

Precise and consistent citation helps to demonstrate that your research work is based on documentary evidence. It is also crucial to allow yourself and other researchers to identify the source, verify information or take any initial research forward in the future.

Here's how to cite items held by Heritage Quay in notes, publications and theses.

Citing a whole item

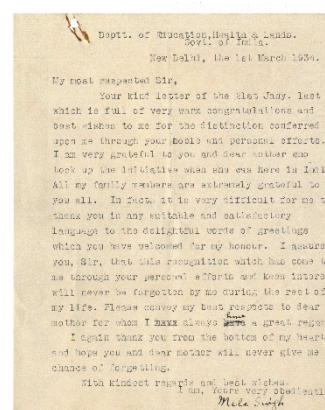
The citation should include

- Short description of the item
- name of the institution responsible for the custody of the records: University of Huddersfield Archives at Heritage Quay
- full catalogue reference: the alphanumeric code used to identify, describe and order the item. This is given as the Reference Number (or RefNo) in the archives online catalogue at www.heritagequay.org/archives

Examples:



Photograph of a line of four unidentified women in a park/woods, 1880s; Josef Petraczek Collection, 1880s-1920s, University of Huddersfield Archives at Heritage Quay (JPK/4/43).



Letter from Mela Singh to John Whitley, 1st March 1934; John Henry Whitley Archive, 1876-2011, University of Huddersfield Archives at Heritage Quay (JHW/2/8).

Citing part(s) of a larger item

Always use the complete reference for the unit unless you only need to cite specific items within it. For example, cite RWD/3 instead of RWD/3/1-9 when the citation refers to all nine photographs of Ruby Ward and her colleagues in nurse training.

If you are referring to an internal part of an item not referenced directly in the Heritage Quay catalogue (such as a page of a bound volume or other part of a larger item such as a bundle or a box)

then include any internal identifier separated from the catalogue reference by a comma, not by an oblique stroke. You may refer to the folio, page, or other number within an item. The following abbreviations may be used, without punctuation and not italicised:

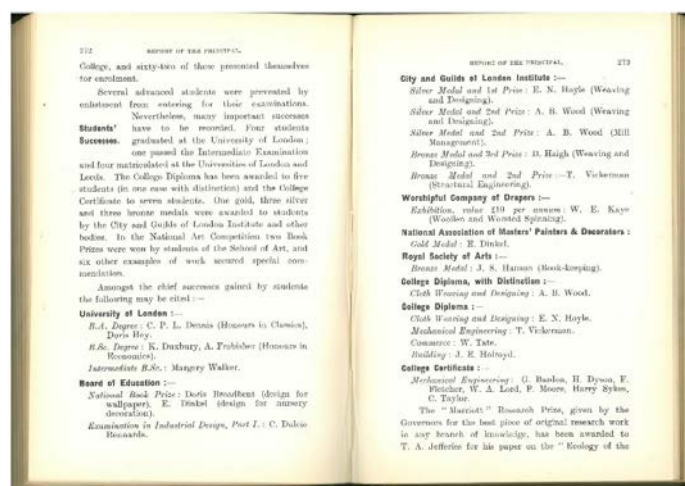
p or pp for page or pages

f or ff for folio or folios

no or nos for number or numbers

The abbreviation will usually be followed by a number or a letter. Numbers are written as Arabic numerals. Indicate consecutive pages by noting the first and last page to which you refer and separating a hyphen (eg. CO 5/690, pp 143-149). Non consecutive pages should be listed individually, separated by commas (eg. CO 5/690, pp 103, 108, 113). A run of almost continuous numbers can be written in the same way as consecutive numbers, with the addition of the word 'passim' (eg. CO 5/690, pp 103-149 passim).

Example:



Report of the President 1916-17 in the Huddersfield Technical College Calendar 1915-16 & 1916-17; University of Huddersfield Archive, 1841-present; University of Huddersfield Archives at Heritage Quay (HUD/MK/1/1 1915-16 & 1916-17 pp 272-273)

Other citation styles

If you are required to use citation styles such as Chicago, APA or MLA, the Department of Special Collections and University Archives at Marquette University, US, has a useful guide with examples available at <http://www.marquette.edu/library/archives/citationguide.pdf>

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