



IMF ARCHIVES

CITING UNPUBLISHED RECORDS¹

Citations are designed to provide evidence of your research in footnotes or endnotes, and also in bibliographies. Citations assist the IMF Archives staff to retrieve records for you or for other people interested in the sources of your research. This document provides an outline of the types of citations, a list of the elements required in a citation to unpublished material, and some examples of citations to heavily-used IMF documents (plus some helpful tips).

There are two types of citations: foot/endnotes and bibliographic entries. In general, citations for unpublished textual records in the IMF Archives should adhere to the following rules:

Footnotes/Endnotes

- cite the specific source referred to in the work
- information about the source is arranged from the specific to the general
- each element of information is separated by a comma

Include the following elements of information in this order:

1. Description of the item (creator, title, date, if known).
2. Series and Fonds titles.
3. Reference Code - as complete as possible, including box and file numbers.
4. Repository (IMF Archives).

Bibliographic Entries

- list the Fonds/Series consulted
- information about the Fonds/Series is arranged from the general to the specific
- each element of information is separated by a period

Include the following elements of information in this order:

1. Repository (IMF Archives).
2. Reference Code - as complete as possible, including box and file numbers.
3. Fonds and Series titles.
4. Optional - Description of the item (creator, title, date).

¹ #2485255-v3

Citation Elements

Citations are created out of various elements. As noted above, the elements will appear in a different order depending on the kind of citation (foot/endnote or bibliographic). This table provides a list of citation elements with an explanation of each element.

Item	The item description should identify the author and recipient of the document and its date. Often it is useful to include the format of the document (memorandum, letter, report, etc.) and to further identify the correspondents by their positions (e.g. Department Head).
File	The file or folder or volume title is on the archival material provided to you. Central Files titles are preceded by an alphanumeric reference.
Series	This is the group of similar files that have been arranged or kept together because they relate to the same function or activity.
Fonds & (if applicable) Sous fonds	The IMF Archives are organized into “fonds,” which are based e.g. on Department. Each fonds uses Fund acronyms for control purposes. Large fonds may be organized into sub-fonds, e.g. based on Divisions or Immediate Office (note the short form of immediate or front offices is AI). When the Archives provides records to you, the fonds and sub-fonds will be shown on the label of the Records box.
Collection	Known as a collection, an artificial accumulation of documents of any provenance is brought together on the basis of some common characteristic e.g., way of acquisition, subject, language, medium, type of document, name of collector. Collections are treated as a unit under a common title.
Box # and File #	These numbers identify the materials physically within the appropriate shelf sequence.
Repository	The name of our Repository is “IMF Archives”.

Citation Examples

Following are examples of citations to frequently used IMF documents. Each example provides the format for both a footnote/endnote citation ("N") and a bibliographic entry ("B"). If you need assistance with a specific citation, contact a reference archivist.

Item in a Department Fonds:

N	Memorandum, E. Walter Robichek to the Managing Director May 21, 1979, Nicaragua Country Files, Immediate Office, Western Hemisphere Department Box # 136 File # 5, IMF Archives.
B	IMF Archives. Western Hemisphere Department Box # 136 File # 5. Immediate Office. Nicaragua Country Files. Memorandum, E. Walter Robichek to the Managing Director May 21, 1979.

File in Central Files Collection:

N	A520 Budget Presentation – Fiscal Year 1961, Finance Subseries, Administration Series, Central Files Box #137 File #1639, IMF Archives.
B	IMF Archives. Central Files Box #137 File #1639. Administration Series. Finance Subseries. Memorandum, Thorson P. to Managing Director, A520 Budget Presentation – Fiscal Year 1961.

Board Document:

N	SM/05/55, Cor.1, Albania – Selected Issues and Statistical Appendix, 2/25/2005, IMF Archives.
B	IMF Archives. SM/05/55. Cor.1, Albania – Selected Issues and Statistical Appendix. 2/25/2005.

Tips

Immediate Office/Front Office

The IMF convention is to use the acronym AI for abbreviating Immediate /Front Office.

Attachments

First cite the attachment you are focusing on, then provide the following statement Attached to: [followed by citation of the covering item].

Audio and visual

Audio and visual materials are found in many collections, and when citing such material additional information usually has to be cited, to trace them accurately. These citations should begin with the format (photographic print/negative, video tape, or audio tape), file number and then caption/title, etc. For specific assistance in citing these items, consult with a staff member.

Reports

Whether complete or in draft form, these should be cited as *published* material.

Document Series & Acronyms

For the names and acronyms of Executive Board Document Series, see Appendix I. These documents may be cited within their context in a departmental or central file *or* as a numbered item within a Board series.

Published material

External Researchers: use one of the standard formats for citations prescribed in guides like "The Chicago Manual of Style".

Internal Researchers: use one of the standard formats for citations the Fund's online "Redbook" which is based on "The Chicago Manual of Style".

APPENDIX I

DOCUMENT SERIES & ACRONYMS

Papers for circulation to the Executive Directors and the staff are issued through the Secretary's Department. The series are organized into three types as follows:

Executive Board series

Agendas

Notices of each Executive Board meeting, informal session, or seminar, identified by number and listing items and documentation to be discussed.

BUFF documents

Informal papers that include statements by staff representatives at Executive Board meetings, and statements, remarks, and summings up by the Chairman. Buff documents are later included in the records of the meetings to which they refer.

BUFF/ED documents

Statements by Executive Directors at Executive Board meetings. These informal papers are later included in the records of the meetings to which they refer (limited distribution).

Executive Board Administrative Matters (EBAM)

Papers on Executive Board administrative matters, such as representation, staffing of offices, and travel (limited distribution).

Executive Board Administrative Papers (EBAP)

Papers on administrative, personnel, and budgetary matters, as well as notifications of the absence of the Managing Director and Deputy Managing Directors.

Executive Board Committees

Individual series for Executive Board committee papers and minutes; each series is set up by the Secretary's Department as the need arises.

Executive Board Documents (EBD)

Papers requiring action by, or for the information of, the Executive Board, such as requests for release of information, poverty reduction strategy papers and associated joint staff assessments, monthly reports on foreign exchange and financial markets, and changes in exchange arrangements or representative rates.

Executive Board Minutes (EBM)

Confidential summary minutes of Executive Board meetings: draft and final (limited distribution).

Executive Board Seminars

Summary minutes of Executive Board Seminars: final (limited distribution).

Executive Board Specials (EBS)

Reports that are for consideration by, or information of, the Executive Board, such as the use of Fund resources under various Fund facilities, stand-by, extended, and other arrangements, and overdue obligations (limited distribution).

GRAY documents

Informal papers that include the preliminary version of Executive Directors' statements to the Executive Board, generally circulated shortly before a Board meeting (limited distribution).

Secretary's Circulars (SEC/CIRC)

Notifications to the Executive Board from the Secretary of miscellaneous items of interest, such as the tentative schedule of Executive Board meetings, representation in the Fund, and notifications of changes in Executive Directors' offices.

Secretary's Journal of Executive Board Informal Sessions (IS)

Confidential summary minutes of informal sessions: final (limited distribution).

Staff Memoranda (SM)

Studies and reports prepared by the staff for consideration by, or information of, the Executive Board, such as staff reports for Article IV consultations with members, papers on selected issues, statistical annexes, and policy papers.

Surveillance documents (SUR)

Papers that include summings up of Executive Board meetings concerned with the exercise by the Fund of surveillance under Article IV, that is, regular, special, and ad hoc consultations with members under Article IV; world economic outlook discussions; and policy, procedures, and periodic reviews pertaining to surveillance.

Departmental series

Policy Discussion Papers (PDP) (formerly known as Papers on Policy Analysis and Assessment (PPAA))

Brief papers prepared in nontechnical language on Fund research in the area of policy design. Each PDP carries a disclaimer to the effect that the views expressed are those of the author(s) and do not necessarily represent the views of the Fund, and that the author(s) would welcome any comments on the text.

Working Papers (WP)

Staff technical research studies of a nonconfidential or nonsensitive nature. Each WP carries a disclaimer to the effect that the views expressed are those of the author(s) and do not necessarily represent the views of the Fund, and that the author(s) would welcome any comments on the text. All WPs will be considered for publication in *Staff Papers*.

Miscellaneous series

Administrative Circulars (AC)

Notices to all staff on informal subjects, such as parking, food services, picnic, Christmas party, and other similar communications.

Daily List of documents issued in the Fund (identified by date in the subject line).

Managing Director's Speeches (MD/SP)

Speeches by the Managing Director circulated for information. Searchable via FundWise and available on the Fund's external Website.

Press Releases (PR)

Public announcements issued to report major policy decisions, financial operations, new members, changes in management and department heads, and so forth. The texts of press releases are also published in the *IMF Survey* and communicated by the Fund to members.

Press Reports

Occasional reprints of, or excerpts from, articles of interest to the Executive Board and staff, from the press of member countries and news services (identified by the source).

Public Information Notices (PINs)

Press notices issued (i) to strengthen IMF surveillance over the economic policies of member countries by increasing the transparency of the IMF's assessment of these policies; and (ii) to increase the transparency of the IMF's activities.

Staff Bulletins (SB)

Notices to all staff on such subjects as performance reports, salary adjustment, dependency allowances, staff benefits, medical and group life insurance plans, amendments of GAOs, and other similar communications.

