

## CITING THE UNIVERSITY ARCHIVES

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UNIVERSITY of ADELAIDE ARCHIVES  
Room 636, Wills Building  
Tel: 8303 3407  
Email: [archives@adelaide.edu.au](mailto:archives@adelaide.edu.au)

When reproducing or referring to University Archives in a publication or paper, it is important to cite them accurately. This enables other researchers to locate and use them in the future.

An archives citation should identify:

- the archives institution holding the record,
- the record series of which the record is part, and
- (if available) the record item itself.

A citation can be abbreviated or expanded. An abbreviated citation is generally all that is needed. Sometimes, however, it is helpful to give an expanded citation, for example in a full bibliography, or if you are using only footnotes and no bibliography. For example:

Abbreviated: UAA: S442, Item 3

Expanded: University of Adelaide Archives: Series 442, Board of Research Studies Minutes and Papers, 1961-1990, Item 3, Minutes and Papers, 1970-1975

The elements in a citation are used in the following way - please note the punctuation used to separate the elements.

Element	Abbreviated	Expanded
Institution	UAA:	University of Adelaide Archives: (Note: UAA may be used after a first citation or where it appears in a list of abbreviations.)
Record Series	S442,	Series 442, Board of Research Studies Minutes and Papers, 1961-1990;
Record Item	Item 3	Item 3, Minutes and Papers, 1970-1975.

If you are citing several record items from the same series it is not necessary to repeat all the elements of an expanded citation. The following format is suitable in these circumstances:

University of Adelaide Archives: Series 169, Registrar's Correspondence, 1874-1923; Items  
[16] Plans of University Site, 1875.  
[52, Envelope 23] Second Annual Examination, 1876.  
[170, Envelope 155] Library, 1881.

*Reference: National Archives of Australia, Fact Sheet 7, Citing Archival Records.*