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

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

Photograph in an archival collection
Reference List

Architectural drawing in an archival collection
Reference List
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.


Examples

Item in an archival collection
Bibliography

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

Letter in an archival collection
Bibliography

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

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

Footnote
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’.


Examples

Item in an archival collection
Works Cited

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

Photograph in an archival collection
Works Cited

Architectural drawing in an archival collection
Works Cited