

Middle East Centre Archive: Citations Standard

Please note the following only constitutes advice on citation. Students should also check to see if their University style guide covers citation of Archives.

To cite from the archive please include the following:

Description of the item	Letter from Gertrude Bell to Sir Percy Cox, 29 December 1916
Title of Collection	Sir Percy Cox Collection
Collection reference code	GB165-0341
Box or file number	Box 1, File 4/4
Name of Archive	Middle East Centre Archive, St Antony's College, Oxford

If there is only one box in the collection, or only one file then it is not necessary to include a box and file number.

It is fine to use abbreviations, for example MECA for Middle East Centre Archive, St Antony's College, Oxford, provided that this is explained in your list of Archives consulted.

Example Citations

Letter from Gertrude Bell to Sir Percy Cox, 29 December 1916. Sir Percy Cox Collection GB165-0341, Box 1 File 4/4, Middle East Centre Archive, St Antony's College, Oxford.

Memorandum on the Canal Zone Base by Charles Mott-Radclyffe, 4 May 1954. Mott-Radclyffe Collection GB165-0211, MECA.

Sir Miles Lampson (Lord Killearn) Diary, 20 October 1940. Lampson Collection GB165-0176, Box 4/1, MECA.