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Archives are original, primary sources of information which are largely unpublished manuscripts.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) Handwritten letter from Caroline Stanley, former teacher at the Bar Convent. [Letter] Madeleine Blaess Documents, 296/2/1. Sheffield: University of Sheffield Library Special Collections and Archives

Item 2
<table>
<thead>
<tr>
<th>MHRA</th>
<th>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</th>
</tr>
</thead>
</table>

**National Fairground and Circus Archive**

**Item 1**

![Steam Engine Elevation](image)

<table>
<thead>
<tr>
<th>MHRA</th>
<th>University of Sheffield Library, National Fairground and Circus Archive, Orton and Spooner Collection, Steam Engine Elevation, c1870-1909, 178M15.26(vii)</th>
</tr>
</thead>
</table>
| 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_yAKwuuzxJYyoKT-K-3QHSBCLpZJgV4Mc_m9vtH9pdbS1ihQ76LI> [accessed 7 December 2023] |
| Harvard | Thompson, A. (c1940) A. Thompson Photograph Holbeck Feast Fair. [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_yAKwuuzxJYyoKT-K-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


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.

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