



## Citation Style Guide for the General Conference of Seventh-day Adventists Archives and the Rebok Memorial Library

## Citation Style Guide for the General Conference of Seventh-day Adventists Archives

The purpose of citations is to facilitate the easy retrieval of the material referenced. But Adventist historiography manifests a tendency to idiosyncratic, elliptic, and inconsistent citation of archival records. The General Conference Archives seeks to foster more complete and consistent citation in Adventist scholarship, and therefore, following the example of some other archives,<sup>1</sup> has created a citation guide. The specified style should be used in citing documents, photographs, and artifacts held in the General Conference Archives or the Rebok Memorial Library, but could also be followed in citing materials from other archives or libraries.

### Principles

In any archives, the information needed for an acceptable citation should be readily available to the researcher in the form of box and folder labels.

Scholarly citations for archival records follow this general pattern:

Item, Repository, Record Group, SubGroup, Series, File Unit, Record of Item.

This can be broken down into smaller units:

Item description, Date, Repository Name, Collection Name, Box Number, Folder Number, Date.

Or:

Repository Name, Name of fonds/collection, Record Group, Box number, Folder Number, Title.

Not every citation is required to have all the elements mentioned above (for example, not every folder in the GC Archives has a separate folder number or title), but every citation should follow that pattern as much as it can be followed.

### ***For the General Conference of Seventh-day Adventists Archives, the general pattern (including punctuation) is as follows:***

Repository Name, Location. Collection Name/Record Group Name and Number (if applicable). Box Name/Number, Folder Name/Number, Record Description/Title, Date, Page Number (if applicable).

The Archives should be cited as “General Conference of Seventh-day Adventists Archives”.<sup>2</sup> When abbreviations are acceptable in publications, the preferred abbreviations are GCAr or GCA. The preferred abbreviation for the Rebok Memorial Library is RML.

### ***A Note on Capitalization***

When crafting a text on Adventist history, the General Conference Archives strongly recommends, on a first reference, referring to a person by their full first name, middle initial, and surname (i.e., Arthur G. Daniells or Ellen G. White) rather than only their initials and surname, though this was common practice among Adventists. Consequently, as many Adventist historical figures are better known by their initials, we recommend that, on subsequent references, in situations where surname alone will not suffice, persons be

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<sup>1</sup> E.g., “Citing records in The National Archives”: <https://www.nationalarchives.gov.uk/help-with-your-research/citing-records-national-archives/>

<sup>2</sup> *Not* as “Office of Archives, Statistics, and Research”. This is an administrative department of the Seventh-day Adventist Church World Headquarters, of which the Archives is a part, but only a part.

referred to by with their initialed name (i.e., A. G. Daniells or E. G. White; but Uriah Smith, since he did not go by initials).

Additionally, when using the title of a person in a particular post, the title should be capitalized (i.e. “Daniells, the President of the General Conference”, “General Conference (or GC) President Daniells”). If referring to a specific position or office rather than a person, the position or office should be capitalized (for example, referring to “the Secretary of the General Conference” or “Associate Secretary Baasch”).

## **General Materials**

The following pattern is to be followed when dealing with books and periodicals.

Repository Name, Location. Box Name/Number, Folder Name/Number, Collection Name/Record Group Name and Number (if applicable). Record Description/Title, Date, Page Number (if applicable). Call Number/Shelf Mark (if applicable, e.g. for materials found in printed books or rare examples of books/pamphlets, etc.).

Identifying information about books, periodicals, and manuscripts should be used in both footnote/endnotes and bibliographies. Additionally, if the cited book, periodical, or manuscript comes from the Archives, please provide the item’s location (call number, box number, etc.). If the general source is electronic, such as the *Encyclopedia of Seventh-day Adventists*, cite it with as much information as possible in the same pattern.

Footnote/Endnote:

Barry Oliver, “Denominational organization 1860-1863”, *Encyclopedia of Seventh-day Adventists*, April 28, 2021, accessed February 14, 2022, <https://encyclopedia.adventist.org/article?id=6C18>.

After first citation:

Oliver, “Denominational organization 1860-1863”.

Bibliography:

Oliver, Barry. “Denominational organization 1860-1863.” *Encyclopedia of Seventh-day Adventists*, April 28, 2021. Accessed February 14, 2022. <https://encyclopedia.adventist.org/article?id=6C18>.

## **Archival Materials**

### **Artifacts**

Artifacts--usually, three-dimensional physical objects that are not audiovisual in nature--can be tricky to cite. This can include artwork (i.e., paintings, sculptures) as well as items produced by an organization, institution, or entity (posters and banners, prophecy charts, flags, etc.).

The most basic information required about an artifact is its Title/Description and its Location. (If the artifact is part of a museum’s exhibit, it should also have an accession number, or some other identifying mark that helps the museum keep track of the object. This number should be considered as part of its location.)

Overall, the goal is to provide enough identifying information about the artifact that it can be located again by another researcher. Refer to the general pattern to see what sorts of information can be collected about an artifact.

***General artifact.***

Footnote/Endnote:

“Wooden shoes welcoming Adventists to Utrecht, 1995”, General Conference of Seventh-day Adventists Archives, Silver Spring, Maryland.

After first citation:

*Full citations are preferred.*

Bibliography:

General Conference of Seventh-day Adventists Archives, Silver Spring, Maryland. “Wooden shoes welcoming Adventists to Utrecht, 1995.”

***Loose papers found in book or other object.***

Footnote/Endnote:

Receipt, “Your Copy of Bible Readings for the Home Circle”, signed by F. C. Gilbert, found in *Bible Readings for the Home Circle* (Battle Creek, Michigan: Review and Herald Publishing Company, 1891), Rebok Memorial Library, Silver Spring, Maryland, shelfmark BS432. B47 1891.

After first citation:

Receipt, “Your Copy of Bible Readings for the Home Circle”, 1891.

Bibliography:

“Your Copy of Bible Readings for the Home Circle”, signed by F. C. Gilbert, found in *Bible Readings for the Home Circle* (Battle Creek, Michigan: Review and Herald Publishing Company, 1891). Rebok Memorial Library, BS432. B47 1891.

Note: If drawing attention to new pages tipped into a book or manuscript, this pattern can also be followed. For citing marginalia or annotations in a book, the standard pattern mentioned above should be followed, as marginalia and annotations make a book a unique copy.

***Audiovisual Material.***

***Audio.***

Footnote/Endnote:

*CD-ROM.*

Spring Council Morning Session #1 (audio recording), April 14, 2004, General Conference of Seventh-day Adventists Archives, Silver Spring, Maryland, General Conference Executive Committee, RG 001, CD 0001, Box CD 1.

*Online.*

David Trim, “Why Mark The 150<sup>th</sup> Anniversary?”, January 29, 2013, Worship Presentation at General Conference of Seventh-day Adventists, Silver Spring, Maryland, Devotionals for the 150<sup>th</sup> Anniversary (audio recording):  
[https://documents.adventistarchives.org/Audio/150Ann/150Ann\\_2013-01-29\\_Trim1.mp3](https://documents.adventistarchives.org/Audio/150Ann/150Ann_2013-01-29_Trim1.mp3). Accessed February 23, 2017.

After first citation:

Spring Council Morning Session #1 (audio recording), April 14, 2004, GCA.

David Trim, “Why Mark The 150<sup>th</sup> Anniversary?”, January 29, 2013. GCA.

Bibliography:

*CD-ROM.*

General Conference of Seventh-day Adventists Archives, Silver Spring, Maryland.  
 General Conference Executive Committee, RG 001. CD 0001, Box CD 1.

*Online.*

Devotionals for the 150<sup>th</sup> Anniversary (audio recordings), General Conference of Seventh-day Adventists Archives, Silver Spring, Maryland website. Accessed February 23, 2017.

### ***Film, reel-to-reel tape, television, and video.***

The general format for these types of recorded media is as follows:

Location. Name, Title of work. Format, directed/performed by Name. Publication Information, date.

Remember, providing as much information as possible is the key to a good citation.

Footnote/Endnote:

“Conmemoración 30 aniversario de la Voz la Esperanza, Tributo al Dr. Braulio Perez Marcio”, July 29, 1972, Center for Adventist Research, Berrien Springs, Michigan, Tape, Box 1, Folder 11, Braulio Perez Marcio Collection (Collection 22).

After first citation:

“Conmemoración 30 aniversario de la Voz la Esperanza, Tributo al Dr. Braulio Perez Marcio”, July 29, 1972. Tape.

Bibliography:

Center for Adventist Research, Berrien Springs, Michigan. Tape. Box 1, Folder 11, Braulio Perez Marcio Collection (Collection 22). “Conmemoración 30 aniversario de la Voz la Esperanza, Tributo al Dr. Braulio Perez Marcio”, July 29, 1972.

### ***Correspondence.***

Footnote/Endnote

*In folder labeled with year.*

Hattie M. Bell to Arthur G. Daniells, 3 December 1915, General Conference of Seventh-day Adventists Archives, Silver Spring, Maryland, United States, RG 11, Presidential Incoming Letters, Box 3108, Folder 1915--B.

*In folder labeled with title.*

Leonard F. Bohner to Max Elliott, 27 December 1938, General Conference of Seventh-day Adventists Archives, Silver Spring, Maryland, United States, RG 9, Folder "Letters from Malayan Union Mission".

After first citation:

*In folder labeled with year.*

Hattie M. Bell to Daniells, 3 December 1915, GCA.

*In folder labeled with title.*

Leonard F. Bohner to Max Elliott, 27 December 1938, GCA.

Bibliography:

*In folder labeled with year.*

Presidential Incoming Correspondence, RG 11, General Conference of Seventh-day Adventists Archives, Silver Spring, Maryland, United States.

*In folder labeled with title.*

General/Historical Materials, RG 9, folder "Letters from Malayan Union Mission", General Conference of Seventh-day Adventists Archives, Silver Spring, Maryland, United States.

\*If citing lots of correspondence, abbreviations such asFld. (for 'folder') and GCA (for 'General Conference of Seventh-day Adventists Archives') are acceptable as long as the abbreviations are clearly understandable, given after full terms/titles in the first citation (or, in a longer work, in a list of abbreviations), and used consistently.

### ***Interviews, Oral Histories, and Personal Knowledge***

Not every institution holds interviews or oral histories. However, if a researcher has access to the record of a previously conducted oral history or interview, or conducts an interview or formal oral history, and uses the information obtained therein, they should and must cite it, generally following this pattern:

Location, Repository. Interview/oral history, Interviewee Name, date. Type of interview/Interviewer Name.

Footnote/Endnote:

*Interview or oral history accessed in an archive, library, heritage center, or records center.*

Interview with Juan Lopez recorded by Rosa Sanchez. February 4, 1990, Center for Adventist Research, Berrien Springs, Michigan. Cassette 456, Box 25, Juan Lopez Collection (Collection 984).

*Transcript.*

James Spicer. March 15, 2040, transcript of interview with David Trim, General Conference of Seventh-day Adventists Archives, Silver Spring, Maryland, United States. Box 12456, David Trim Collection.

After first citation:

*Interview or oral history accessed in an archive, library, heritage center, or records center.*

Sanchez-Lopez interview, CAR.

*Transcript.*

Spicer interview with Trim, GCA.

Bibliography:

*Interview or oral history accessed in an archive, library, heritage center, or records center.*

Sanchez, Rosa. February 4, 1990. Interview with Juan Lopez. Cassette 456, Box 25, Juan Lopez Collection (Collection 984). Center for Adventist Research, Berrien Springs, Michigan.

*Transcript.*

Spicer, James. March 15, 2040. Transcript of interview with David Trim. Box 12456, David Trim Collection. General Conference of Seventh-day Adventists Archives, Silver Spring, Maryland, United States.

\*If the interview or oral history consulted is a transcript of a recording, simply use the same pattern seen above in "Transcript".

***Manuscripts***

The general pattern, seen below, is followed when citing pamphlets and manuscripts from our archival collections.

Repository Name, Location. Collection Name/Record Group Name and Number (if applicable). Box Name/Number, Folder Name/Number, Record Description/Title, Date, Page Number (if applicable).

***Unpublished.***

Footnote/Endnote:

Jennie Thayer diary, entry for September 29, 1885, General Conference of Seventh-day Adventists Archives, Silver Spring, Maryland, United States, MS 7, Thayer Collection.

After first citation:

Thayer, entry for September 29, 1885, GCA.

Bibliography:

Thayer, Jennie. Diary for 1885. General Conference of Seventh-day Adventists Archives, Silver Spring, Maryland, United States.

***Untitled.***

Footnote/Endnote:

Typescript, General Conference of Seventh-day Adventists Archives, Silver Spring, Maryland, United States, Grace Amadon Personal Collection, Box 14091.

After first citation:

Grace Amadon Personal Collection, Box 14091, GCA.

Bibliography:

Grace Amadon Personal Collection, General Conference of Seventh-day Adventists Archives, Silver Spring, Maryland, United States.

***Miscellaneous sources***

***Census records***

There is no general consensus on what pattern a citation for census records should follow, but it is agreed that as much information should be provided in order to make finding the information easier.

Citations for census records will often include the following:

Census Name, Jurisdiction, Schedule, Civil Division, Page ID, Household ID, Person(S) of Interest; item type or format. Location of records. Accessed date.

If the census record is from a website (such as Ancestry), the citation should include the following:

Jurisdiction. Census Name, Schedule. Item type or format. Website creator/owner (if from an archival website). Website Title. Accessed date.

Footnote/Endnote:

*Original.*

1880 United States Census, Calhoun County, Michigan, population schedule, enumeration district 43. Dwelling 482, family 520, Uriah and Harriet M. Smith. Page 106A. Image 0214, Roll 574, Family History Film 1254574. Ancestry.com.

*Digital.*

1880 United States Census, Calhoun County, Michigan, population schedule, enumeration district 43. Dwelling 482, family 520, Uriah and Harriet M. Smith. Digital image. Ancestry.com, accessed February 22, 2017.

After first citation:

*Full citations are preferred for census records.*

Bibliography:



*Original.*

Calhoun County, Michigan. 1880 United States Census, population schedule, enumeration district 43. Dwelling 482, family 520, Uriah and Harriet M. Smith. Page 106A. Image O214, Roll 574, Family History Film 1254574. Ancestry.com.

*Digital.*

Calhoun County, Michigan. 1880 United States Census, population schedule, enumeration district 43. Dwelling 482, family 520, Uriah and Harriet M. Smith. Digital image. Ancestry.com, accessed February 22, 2017.

***Death records and other vital records***

The citation pattern for vital records (including death records) is: Repository Name, Location. Collection Name/Record Group Name and Number (if applicable), Box Name/Number, Folder Name/Number, Record Description/Title, Date, Page Number (if applicable).

Provide as much information as is available.

## Footnote/Endnote:

Tennessee Death Records, 1908-1958. Roll Number 8. Tennessee State Library and Archives: Nashville, Tennessee.

\*Note: More specific information, such as the person located in the record, can be listed first, using the convention of "Name", in front of the records description.

## After first citation:

*Full citations are preferred.*

## Bibliography:

Tennessee Death Records, 1908-1958. Tennessee State Library and Archives: Nashville, Tennessee.

***Email***

## Footnote/Endnote:

David Trim to Galina Stele. January 1, 2016, Email.

## After first citation:

David Trim to Galina Stele. January 1, 2016, Email.

## Bibliography:

*Emails are not typically cited in bibliographies.*

\*If citing from emails preserved in a formal archives or records center, follow the model for letters above.

***Funerary monument***

## Footnote/Endnote:

Abram La Rue [Tomb], Hong Kong Cemetery, Section 2, 1J Wong Nai Chung Road, Happy Valley, Hong Kong.

After first citation:

Abram La Rue [Tomb], Hong Kong Cemetery.

Bibliography:

*Grave markers/tombstones are not typically cited in bibliographies.*

### **Internet videos (YouTube, etc)**

Footnote/Endnote:

“Founding and Managing the GC Archives and Record Center”, *Adventist Archives*, July 10, 2013. Internet video. Retrieved from <https://www.youtube.com/watch?v=DMKoWpWu1cw>

After first citation:

*Full citations are preferred.*

Bibliography:

“Founding and Managing the GC Archives and Record Center”, *Adventist Archives*, July 10, 2013. Internet video. Retrieved from <https://www.youtube.com/watch?v=DMKoWpWu1cw>

### **Pamphlets**

While pamphlets are published, they are often difficult to access and thus specific citations to the library or collection in which they have been examined are desirable. The general pattern, seen below, is followed when citing pamphlets and manuscripts from the GC Archives collections.

Record Description/Title, Date, Page Number (if applicable), Repository Name, Location.  
Collection Name/Record Group Name and Number (if applicable), Box Name/Number, Folder Name/Number.

Footnote/Endnote

F. H. Robbins, “The Divine Plan for Gospel Finance”, n.d., p. 3, Rebok Memorial Library, Silver Spring, Maryland, United States. Pamphlets Collection, LF 581-LF 614, LF 591.

After first citation:

Robbins, “Divine Plan for Gospel Finance”, 3.

Bibliography:

F. H. Robbins, “The Divine Plan for Gospel Finance”, n.d. LF 581-LF 614, LF 591, Pamphlets Collection, Rebok Memorial Library, Silver Spring, Maryland, United States.

\*Alternatively, this can be cited as

Pamphlets Collection. Rebok Memorial Library, Silver Spring, Maryland, United States.

### **Photographs.**

Footnote/Endnote:

*Digital.*

“C. D. Brooks welcomes Jerome Davis into the gospel ministry”, 1977, General Conference of Seventh-day Adventists Archives, Silver Spring, Maryland, Folder “Lake Region Conference”, Photo P000098\_0590.

*Original, Photographer or Agency Known.*

Harold I. Harris, Sr., “Prophetic Guidance Course Graduation”, photograph of February 22, 1969, General Conference of Seventh-day Adventists Archives, Silver Spring, Maryland, Archival Photograph Collection, Box P098, Folder “Allegheny Conference”.

*Original, Photographer Unknown.*

“C. D. Brooks welcomes Jerome Davis into the gospel ministry”, 1977, General Conference of Seventh-day Adventists Archives, Silver Spring, Maryland, Archival Photograph Collection, Box P098, Folder “Lake Region Conference”, Photo P000098\_0590.

*Untitled.*

If the image has no title, provide a brief description as a title. Otherwise, follow the same pattern.

After first citation:

Harris, “Prophetic Guidance Course Graduation,” February 22, 1969, GCA.

“C. D. Brooks welcomes Jerome Davis into the gospel ministry”, 1977, P000098\_0590, GCA.

Bibliography:

Box P098, Archival Photograph Collection. General Conference of Seventh-day Adventists Archives, Silver Spring, Maryland.

## ***Organizational Records***

Organizational records are treated in a similar manner to archival material. In many cases, organizational records become archival material over time (a situation that is addressed by having a retention schedule). With this in mind, we refer you again to the general pattern we have worked with since the beginning of this document:

Record Description/Title, Date, Page Number (if applicable), Repository Name, Location. Collection Name/Record Group Name and Number (if applicable), Box Name/Number, Folder Name/Number.

We have provided examples below for some types of organizational records, but the general pattern can be applied to any type of record that can be found in an organization. Remember, the goal of a citation is to make finding the record a second time easier for the next researcher. If citing considerable amounts of correspondence, abbreviations such as RG (for ‘Record Group’), Fld. (for ‘folder’), and GCA (for ‘General Conference of Seventh-day Adventists Archives’) are acceptable if clearly understandable and used consistently.

### ***Appointee files.***

Footnote/Endnote:

Arthur Rudolph Bergman Appointee File, General Conference of Seventh-day Adventists Archives, Silver Spring, Maryland, Secretariat Appointee Files, RG 21, Box WH 2688.

*Document within file:*

Walter MacPherson, "Information Blank Regarding Prospective Missionary Appointee", December 28, 1950, in General Conference of Seventh-day Adventists Archives, Silver Spring, Maryland, Secretariat Appointee Files, RG 21, Box WH 2688, File Arthur Rudolph Bergman.

\*If the document within the file is correspondence, follow the standard pattern for archival correspondence and replace the folder information with the information about the appointee file.

After first citation:

*Whole file:*

Bergman Appointee File, RG 21, Box WH 2688, GCA.

*Document within file:*

MacPherson, "Information Blank Regarding Prospective Missionary Appointee", December 28, 1950, Bergman Appointee File, RG 21, Box WH 2688, GCA.

Bibliography:

Secretariat Appointee Files, RG 21, General Conference of Seventh-day Adventists Archives, Silver Spring, Maryland.

### ***Biographical Information Blank.***

Footnote/Endnote:

"Biographical Information Blank", Arthur Rudolph Bergman, March 30, 1954, General Conference of Seventh-day Adventists Archives, Silver Spring, Maryland, Secretariat Missionary Files, RG 21, Record 114877.

After first citation:

Bergman Biographical Information Blank, March 30, 1954. GCA.

Bibliography:

Secretariat Missionary Appointee Files, RG 21, General Conference of Seventh-day Adventists Archives, Silver Spring, Maryland.

### ***Minutes.***

Footnote/Endnote:

*Enclosures.*

"Membership Growth of the Seventh-day Adventist Church By Half Millions", enclosure in minutes of General Conference Committee, meeting of February 16, 2078, General

Conference of Seventh-day Adventists Archives, Silver Spring, Maryland, United States, RG 11, Box MIN 2025, Folder “February 2078”.

\*Please note that enclosures are not always included in the minutes’ pagination and may not have their own separate pagination. Cite as much information as possible.

*Minutes themselves in archival holdings.*

President’s Administrative Council, February 15, 1978, General Conference of Seventh-day Adventists Archives, Silver Spring, Maryland, United States, RG 11, Box MIN225, Folder PRADCO 1978, p. 78-15.

*In minute books.*

“Minutes of the Meeting of the General Conference Committee, held at Battle Creek, Mich., March 11-21, 1889”, March 11, 1889, General Conference of Seventh-day Adventist Archives, Silver Spring, Maryland, RG 01, Box 13736, Volume 1, p. 26.

*In online manuscripts.*

“Values of the Seventh-day Adventist Church”, General Conference Committee, Annual Council, October 10, 2004, 04-89, General Conference Archives, <http://documents.adventistarchives.org/Minutes/GCC/GCC2004-10AC.pdf>, accessed March 9, 2017.

\**Alternatively*, the title of this entry could be omitted for brevity’s sake.

*In periodicals.*

“Twelfth Meeting”, Atlantic Union Conference. *Atlantic Union Gleaner* 4:E3. November 13, 1905. 5.

After first citation:

*Enclosures.*

“Membership Growth of the Seventh-day Adventist Church By Half Millions”, enclosed in General Conference Committee minutes, February 16, 2078.

*In archival holdings.*

President’s Administrative Council, February 15, 1978, p. 78-15.

*In online manuscripts.*

GCC minutes, October 10, 2004, 04-89.

*In periodicals.*

“Twelfth Meeting”, Atlantic Union Conference, November 13, 1905.

Bibliography:

*Enclosures.*

General Conference Committee, February 16, 2078. Box MIN 2025, Folder February 2078, RG 11. General Conference of Seventh-day Adventists Archives, Silver Spring, Maryland.

*In archival holdings.*

President's Administrative Council minutes, February 15, 1978. Box MIN225, Folder PRADCO 1978, RG 11. General Conference of Seventh-day Adventists Archives, Silver Spring, Maryland.

*In online manuscripts.*

"Values of the Seventh-day Adventist Church", General Conference Committee, Annual Council, October 10, 2004, 04-89, Office of Archives, Statistics, and Research, accessed March 9, 2017, <http://documents.adventistarchives.org/Minutes/GCC/GCC2004-10AC.pdf>

*In periodicals.*

"Twelfth Meeting", Atlantic Union Conference. *Atlantic Union Gleaner* 4:E3. November 13, 1905.

***Personnel files.***

Footnote/Endnote:

Arthur Rodolph Bergman Interdivisional Employee File, General Conference of Seventh-day Adventists Archives, Silver Spring, Maryland, Secretariat IDE Files, RG 21, File 3849, "Bergman, Arthur Rodolph".

After first citation:

Bergman IDE File, GCA.

Bibliography:

Secretariat IDE Files, RG 21, General Conference of Seventh-day Adventists Archives, Silver Spring, Maryland.

***Reports***

Footnote/Endnote:

"Advancing the Adventist Mission in North America, 2016", Report of the 2016 Church Governance Committee, p. 7, General Conference Archives, Silver Spring, Maryland. RML NAD-2016, North American Division of Seventh-day Adventists.

After first citation:

North American Division [or, NAD], "Advancing the Adventist Mission", 10.

Bibliography:

North American Division of Seventh-day Adventists. "Advancing the Adventist Mission in North America, 2016", Report of the 2016 Church Governance Committee.

***Sustentation files.***

Footnote/Endnote:

Sustentation File, John J. Weir, General Conference of Seventh-day Adventists Archives, Silver Spring, Maryland, Sustentation Files, RG 33, Box 9806.

After first citation:

John Weir Sustentation File, GCA.

Bibliography:

Sustentation Files, RG 33. General Conference of Seventh-day Adventists Archives, Silver Spring, Maryland.