



Citing Archives: University of Sheffield Special Collections, Heritage and Archives Guidance

Archives are original, primary sources of information which are largely unpublished manuscripts.

It is important to reference archives to demonstrate that your research is based on documentary evidence. It is also crucial to allow other researchers to identify the source, verify information or take any initial research forward.

There is not one fixed referencing guide for each type of primary source but the below can be followed and adapted to suit any referencing style.

Elements in a Citation

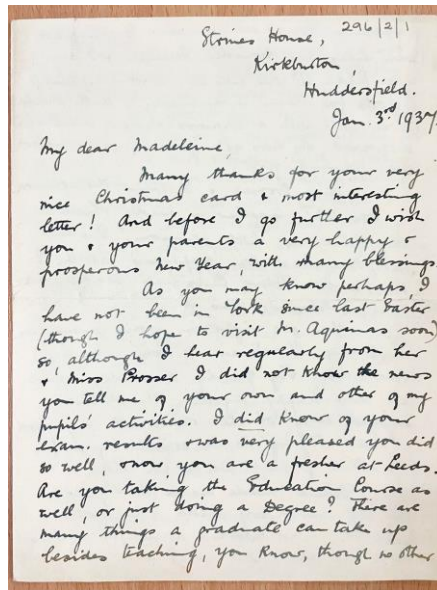
Citations generally need to contain the following information:

- Name of the institution which holds the item(s)
- Title and information about the item(s) such as the creator, date, page. You may need to create a title yourself if an item doesn't have one
- Reference code, reference number or catalogue reference: the alphanumeric code used to identify, describe and locate the item(s)

Bibliography Citation Examples from our Collections

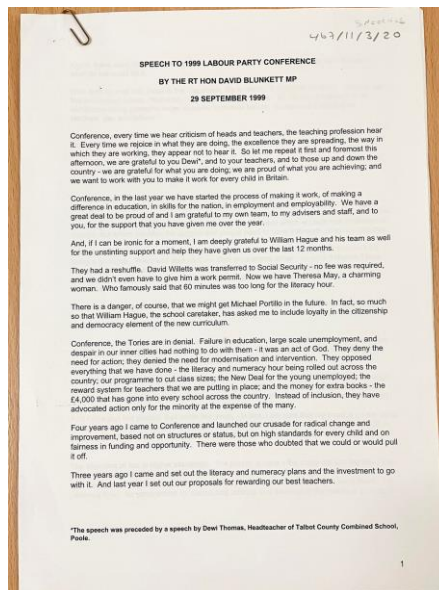
Special Collections and Archives

Item 1



MHRA	University of Sheffield Library, Special Collections and Archives, Madeleine Blaess Documents, Handwritten letter from Caroline Stanley, former teacher at the Bar Convent, to Madeleine Blaess, 3 January 1937, 296/2/1
Harvard	Stanley, Caroline (3 January 1937) <i>Handwritten letter from Caroline Stanley, former teacher at the Bar Convent.</i> [Letter] Madeleine Blaess Documents, 296/2/1. Sheffield: University of Sheffield Library Special Collections and Archives

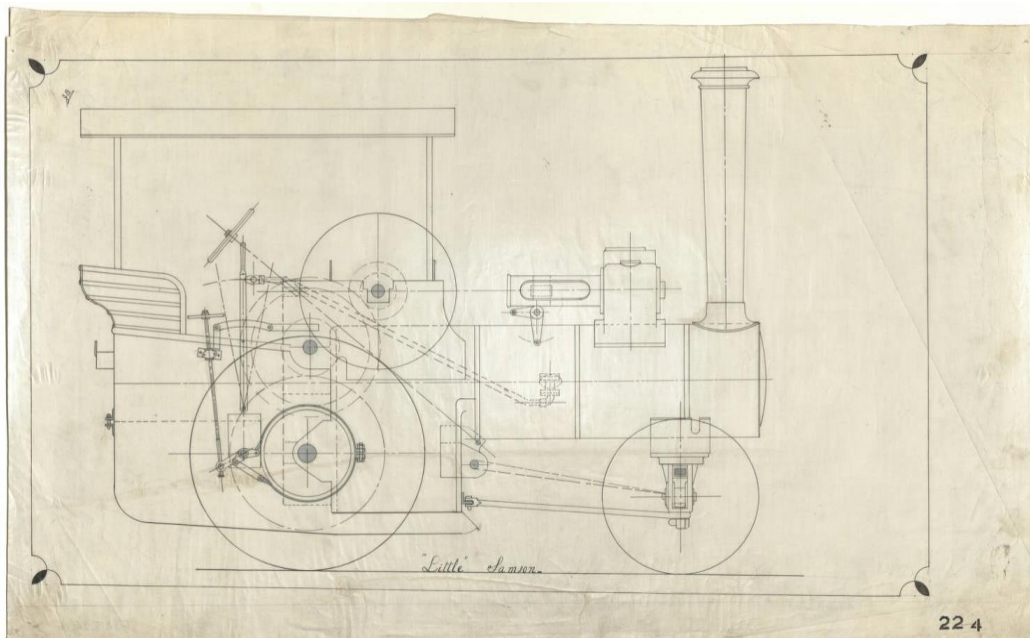
Item 2



MHRA	University of Sheffield Library, Special Collections and Archives, The Blunkett Archives, Speech to the 1999 Labour Party Conference, 29 September 1999, 467/11/3/20 pp.2-4
Harvard	Blunkett, David (29 September 1999) <i>Speech to the 1999 Labour Party Conference</i> . [Typescript Speech] The Blunkett Archives 467/11/3/20 pp.2-4. Sheffield: University of Sheffield Library, Special Collections and Archives

National Fairground and Circus Archive

Item 1



MHRA	University of Sheffield Library, National Fairground and Circus Archive, Orton and Spooner Collection, Steam Engine Elevation, c1870-1909, 178M15.26(vii)
Harvard	Orton and Spooner (c1870-1909) <i>Steam Engine Elevation</i> . [Engineer Drawing] Orton and Spooner Collection, 178M15.26(vii). Sheffield: University of Sheffield Library, National Fairground and Circus Archive

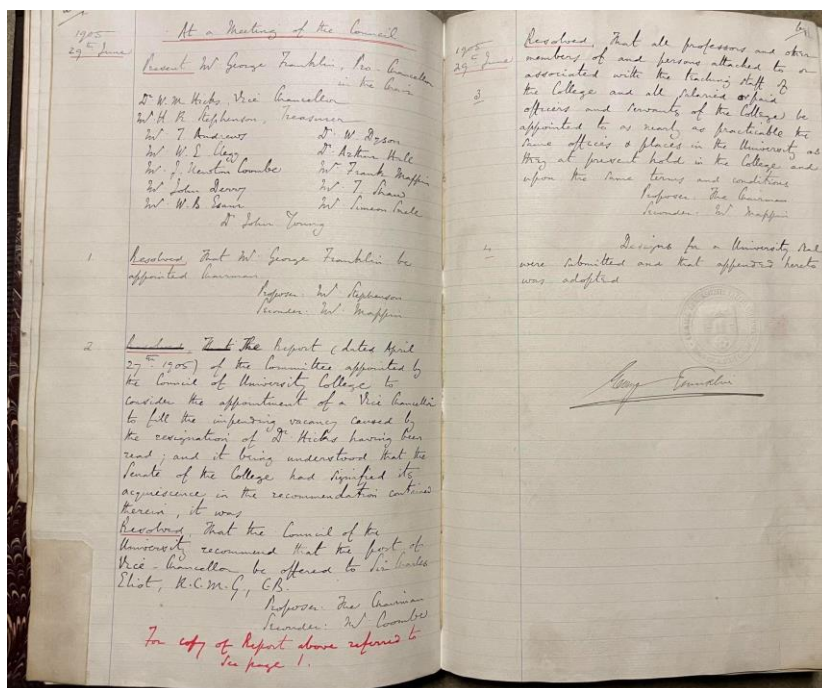
Item 2



MHRA	University of Sheffield Library, National Fairground and Circus Archive, Ronald Allen Taylor Collection, A. Thompson Photograph Holbeck Feast Fair, c1940, 178C24.40(xix) < https://cdm15847.contentdm.oclc.org/digital/collection/p15847coll3/id/56690/rec/8?fbclid=IwAR03CfaB_yAKwuuzxJYyoKTK-3QHSBCLpZJgV4Mc_m9vtH9pdbS1ihQ76LI > [accessed 7 December 2023]
Harvard	Thompson, A. (c1940) <i>A. Thompson Photograph Holbeck Feast Fair</i> . [Photograph] Ronald Allen Taylor Collection 178C24.40(xix) University of Sheffield Library, National Fairground and Circus Archive < https://cdm15847.contentdm.oclc.org/digital/collection/p15847coll3/id/56690/rec/8?fbclid=IwAR03CfaB_yAKwuuzxJYyoKTK-3QHSBCLpZJgV4Mc_m9vtH9pdbS1ihQ76LI > [accessed 7 December 2023]

University Archives

Item 1



MHRA	University of Sheffield Library, University Archive, Council minute book, June 1905 - February 1908, GB 3041 / US / COU / 1 / 1
Harvard	University of Sheffield Library, University Archive (1905-1908), <i>Council minute book</i> . June 1905 - February 1908 [Minute book] GB 3041 / US / COU / 1 / 1. Sheffield: University of Sheffield Library, University Archive

Other Information

Primary sources need to be alphabetically listed separately from secondary sources in the bibliography.

More information about citing archives can be found on The National Archives' webpage: <https://www.nationalarchives.gov.uk/help-with-your-research/citing-records-national-archives>.

Another helpful guide is this document by the Department of Special Collections and Archives at Marquette University, USA: <https://www.marquette.edu/library/archives/citationguide.pdf>.

Copyright

Most archives held by the University of Sheffield Library are in copyright which imposes restrictions on the extent to which they may be quoted, published in full or reproduced in facsimile without permission from the copyright holder. If you wish to discuss this, please email us on lib-special@sheffield.ac.uk.