

Evidence Explained: Citing History Sources from Artifacts to Cyberspace

to add a cross-reference to the agency under its alternate name, you might note the change in square editorial brackets, as shown above.

13.47 Nonpublic Civilian and Military Manuscripts (NCs & NMs)

See also QuickCheck Model for NATIONAL ARCHIVES (U.S.) GUIDES: PRELIMINARY INVENTORY

Another significant type of inventory prepared by NARA is a pair of series created for staff use but not formally distributed as National Archives publications. To casual users, there is little visible difference between these NCs and NMs, and the PI manuscripts previously discussed. Because these two series are numbered separately from the other inventories and special lists, and all have overlapping numbers, your citation should clearly identify an NM or NC reference as such.

The “nonpublic” NC and NM inventories are usually cited in the same format as the published preliminary inventories (13.46), except that the series name is usually cited by the initialism rather than the full name of the series. NC and NM inventories that exist in multiple “parts” (volumes) may be cited as follows.

Source List Entry

Johnson, Maizie H. *Preliminary Inventory of the Textual Records of the Office of the Quartermaster General*. NM 81. 2 parts. Washington, D.C.: National Archives and Records Service, 1967.

First Reference Note

1. Maizie H. Johnson, *Preliminary Inventory of the Textual Records of the Office of The Quartermaster General*, NM 81, 2 parts (Washington, D.C.: National Archives and Records Service [NARA], 1967), 1:136, entry 1179.

Subsequent Note

11. Johnson, *Preliminary Inventory ... Textual Records ... Quartermaster General*, 1:136.

13.48 Reference Information Papers (RIPs) & Special Lists (SLs)

These two types of finding aids focus on topics for which materials are found in multiple record groups. As their names imply, the Reference Information Papers commonly provide narrative essays, while special lists are essentially descriptive catalogs. In print form, both can follow the models at 13.43–13.46 for other NARA finding aids.