

Citing Archival Sources

Remember that the purpose of citation is to guide your reader to the source of the information (even if only a single copy is available), so it is always better to provide more information rather than less. Please don't hesitate to ask a Librarian, Archivist or your Lecturer for advice!

Essential Elements

These elements are the basic information that you will need to include in your Bibliography or Reference List (if available):

- Authors/s Name
- Title/Description
- Date
- Publication information (if any)
- Collection Name/Number
- Box/Folder/File name/Number
- Archive/Library and City

The order and format in which these are presented is dictated by your style guide (see examples opposite). Whatever citation style you use, the most important thing to remember is to apply it consistently!

This booklet provides examples for the three most commonly used citation styles. If your department has specified a different style, ask at the Library Lending + *i* desk, contact your department, or go to:
otago.libguides.com/citation_styles

APA Citation Style

Only include items that can be accessed by others in the Reference list (items in private collections should only be cited in-text). If several items are cited from the same collection, list the collection as a reference, but provide the identifying information for each item in-text.

In Text

Enclose the author's surname and date in brackets (and/or title if the author is unknown or there are multiple works by that author).

...letter to his daughter (Holland, 1914). New Zealand patriotism is also present in later reports (Griffin, 1928)...

Reference List

Follow this general format where possible:

Author, A. A. (Year, Month Day). Title of material. [Description of material]. Name of collection (Call number, Box number, File name or number, etc.). Name and location of repository.

Barling, E. (n.d.). Interview by J. Opie [Tape recording]. Opie, June: Interviews for a radio documentary on Frances Hodgkins (AG-583/008). Hocken Collections, Dunedin, N.Z.

Griffin, R. F. (1928, November 2). *Report for Colonial Commission*. Herbert Otto Roth Papers (94-106-01/1). Alexander Turnbull Library, Wellington, N.Z.

Holland, A. (1914, August 9). [Letter to Stella Holland]. Patrick O'Farrell Papers (MS 6265/1/21). National Library of Australia, Canberra.

McCahon, C. (1948). *Crucifixion* [Oil on board]. (Acc: 72/73). Hocken Collections, Dunedin, N.Z.

[Photograph of the University Athletic Team, Easter Tournament]. [ca. 1910]. University of Otago Medical School (MS-1537/537). Hocken Collections, Dunedin, N.Z.

"Some of the Selwyn Circus" [Five photographs glued to a page with a handwritten caption]. (1922, July). *Capping Carnival*, p.2. Hocken Collections, Dunedin, N.Z.

Chicago Citation Style

This handout includes instructions for citing material using the Notes + Bibliography style (not the Author/Date style). References to artworks are usually only included in a note, not in the Bibliography.

Notes

In a note, the most important element is usually the specific archival item (e.g. a letter) so this is cited first (then date, format, no., collection, archive, etc.).

¹ Allan Holland to Stella Holland, 9 August 1914, MS 6265/1/21, Patrick O'Farrell Papers, National Library of Australia, Canberra.

² Photograph of Private Henderson and his donkey "Murphy", [1915?], AG-577/05, Jackson, James Gardner: Papers. AG-577, Hocken Collections, Dunedin.

³ Interviews with Eardley Knollys and Henry Moore by June Opie. N.d., audiotape, AG-583/005, Hocken Collections, Dunedin.

⁴ Colin McCahon, *Crucifixion* (1949, oil on board, Hocken Collections, Dunedin), in Angela Wanhalla, *History 104: Reader* (University of Otago, 2007), 62.

Bibliography

In the Bibliography, the most important element is usually the author of the collection in which the specific item may be found, so the author is listed first.

Jackson, James Gardner. Papers. AG-577, Hocken Collections. Dunedin.
O'Farrell, Patrick. MS 6265. National Library of Australia, Canberra.

Opie, June. N.d. Interviews with Eardley Knollys and Henry Moore. Audiotape. AG-5830005. Hocken Collections. Dunedin.

Wanhalla, Angela. *History 104: Reader*. University of Otago, 2007.

MLA Citation Style

In Text

Give enough information to find the source in the Works Cited list. Usually the author's surname is sufficient (and/or title if the author is unknown or there are multiple works by that author).

...when he wrote to her (Holland). Meanwhile, across the ditch, people had been hard at work (Working Bee at the Tuatapere Church)... enjoyed the bread and scones made following the recipe on the label (Empire Packaging Co.)...

Works Cited or Works Consulted List

Follow this general format where possible:

Author. Title (in "quotation marks", but *italicise* published titles/artworks) or a description of the material (but do not italicise the description or enclose it within quotation marks). Date (or N.d. if unknown). Medium/format of the material (e.g. Audiotape, MS, TS). Any identifying numbers. Collection name (or indicate if it is a Private Collection). The archive/library and its location.

Bury, Maxwell. *Drawing No. 13. North Elevation Showing Library, Professor Shand's Rooms, and Janitor's House*. [c.1877]. Architectural Drawing. MS-2941/003. Dalziel Architects: Records. ARC-0520. Hockens Collections, Dunedin, N.Z.

Empire Packaging Co. *The Premier Baking Powder of New Zealand*. [c.1918] Label. Eph-B-FOOD-1918-01. Drawings and Prints Collection. Alexander Turnbull Library, Wellington, N.Z.

Holland, Allan. Letter to Stella Holland. 9 Aug. 1914. MS 6265/1/21. Patrick O'Farrell Papers. National Library of Australia, Canberra.

King, Marcus. *Trout Fishing, New Zealand*. 1930s. Screenprint. Private collection.

McCahon, Colin. *Crucifixion*. 1949. Oil on board. Acc: 72/73. Hocken Collections, Dunedin, N.Z.

Working Bee at the Tuatapere Church. 1910. Photograph. MS-3025/177. Tuatapere Methodist Church: Records. ARC-0048-002/049. Hocken Collections, Dunedin, N.Z.

Style Guides

APA

- *Concise Rules of APA Style* (esp. 8.10)
Central Library Main:
BF76.7 .CQ787 2010
- *Publication Manual of the American Psychological Association* (esp. 7.10)
Central Library Main:
BF76.7 .AG49 2010a

Chicago

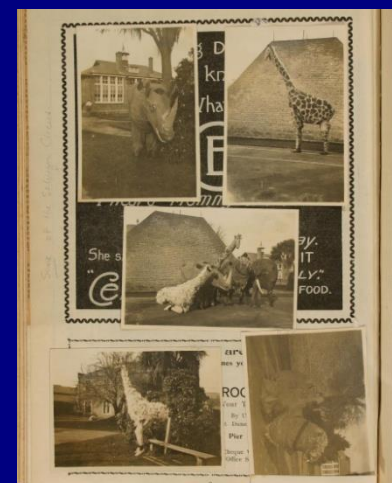
- *Manual for Writers of Research Papers, Theses, and Dissertations: Chicago Style for Students and Researchers* (esp. 17.6.4 & 19.6.4)
Robertson Library: LB2369 .T8 2013
- *Chicago Manual of Style* (esp. 17.224-17.242)
Central Library Main:
Z253 .CH32 2010
- *Chicago Manual of Style Online*
www.chicagomanualofstyle.org

MLA

- *MLA Handbook for Writers of Research Papers*
Central Library Main:
PN147 .GD94 2009
- *MLA Style Manual and Guide to Scholarly Publishing* (esp. 6.8)
Central Library Main:
PN147 .GD94 2008

For more information on Citation Styles, go to:
otago.libguides.com/citation_styles

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Student Guide to Citing Archival Sources

ask.library@otago.ac.nz

www.otago.ac.nz/library

