

RECOMMENDED STYLES FOR CITING ARCHIVAL SOURCES AT UNIVERSITY OF AUCKLAND LIBRARIES AND LEARNING SERVICES

It is important to cite archival sources fully so that other researchers can locate the materials you consulted to evaluate your work or use it in their own work. Archives are typically arranged in hierarchical descriptions, and you need to cite these key elements in your references:

- Description of the individual item or part, including format, creator (author), title and date.
- The collection name and number of which the item is a part
- Box, folder, item or file number which provides a unique location for the item.
- The name of the 'repository' or institution where the item is held.

Whatever style you decide to use make sure you use it consistently.

APA 6th edition

Reference List

Format: Author. (Year, Month day). *Item title* or [Item format]. Collection title (Collection number, box number, item reference). Name of repository, Location of repository.

Examples

Item in an archival collection

Reference List

Hogg, J. S. (1958). *Annual, report yaws: GEIC yaws campaign*. Western Pacific Archives (MSS & Archives 2003/1, WPHC 16/F, 173/25/3 vol. 2). Special Collections, University of Auckland Libraries and Learning Services, Auckland, New Zealand.

In-text citation

In 1958 the number of infectious cases of yaws in the Gilbert and Ellice group was just 759 or 1.98% of the 38151 individuals examined by Dr Tross's team. The low incidence of cases was attributed to prior treatment by penicillin (Hogg, 1958).

Letter in an archival collection

Reference List

O'Rorke, M. (1879, July 4). [Letter to wife Cecilia]. George Maurice O'Rorke papers (MSS & Archives A-40, folder 1). Special Collections, University of Auckland Libraries and Learning Services, Auckland, New Zealand.

Photograph in an archival collection

Reference List

(1934). [Photograph of outrigger canoe Lake Te Nggano, Rennell Island]. Western Pacific Archives (MSS & Archives 2003/1, WPHC 10/XV/325). Special Collections, University of Auckland Libraries and Learning Services, Auckland, New Zealand.

Architectural drawing in an archival collection

Reference List

Arnold, C. (1903). *Cottage on One Tree Hill for Sir John Logan Campbell* [Architectural drawing]. Arnold Abbott Collection (AA7). Architecture Archive, University of Auckland Libraries and Learning Services, Auckland, New Zealand.

Chicago 16th ed (notes & bibliography)

Bibliography

If you have referred to more than one item in the collection, you can refer to the collection as a whole in the bibliography.

Format: Collection name. Name of repository.

If only one item is referenced, or an item is significant enough to be included in the bibliography, reference the individual item.

Format: Author. "Unpublished title". Description of item. Date. Format. Reference number, Collection name. Name of repository.

Examples

Item in an archival collection

Bibliography

Western Pacific Archives. Special Collections. University of Auckland Libraries and Learning Services.

In-text citation

In 1958 the number of infectious cases of yaws in the Gilbert and Ellice group was just 759 or 1.98% of the 38151 individuals examined by Dr Tross's team. The low incidence of cases was attributed to prior treatment by penicillin.¹

Footnote

1. "Annual, report yaws: GEIC yaws campaign", 14 February 1958, Western Pacific Archives, MSS & Archives 2003/1 WPHC 16 F173/25/3 vol. 2, Special Collections, University of Auckland Libraries and Learning Services.

Letter in an archival collection

Bibliography

George Maurice O'Rorke papers. Special Collections. University of Auckland Libraries and Learning Services.

Footnote

1. Maurice O'Rorke to Cecilia O'Rorke, 4 July 1879, George Maurice O'Rorke papers, MSS & Archives A-40, folder 1, Special Collections, University of Auckland Libraries and Learning Services.

Photograph in an archival collection

Bibliography

Western Pacific Archives. Special Collections. University of Auckland Libraries and Learning Services.

Footnote

1. Photograph of outrigger canoe Lake Te Nggano, Rennell Island, 1934, Western Pacific Archives, MSS & Archives 2003/1 WPHC 10/XV/325, Special Collections, University of Auckland Libraries and Learning Services.

Architectural drawing in an archival collection

Bibliography

Arnold, Charles. "Cottage on One Tree Hill for Sir Logan Campbell". 1903. Architectural drawing. AA7, Arnold Abbott Collection. Architecture Archive, University of Auckland Libraries and Learning Services.

Footnote

1. "Cottage on One Tree Hill for Sir John Logan Campbell", 1903, architectural drawing by Charles Arnold, AA7, Arnold Abbot Collection, Architecture Archive, University of Auckland Libraries and Learning Services.

MLA 8th edition

Works Cited

If the item is published, place the title in *italics*. If it is unpublished and has a title, place the title in "speech marks". Where there is no title, write a description of the item with no italics or speech marks.

Where the repository's name includes its city of location, omit 'Location of repository'.

Format: Author. *Item title*. Format/Description. Date. Collection number, Item number. Collection name. Name of repository, Location of repository.

Examples

Item in an archival collection

Works Cited

Hogg, J.S. *Annual, report yaws: GEIC yaws campaign*. 14 February 1958. MSS & Archives 2003/1, WPHC 16 F173/25/3 vol. 2. Western Pacific Archives. Special Collections, University of Auckland Libraries and Learning Services.

In-text citation

In 1958 the number of infectious cases of yaws in the Gilbert and Ellice group was just 759 or 1.98% of the 38151 individuals examined by Dr Tross's team. The low incidence of cases was attributed to prior treatment by penicillin (Hogg).

Letter in an archival collection

Works Cited

O'Rorke, Maurice. Letter to Cecilia O'Rorke. 4 July 1879. MSS & Archives A-40, folder 1. George Maurice O'Rorke papers. Special Collections, University of Auckland Libraries and Learning Services.

Photograph in an archival collection

Works Cited

Outrigger canoe Lake Te Nggano, Rennell Island. Photograph. 1934. MSS & Archives 2003/1, WPHC 10/XV/325. Western Pacific Archives. Special Collections, University of Auckland Libraries and Learning Services.

Architectural drawing in an archival collection

Works Cited

Arnold, C. "Cottage on One Tree Hill for Sir John Logan Campbell". Architectural drawing. 1903. AA7. Arnold Abbot collection. Architecture Archive, University of Auckland Libraries and Learning Services.