



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.

## What to Identify in an Archives Citation

An archives citation should identify:

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

## Using Abbreviated and Expanded Citations

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: <i>(Note: UAA may be used after a first citation or</i>