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/Filename/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).

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.


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


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.


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.

- **King, Marcus.** Trout Fishing, New Zealand. 1930s. Screenprint. Private collection.
- **McCaon, Colin.** Crucifixion. 1949. Oil on board. Acc: 72/73. 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:
ogotolibguides.com/citation_styles

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