



LBJ Presidential Library

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January 2003

Citing Historical Materials from the Collections of the LBJ Presidential Library

It is extremely important to provide adequate citations to materials in the LBJ Library in your footnotes or endnotes. Proper citations enable Library staff to locate a document for a researcher who would like to see it again or for other researchers using your work. Please be as specific as possible when providing citations. Researchers and archivists have spent many hours searching for improperly cited documents.

Citations should identify items clearly, specify their file locations, and end with reference to the LBJ Library. Most citations will concern items from the manuscript collections and should contain these elements: type of document; names of sender and recipient or title of document; date; folder title; box number; collection title; and the words "LBJ Library."

Box numbers may change as collections are processed. Although you may use box numbers for easy reference during your trip to the Library, in citations do not identify an item **solely** by the box in which it is located.

The examples that follow are for your guidance only. Punctuation, abbreviations, and format should be done in a manner consistent with your own citation style. However, it is important that all of the information contained in the examples below be included in your notes. If you have any questions about what information should be included, please ask an archivist for assistance. Please contact the Audio-Visual Archivist for information on citing materials from the audio-visual collection.

IMPORTANT NOTES

- **Folder Titles:** All folder titles should be enclosed in quotation marks, e.g. "March 31, 1968, Speech."
- **Document Numbers:** Include the LBJ Library document number in your citation from those collections that have been numbered by LBJ Library Staff (primarily the National Security File and other files that contained a high percentage of security-classified material). The document number appears, usually in pencil, in the upper right hand corner of the first page of the document.
- **DSDUF:** Declassified and Sanitized Documents from Unprocessed Files (DSDUF) is a temporary file. When citing material filed in DSDUF, always cite the document's original file location, not its temporary location in DSDUF. The original file location appears on the folder containing the document that is temporarily filed in DSDUF.

COLLECTIONS

CITING FROM WHITE HOUSE CENTRAL FILES (WHCF):

A large portion of President Johnson's papers are included in WHCF, which consists of two major files, the Name file and the Subject file. The Subject File is further subdivided into the Executive (Ex) and the General (Gen) files. A third file, the Confidential File (C.F.), parallels the name and subject files but contains documents that were sensitive or security classified. When citing material from WHCF, specify whether the document is filed in the Name File, the Executive File, the General File, or the Confidential File.

Subject File and Confidential File Citations

Documents filed in the subject file are classified in a subject-numeric scheme that is duplicated in the Ex and Gen files and Confidential File.

A memo in the Executive file:

Memo, David Hornig to the President, 5/13/65, Ex ED 2, WHCF, Box 5, LBJ Library.

A memo in the Confidential File:

Memo, Marvin Watson to John Connor, 11/25/67, C.F. FI 4, WHCF, Box 15, LBJ Library.

A letter in the General file:

Letter, Stephen Pollack to Neil Barnes, 7/26/67, Gen JL 3, WHCF, Box 31, LBJ Library.

A letter attached to a memo:

Letter, James Webb to Joe Califano, 6/17/65, attached to Califano memo to the President, 6/18/65, Ex LE/FA 2, WHCF, Box 42, LBJ Library.

Name File Citations

A letter written by John Doe:

Letter, John Doe to the President, 5/22/67, Name File, WHCF, Box 43, LBJ Library.

A memo which mentions John Doe:

Memo, Bill Moyers to the President, 12/22/67, filed in John Doe Name File, WHCF, Box 43, LBJ Library.

A cross reference: a photocopy of the first page of a document is used as a cross reference. The first file symbol in the upper right hand corner of the document indicates where the original is filed. In most cases the original is the document of choice for citation. However, if the cross reference is used, it should be cited as follows:

Cross reference, Memo, (unknown) to Douglass Cater, 9/22/66, Ex FA 2, WHCF, Box 6, LBJ Library.

An undated item: on items not dated, the date filed (which is sometimes found on a stamp mark on the document) is indicated in the citation.

Letter, Nelson Wright to the President, filed 6/9/67, Ex ND 9-2, WHCF, Box 20, LBJ Library.

CITING MATERIALS FROM AIDES FILES:

The files of an aide are distinguished from personal papers: e.g. the Office Files of Ben Wattenberg are those materials that he accumulated in the White House and which came to the Library as a part of President Johnson's papers. The Papers of Ben Wattenberg are those materials that he has given to the Library and that may or may not be concerned with his role as a Presidential aide.

Memo, Manatos to McPherson, 3/5/65, "State of the Union," Office Files of Bill Moyers, Box 42, LBJ Library.

CITING MATERIALS FROM NATIONAL SECURITY FILE (NSF):

The National Security File (NSF) consists of a number of sub-series, including: Country File, Vietnam Country File, Memos to the President, Agency File, Speech File, Subject File, Files of McGeorge Bundy, and others. These files include numbered documents. It is very important to include the document number, sub-series file name, folder title, and NSF in citations.

Cable, State 77828 to Lagos, 12/1/67, #30, "Nigeria, Vol. II," Country File, NSF, Box 96, LBJ Library.

Cable, Tel Aviv 4118, 6/13/67, #12a, "Middle East Crisis, Vol. 5, Tabs 151-169," National Security Council History, NSF, Box 18, LBJ Library.

Airgram, A-64 from Santiago, 8/5/67, #7, "Colombia, Vol. III," Country File, NSF, Box 15, LBJ Library.

Memo, Charles Schultze and Henry Fowler to the President, 8/3/66, #41a, "Walt Rostow, Vol. 11," Memos to the President File, NSF, Box 10, LBJ Library.

Report, "A US Aid Strategy for Turkey," 11/10/65, #2a, "Non-Committee," Files of McGeorge Bundy, NSF, Box 15, LBJ Library.

CITING MATERIALS FROM DIARIES AND LOGS:

Memo, Marvin Watson to the President, 3/28/67, "March 31, 1967," President's Appointment File [Diary Backup], Box 111, LBJ Library.

President's Daily Diary, 4/1/68, "April 1968," Box 8, LBJ Library.

CITING RECORDINGS AND TRANSCRIPTS OF TELEPHONE CONVERSATIONS:

Recordings

White House (WH) and Situation Room (SR) Series

Recording of Telephone Conversation between Lyndon B. Johnson and Luther Hodges, February 1, 1964, 12:57PM, Citation #1803, Recordings and Transcripts of Conversations and Meetings, LBJ Library.

JFK Series

Recording of Telephone Conversation between Lyndon B. Johnson and McGeorge Bundy, November 23, 1963, 5:52PM, Tape K6311.01, PNO 22, Recordings and Transcripts of Conversations and Meetings, LBJ Library.

Transcripts

White House Series and Situation Room Series

Transcript of Telephone Conversation between Lyndon B. Johnson and Luther Hodges, February 1, 1964, 12:57PM, Citation #1803, Recordings and Transcripts of Conversations and Meetings, LBJ Library.

JFK Series

Transcript of Telephone Conversation between Lyndon B. Johnson and McGeorge Bundy, November 23, 1963, 5:52PM, #24, "November 1963," Recordings and Transcripts of Conversations and Meetings, LBJ Library.

CITING MATERIALS FROM STATEMENTS:

Speakers Notes, 2/8/65, "Remarks of the President on the 55th Anniversary of the Boy Scouts of America," Statements of Lyndon Baines Johnson, Box 139, LBJ Library.

CITING MATERIALS FROM ADMINISTRATIVE HISTORIES:

Administrative History of the Office of Economic Opportunity, Vol. I, p.30, Box 1, LBJ Library.

Memo, Sargent Shriver to the President, 6/13/64, Documentary Supplement to the OEO Administrative History, Box 2, LBJ Library.

CITING MATERIALS FROM MEETING NOTES FILE:

Report, "Summary of Leadership Meeting," 8/4/64, #3a, "August 4, 1964, Leadership Breakfast," Meeting Notes File, Box 1, LBJ Library.

CITING MATERIALS FROM LEGISLATIVE BACKGROUND:

Summary, "Summary of Truth-in-Packaging Bill," no date, "The Fight Begins Again – 1965 (1 of 2)," Legislative Background, Truth in Packaging, Box 1, LBJ Library.

CITING MATERIALS FROM THE SPECIAL FILE ON THE ASSASSINATION OF JOHN F. KENNEDY:

Letter, Jim Bishop to the President, 9/1/66, "[Jim Bishop: A Day in the Life of President Johnson Correspondence and Memoranda]," Special File on the Assassination of John F. Kennedy, Box 7, LBJ Library.

CITING MATERIALS FROM TASK FORCES:

1965 Outside Task Force on Education, p. 32, Task Force Reports, Box 6, LBJ Library.

CITING MATERIALS FROM WHITE HOUSE SOCIAL FILES:

Letter, Allen Anderson to Lady Bird Johnson, 8/19/68, "Beautification – Anderson, A-F," White House Social Files, Alpha File, Box 82, LBJ Library.

Menu, 2/14/67, "Dinner for Emperor Haile Selassie of Ethiopia (Richard Tucker & Nedda Casei performed)," White House Social Files, Liz Carpenter's File, Box 32, LBJ Library.

CITING MATERIALS FROM JOHNSON'S PRE-PRESIDENTIAL PAPERS:

LBJA

Memo, George Reedy to Lyndon Johnson, 5/9/54, "Administration-Travel," LBJA Subject File, Box 61, LBJ Library.

Letter, J.C. Kellam to Lyndon Johnson, 5/12/41, "National Youth Administration," LBJA Selected Names, Box 28, LBJ Library.

Letter, Lyndon B. Johnson to Winston Churchill, 1/2/55, "Churchill, Winston," LBJA Famous Names, Box 2, LBJ Library.

Letter, Richard Russell to Lyndon Johnson, 9/13/56, "Richard B. Russell," LBJA Congressional File, Box 53, LBJ Library.

Pre-Presidential Confidential File

Letter, Lyndon Johnson to Robert Baker, 5/2/57, "Baker, Robert G., 1953-1957," Pre-Presidential Confidential File, Box 1, LBJ Library.

House of Representatives and Senate Papers

Memo, John Connally to Lyndon Johnson, 3/6/45, "Southwestern University," 1954 Case Files Relating to War Department Matters, House of Representative Papers of Lyndon B. Johnson, Box 35, LBJ Library.

Memo, Lyndon Johnson to Walter Jenkins, 8/15/59, "Elections Campaign-Texas Politics," 1959 Subject Files, Senate Papers of Lyndon B. Johnson, Box 669, LBJ Library.

Letter, Jake Pickle to Lyndon Johnson, 6/15/54, "Correspondence – J.J. Pickle," Senate Political Files, Box 19, LBJ Library.

Vice Presidential Papers

Agenda, NSC Meeting, 7/9/63, #1a, "National Security Council – 1962-63," Box 5, Vice Presidential Security File, LBJ Library.

Letter, Sargent Shriver to Lyndon Johnson, 6/20/62, "Foreign Relations, Aid, Peace Corps (1 of 2)," Vice Presidential Papers, Box 195, LBJ Library.

CITING MATERIALS FROM POST-PRESIDENTIAL FILES:

Letter, George Bush to Lyndon Johnson, 1/15/70, "Bush, George (only)," Post-Presidential Name File, Box 22, LBJ Library.

Memo, Dorothy Territo to Lyndon Johnson, 5/22/70, "Administration FY 69/70," Post-Presidential Subject File, Box 1, LBJ Library.

CITING MATERIALS FROM FEDERAL RECORDS:

Transcript of Hearing held 7/29/67, "Transcripts and Agenda of Hearings," Series 8, Box 3, Records of the National Advisory Commission on Civil Disorders (Kerner Commission), LBJ Library.

Memo, Harold Howe to Douglass Cater, 6/18/67, "Legislation," Records of the Office of Education, Department of HEW, Roll (or Reel) 7, LBJ Library.

CITING MATERIALS FROM PERSONAL AND ORGANIZATIONAL PAPERS:

Numbered Collections

Notes, Francis Bator's handwritten notes of meeting, 2/27/67, #7, "(Trilateral) Leadership Breakfast, February 27," Papers of Francis M. Bator, Box 18, LBJ Library.

Memo, Tom Johnson to the President, 5/15/68, #34, "May 14, 1968 – 3:04 p.m. President's Meeting with his Cabinet," Tom Johnson's Notes of Meetings, Box 3, LBJ Library.

Unnumbered Collections

Letter, Lyndon Johnson to Ramsey Clark, 9/13/67, "President's Correspondence," Papers of Ramsey Clark, Box 34, LBJ Library.

Speech Before the Kansas Delegates to the National Convention, Statler-Hilton, Salina, Kansas, 7/26/67, "Kansas," Records of the Democratic National Committee, Series I, Box 282, LBJ Library.

Letter, A. J. Hayes to Robert Kintner, 1/17/51, "D.P. v W.P. McCarthy-Pearson Controversy Letters and Telegrams," Personal Papers of Drew Pearson, Box F175 (1 of 2), LBJ Library.

CITING ORAL HISTORY INTERVIEWS:

(Cite tape number if there is more than one tape per date.)

Paper transcript

Transcript, Bess Abell Oral History Interview I, May 28, 1969, by T. H. Baker, page 27, LBJ Library.

On-line transcript

Transcript, Bess Abell Oral History Interview I, May 28, 1969, by T. H. Baker, page 27, LBJ Library. On-line:
<http://www.lbjlib.utexas.edu/johnson/archives.hom/oralhistory.hom/AbellB/Abell01.pdf>. (January 14, 2002)