citations of materials from Moving Image Research Collections (MIRC). The format of the citation will vary depending on use and on the nature of the material cited. In some cases, especially in the case of film footage licensed for use, the precise language of the citation may be specified in an agreement between MIRC and the user.

When compiling a citation the following components should be incorporated in accordance with the style sheet being used:

- repository
- collection
- item

If space is limited, information about the item may be dropped; thus, the minimum acceptable citation identifies the collection and the repository.

Repository: Repository information must be included in all citations.

Minimum: University of South Carolina
Preferred: Moving Image Research Collections, University of South Carolina

Collection: Minimum citation of materials in MIRC’s collections adds the Collection title to the Repository information, e.g.:

Roman Vishniac Film Collection, University of South Carolina
Fox Movietone News Collection, Moving Image Research Collections, University of South Carolina

Item: Proper citation of any of MIRC’s holdings can be derived using all or some of the following information in addition to the Repository and Collection information.

For individual home movies, outtakes, or other unreleased moving images:

Minimum:
Main title: (will be found on the slate prior to the film or in the metadata accompanying the video stream)

Preferred
Main title (see above)
Item title: (will be found on the slate prior to the film or in the metadata accompanying the video stream)
Creator:
For films in the Fox collection, usually the cameraman
For home movies, usually the filmmaker
For video interviews/histories, usually the interviewer
URL and date accessed (for materials in the MIRC Digital Video Repository)
Optional additions:
Other contributors: as relevant
Medium consulted (e.g., reference disc, streaming video, film)

For released moving images:

Minimum:
Main title: (will be the title under which the material was released)
Preferred:
Main title (see above)
Item title: (will be found on the slate prior to the film or in the metadata accompanying the video stream)
Distributor: (will be found in the credits or in secondary sources)
Release year: (if unknown put n.d. or undated)
Creator:
For features or educational films, usually the production unit and director
For released newsreels in the Fox Movietone News Collection, Fox Movietone News
For local television news, usually the television station
URL and date accessed (for materials in the MIRC Digital Video Repository)
Optional additions:
Other contributors: as relevant
Medium consulted: (e.g., reference disc, streaming video, film)

Manuscripts, photographs, and flat graphics:

Minimum:
Description of the item: e.g.,
Dope sheet for Fox News Story B2031
Manuscript draft of “Protozoa”
Letter to Louis Lumière
Poster for The Skin I Live In
Box and folder information
Preferred:
Description of the item (see above)
Box and folder information
Author:
For the dope sheets, the cameraman
For posters, the distributor

**Date**: (when unknown put n.d. or undated)

**URL and date accessed** (for materials in the MIRC Digital Video Repository)

**Equipment and other museum objects:**

**Minimum:**
- **Description of the item**: e.g.,
  - 35mm motion picture camera
  - 16mm motion picture projector

**Preferred:**
- **Manufacturer name**: if known
- **Model No.**: if known
- **Date of manufacture**: if known

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**SAMPLE BIBLIOGRAPHIC ENTRIES** (Chicago Style)

**Moving Images (unreleased):**


**Moving Images (released):**

*Fox Movietone News*, vol. 25 no. 49. 23 February 1943. Fox Movietone News Collection. University of South Carolina.


**Dope Sheets:**

Scripts:


Objects:

35mm motion picture camera, Debrie Parvo (metal body), Harry and William Birch Collection, Moving Image Research Collections, University of South Carolina.