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## Citation Form for Documents in the Operational Archives

Due to the complexity of archival material, citations to archival documents should contain enough detail that the record can be located for use by other researchers. Elements of a typical citation may include item, date, file, series, subgroup or originating office, record group, and name of repository. Depending on the documents, some elements may not be needed. If in doubt regarding a particular citation, you may want to confer with the staff member with whom you are working to determine what elements are necessary to identify the specific records being used.

### SAMPLES:

1. Seventh Fleet report, serial 00143 of 17 September 1959, Post 1 Jan 1946 Action Reports, Operational Archives Branch, Naval Historical Center, Washington, DC
2. Lieutenant Commander Samuel E. Morison's report of activities during 1942 to Secretary of the Navy Frank Knox, 7 January 1943, Secretary of the Navy Correspondence, 1942-1949 File, Box 9, Rear Admiral Samuel E. Morison Papers, Operational Archives Branch, Naval Historical Center, Washington, DC
3. Rear Admiral D. F. Farragut to Brigadier General R. L. Page, 5 August 1864, Franklin Buchanan File, Box 31, ZB Series, Early Records Collection, Operational Archives Branch, Naval Historical Center, Washington, DC
4. FTP 143(a) War Instructions, 1944, p. 19, Fleet Tactical Publications Series, CNO/OPNAV Subgroup, World War II Command File, Operational Archives Branch, Naval Historical Center, Washington, DC
5. B.d.U. War Diary entry of 27 October 1940, p. 123, Translation of B.d.U. War Log for 1 April-31 December 1940 File, Box T40, German Naval Records Collection, Operational Archives Branch, Naval Historical Center, Washington, DC

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Biographical Files*