Citing archival resources from the Macmillan Brown Library Collections

Macmillan Brown Library requires a specific format when citing archival resources. Where possible, the following key elements should be included:

- Author / creator (this may include photographer or architect)
- Item title or description
- Date (n.d. if unknown)
- Collection name and associated accession number
- The individual item’s reference number
- Archive / library and city

All citations should end with the following sentence:

Macmillan Brown Library, Christchurch, New Zealand.

Macmillan Brown Library staff can provide the above information and are happy to assist in referencing archives.

Format


Some citations will need to be adapted if the item does not contain certain information or a variation in information. For example:

- Items may have a date range as opposed to a single date. Include this in the citation as, e.g., 1954-1969.
- If the date is included in the title, leave it here instead of putting it in twice.
- If there is no creator, the item title will appear first, followed by date, collection title and so forth (see in examples below)
- See an example of how to cite an Archive retrieved online below.
Collection Examples

Architectural drawings


Art

Creator, Item title, date, accession number, University of Canterbury Art Collection, Christchurch, New Zealand. Reproduced with permission

Sydney Lough Thompson, Old Diggings, St Bathans, Otago, c. 1955
UC/MacG/124, University of Canterbury Art Collection, Christchurch, New Zealand
Reproduced with permission

Correspondence


Digitised archives available online


http://kohika.canterbury.ac.nz/M2A_IMAGES/113453.pdf


**Documentary archive**


**File** (items not individually described)


**Photograph**
