Waipapa Taumata Rau University of Auckland

Citation examples for archive material

It is important to cite archival sources fully so that materials you consulted can be easily located. Citation manuals give full examples for published formats, but examples for archive content is often lacking.

Archives are typically arranged in hierarchies, which means you need to cite these key elements in your references:

- Description of the individual file, item or part, including format, creator (author), title and date
- The collection name and number
- 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 use, make sure you use it consistently.

The following show reference list examples for various archive material in the main styles used at Waipapa Taumata Rau.

APA 6th edition

General format

Author. (Year, Month, day). *Item title* and/or [Item description]. Collection title(collection number, box number, item reference). Name of repository, Location of repository.

Examples

ITEM

Hogg, J. S. (1958). *Annual, report yaws: GEIC yaws campaign.* New Hebrides British Service Co-operatives Office correspondence (MSS & Archives 2003/1, WPHC 16/F, 173/25/3 vol. 2), Western Pacific Archives, He Māra Mahara, University of Auckland, New Zealand.

LETTER

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

PHOTOGRAPH

(1934). [Photograph of outrigger canoe Lake Te Nggano, Rennell Island]. Western Pacific Archives (MSS & Archives 2003/1, WPHC 10/XV/325). Western Pacific Archives, He Māra Mahara, University of Auckland, New Zealand.

ARCHITECTURAL DRAWING

Arnold, C. (1903). Cottage on One Tree Hill for Sir John Logan Campbell [Architectural drawing]. Arnold Abbott Collection (AA7). Architecture Archive, He Māra Mahara, University of Auckland, New Zealand.

SOUND RECORDING

(1958, May 31). *Waiata aroha, by Rhi Puhiwāhine of Ngāti Tūwharetoa.* Mervyn McLean traditional Māori songs recordings (AMPS 2022/48, item McL 1). Archive of Māori and Pacific Sound, He Māra Mahara, University of Auckland, New Zealand.

Chicago A 18th edition (notes & bibliography)

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

Format (whole collection)

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 (specific item)

Author. “Title”. Description of item. Date. Format. Reference number, Collection name. Name of repository.

Examples

ITEM

Bibliography

New Hebrides British Service Co-operatives Office correspondence. Western Pacific Archives. He Māra Mahara. University of Auckland.

Footnote

1. “Annual, report yaws: GEIC yaws campaign”, 14 February 1958, New Hebrides British Service Co-operatives Office correspondence, MSS & Archives 2003/1 WPHC 16 F173/25/3 vol. 2, Western Pacific Archives, He Māra Mahara, University of Auckland.

LETTER

Bibliography

George Maurice O’Rorke papers. Special Collections. He Māra Mahara. University of Auckland.

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, He Māra Mahara, University of Auckland.

PHOTOGRAPH

Bibliography

Western Pacific Archives. Special Collections. He Māra Mahara. University of Auckland.

Footnote

1. Photograph of outrigger canoe Lake Te Nggano, Rennell Island, 1934, Western Pacific High Commission miscellaneous records, MSS & Archives 2003/1 WPHC 10/XV/325, Western Pacific Archive, He Māra Mahara, University of Auckland.

ARCHITECTURAL DRAWING

Bibliography

Arnold, Charles. “Cottage on One Tree Hill for Sir Logan Campbell”. 1903. Architectural drawing. AA7, Arnold Abbott Collection. Architecture Archive, He Māra Mahara, University of Auckland.

Footnote

1. “Cottage on One Tree Hill for Sir John Logan Campbell”, 1903, architectural drawing by Charles Arnold, AA7, Arnold Abbot Collection, Architecture Archive, He Māra Mahara, University of Auckland.

SOUND RECORDING

Bibliography

Mervyn McLean traditional Māori songs recordings. Archive of Māori and Pacific Sound, He Māra Mahara, University of Auckland.

Footnote

1. "Waiata aroha, by Rhi Puhiwāhine of Ngāti Tūwharetoa", 31 May 1958, sound recording, AMPS 2022/48 item McL 1, Mervyn McLean traditional Māori songs recordings, Archive of Māori and Pacific Sound, He Māra Mahara, University of Auckland.

MLA 8th edition

Works cited list

If the item is published, place the title in *italics.*
If it is unpublished and has a title, place the title in "speech marks".
If 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

Works cited

Hogg, J.S. *Annual, report yaws: GEIC yaws campaign*. 14 February 1958. MSS Archives 2003/01, WPHC 16 F173/25/3 vol. 2. Western Pacific High Commission general correspondence, 100-200 series. Western Pacific Archives, He Māra Mahara, University of Auckland.

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 (Hogg).

LETTER

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, He Māra Mahara, University of Auckland.

PHOTOGRAPH

Works cited

Outrigger canoe Lake Te Nggano, Rennell Island. Photograph. 1934. MSS & Archives 2003/1, WPHC 10/XV/325. Western Pacific Archives. He Māra Mahara, University of Auckland.

ARCHITECTURAL DRAWING

Works cited

Arnold, C. "Cottage on One Tree Hill for Sir John Logan Campbell". Architectural drawing. 1903. AA7. Arnold Abbot collection. Architecture Archive, He Māra Mahara, University of Auckland.

SOUND RECORDING

Works cited

Waiata aroha, by Rhi Puhiwāhine of Ngāti Tūwharetoa. Sound recordings. 31 May 1958. AMPS 2022/48, item McL 1. Mervyn McLean traditional Māori songs recordings. Archive of Māori and Pacific Sound, He Māra Mahara, University of Auckland.