



## Peabody Museum of Archaeology and Ethnology at Harvard University

To cite your research at the Peabody Museum, please use the following formats:

### **Archival documents**

*Full Peabody Museum ID #, Collection Name, Peabody Museum of Archaeology & Ethnology, Harvard University.*

A “Collection Name” may be something like the “Hell Gap expedition records”, or the “Hazel Hitson Weidman papers.” Other common examples include “Accession Card,” “Ledger,” or “Accession Files.”

Where applicable, it is always preferable to include more specific information, such as box or folder numbers, or document titles.

*E.g. 2005.16.1, Alexander Marshack papers, Peabody Museum of Archaeology & Ethnology, Harvard University. Box 1, Folder 2, letter from Marshack to John Doe, 1/1/1950.*

### **\*Please note\***

If you are quoting from archival material for use in a dissertation or for publication (in print or online), you must first complete a [Permission to Publish Manuscript Material](#) form and submit it to the Peabody Museum Archives. This form will ask you to identify exactly from which boxes, folders, and documents you are quoting.

### **Research photographs**

*Full Peabody Museum ID #, Courtesy of the Peabody Museum of Archaeology and Ethnology, Harvard University.*

### **\*Please note\***

- If you wish to publish your research photographs (in print or online), you must obtain written permission from the Museum. Please contact the Office of Rights and Registration at [pmpmissions@fas.harvard.edu](mailto:pmpmissions@fas.harvard.edu). For more information, see [Request to Publish Non-Peabody Photographs](#).
- If you wish to use Peabody Museum images in a dissertation or for publication (in print or online), please complete the [Image and Permission Request Form](#).

### **Collections Online**

If downloading material from Collections Online for research-use, the Terms of Use specify:

*The Content is made available solely for your limited personal, noncommercial use for educational or scholarly purposes, or for other fair use to the extent permitted under United States copyright law. Unless otherwise specified on the Site, you may employ the normal functions of your browser to download and print a single copy of individual Content files for such use, provided that you retain all copyright and other proprietary notices associated with the Content. You must cite the author/artist and source of the Content as you would content from any printed work, and the citation should include the URL [www.peabody.harvard.edu](http://www.peabody.harvard.edu).*

If you are citing Peabody materials more than once in your paper, you may abbreviate the credit line provided it appears in its entirety at least once, and provided it is clear to what your abbreviation refers.

If you have questions about your citations, please contact staff directly, or via the [Collections Access Request Form](#).