NZSG Referencing Guide

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Contents

Acknowledgement

Cover Photo

Studio portrait of a woman - W.H. Clarke circa 1876-1883

Masterton District Library and Archive - 3757737

General Guidelines:

- You must make reference to (or cite) a writer and their work if you draw on their opinion, facts or generalisations.
- In your work, use quotation marks around words that you have quoted directly from another writer's work.

Give Citations where:

- statements of facts are used that "cannot be presumed to be common knowledge"
- other writers are directly quoted or paraphrased.
- opinions and generalisations have been derived directly from other writers and
- figures such as images, tables and diagrams are used (the source being given beneath the figure)

When writing references in your document ask whether a reader would be able to quickly find and identify the source of the facts, quotes, etc. used in your writing. It is better to include more rather than less referencing so the reader is left in no doubt as to where you obtained a piece of information.

It is good to get into the habit of keeping details of the sources as you access them, this will result in less time wastage in having to re-find sources or sifting through the sources already accessed.

The system for citing and referencing has three connected pieces:

1. The information or quote used within your work – i.e. citing
2. The individual reference created for each source cited.
3. The connection of the quote or data (1 above) within the work to the relevant individual reference (2 above) in footnotes or endnotes by the use of superscript numerals.

Footnotes appear at the bottom of the page where the cited work appears. Endnotes appear at the end of the document.

Safely using quotes and data from other sources within your work

Direct quotes from another's work need to be placed within quotation marks, for example:

In his history of New Zealand, Max Smart stated, "The pavlova definitely has its origins in New Zealand". This is oft debated by our western neighbours….

As stated in the general guide section above; assertions of fact that cannot be presumed to be common knowledge, paraphrases of other writers, opinions and generalisations derived directly from other writers and tables and diagrams created by someone other than yourself, must be cited and given references.

For example:

> Land surveyors work was pivotal in the colonisation of New Zealand. They were a crucial element in marking out land to be tamed and transformed from its natural state for development by new European settlers.[1]

This information was taken from an article written by Giselle Byrnes of Charles Darwin University and, therefore, needs to have a reference created either in your footnotes or endnotes. In the footnote section, at the bottom of this page, is the reference for the cited information showing how it should appear.

Please note in this footnoted reference, the page number from which the quote was taken is given at the end of the reference. This enables your reader to find the exact page the quote or data comes from rather than reading through the entire work, this is very important!

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[1] Byrnes, Giselle. (2014) Boundary Makers: Land Surveying in Nineteenth-Century New Zealand, In: *New Zealand Surveyor Journal of the New Zealand Institute of Surveyors.* Issue 303. p. 5.

Footnotes

Link the quotes and data cited in your text to their references in the footnotes using the numeric system, i.e. with numbers in superscript (i.e. raised in smaller font than text) that are placed after the full stop of the sentence (or within the body of the text if there is more than one source) in which the quote/data appears, as in the example in the previous section.

Be sure to use Arabic (1, 2, 3, etc.) numerals for your superscript numbers and not Roman numerals (I, II, III, IV, etc.) as the former are much easier to follow and track.

References should follow the Harvard style for secondary sources if applicable; remember to include the actual page number where the data was found in your footnoted references. For genealogical/archival sources where there is no Harvard style available, follow the guidelines provided in the section below on creating references for these sources.

Ibid. and op. cit.

You can use the term ibid. (an abbreviation for ibidem meaning "the same place" in Latin) to refer to the same author and source in an immediately preceding reference, along with the relevant page numbers. The term op. cit. (an abbreviation for opus citatum meaning 'the work cited' in Latin) can be used to refer to a reference previously cited (but not immediately preceding) by the same author and source. These terms need to be italicized.

Please only use op. cit. with references for secondary sources. It is fine to use ibid. with primary sources. For example:

1 Smith, James, ed. (1992) Scottish local government. Edinburgh: Edinburgh University Press. pp. 10-12.
2 Ibid. pp. 17-18.
3 Ibid. p. 36.
4 Williams, Arthur and Goldstone, George. (2004) Poverty in 19th century Edinburgh. London: HarperCollins. p. 56.
5 Census records. Scotland. Kingsbarns, Fife. 06 June 1841. JARVIS, Robert [head]. 441 1/ 3. http://www.scotlandspeople.gov.uk : accessed 24 July 2018.
6 Ibid.
7 Williams, op. cit. p. 102

Formatting footnotes

Where the reference goes over more than one line a hanging indent is used for the second and subsequent lines as this makes it easier to see individual references in a long list.

You can use the footnote tool within Word (under the References tab) to create your footnotes. Please see the help section within MS Word itself for instructions on how to do this.

If you are creating footnotes by hand, please use Arial, Calibri or Times New Roman font, 9 point, and put the footnote's leading number into superscript format using the x^2 icon on the home tab.

Formatting endnotes

You can use the referencing tool within Word for this. If you are creating endnotes by hand, please use Arial, Calibri or Times New Roman font, 9-point font, and put the endnote's leading number into superscript format.

Primary sources

A primary source is a document or physical object which was (usually) written or created during or close to the event or time period in question. They can be original, first-hand accounts of an event or time period. A derived primary source is a source based in a primary source but with a level of intermediation; for example, a transcription of a census record, an abstract of a will or an obituary.

Some types of primary sources include:
- Original documents: Diaries, birth certificates, census records, letters, interviews, news film footage, autobiographies, government legislation, etc.
- Science: Reports of scientific discoveries, social and political science research results, results of clinical trials
- Relics or artefacts: Pottery, furniture, clothing, buildings

Examples of primary and derived primary sources include:
- Newspaper or magazine articles which are factual accounts of events created at the time.
- Diaries such as the Diary of Anne Frank
- Government Acts such as the New Zealand Education Bill 1871 (14-1)
- A journal article reporting NEW research or findings
- Photographs by William James Harding of the Wanganui district
- Census returns such as a 1911 English census householder return or an 1871 Scottish enumerator's return.
- A blog reporting on the events of the uprising in Cairo in 2019 as they occurred

Secondary sources

A secondary source interprets and analyses primary sources and may be based on primary sources, other secondary sources or a mixture of the two. Secondary sources are one or more steps removed from the event and are often written at a later date than the events being described. However, secondary sources may present pictures, quotes or graphics from primary sources. Examples include:
- A journal/magazine article which interprets or reviews previous findings or work such as *The New Zealand Genealogist*.
- A history book such as *The Great Divide: The Story of New Zealand and its Treaty* by Ian Wishart.
- Encyclopaedias or dictionaries such as the *Dictionary of New Zealand Biography*.
- A newspaper article written in 1980 about the long-term economic effects of WWI.
- A website such as the Dalmatians portion of the Te Ara: The Encyclopaedia of New Zealand website: https://teara.govt.nz/en/dalmatians

Creating individual references

Listing titles in the bibliography that have no author's name, that begin with the word 'The' and corporate authors

A source without an author or editor's name will need to be shown in a bibliography using the title of the work. If the title begins with the word 'The', remove 'The' and list the source alphabetically by the second word in the title.

The National Archives (Great Britain) is rather an odd case. It is often commonly referred to with the inclusion of the definite article and abbreviated as TNA. Despite this, the definite article should not be used as the filing element in listings. The authority form for this corporate body, as established in the Name Authority File of the Library of Congress is - National Archives (Great Britain). This would be the best form to use when citing a work with this body as the corporate author.

This general authority form has been selected for other corporate body authors such as the Department of Internal Affairs (New Zealand).

URL/Web address guidelines

Subscription database URLs

There are several issues around the provision of URLs (Uniform Resource Locators or web page addresses) in references. These are to do with URLs for items found within subscription databases, the length of certain URLs and the use of 'root' URLs.

When you do a search within a database, the search engine creates a URL that goes along with your search results. These resulting URLs are often quite long and thus can use up large amounts of footnote space if used within a reference. A more important issue though is that these URLs are usually not 'stable' and thus if a user tries clicking on the URL, they may or may not be able to get back to the item you found within the database or to your list of search results. Also, if a user does not have a subscription to the database in question, they won't be able to access the item.

Because of these issues, for references that deal with data found within most subscription databases, give 'root' URL for that provider. This means the URL that takes the user to the home page of the website. The rest of the information given within the reference will enable us to find the item again within that database. This covers such databases as: Ancestry.co.uk; ScotlandsPeople; FindMyPast; most databases accessed through the NZSG membership; Fold3; the Genealogist.co.uk; and there will be others.

For example, here is a reference using a 'root' URL:

> Provincial Rolls. New Zealand. Timaru, Canterbury. 1872-3. SMITH, George. 5020. p. 288. http://ancestry.co.uk : accessed 24 November 2019.

And the same reference using the entire URL copied and pasted from the web address bar at the top of the browser. You can see the difference in length here!

> Provincial Rolls. New Zealand. Timaru, Canterbury. 1872-3. SMITH, George. 5020. p. 288. https://www.ancestry.co.uk/imageviewer/collections/1838/images/32326_224150__0003-00155?backurl=&ssrc=&backlabel=Return : accessed 24 November 2019.

'Stable' database URLs

There are some subscription databases that give 'stable' or permanent URLs for search results — these are: JSTOR and the Oxford Dictionary of National Biography.
Please use the URLs found in your web browser's address bar for these resources within your references.

'Regular' website URLs

For non-subscription database websites and 'regular' websites, including Papers Past and FamilySearch, give us the entire URL of the web page you were using. You can cut and paste this from the address bar within your web browser into the reference.

For example:

Ian McGibbon, *First World War*, Te Ara - the Encyclopedia of New Zealand.
https://teara.govt.nz/en/first-world-war   : accessed 2 August 2019.

There are further examples of references with URLs throughout this document.

Creating references using the Harvard system

The referencing format we use for secondary sources and some primary sources is based on the Harvard system of referencing. There is no published standard for the Harvard system and Harvard University does not offer one. The 'system' is simply one conjured up by a professor at Harvard in the late 19th century, the principles behind which have been widely adopted though with many variations.

The style of citing and referencing used here is also called 'Numeric' due to the use of superscript numbers to link data to references in footnotes. This is the major way the Strathclyde system (adopted by NZSG) differs from many traditional Harvard systems and is largely due to the inclusion of references for unusual resources genealogists use.

Besides the guidelines below, there is a good overview of the Harvard system provided by the Anglia Ruskin University Library. You'll find that some of the elements are dealt with a little differently than our style but their examples are a good starting place for creating references for types of sources that we may have missed out. You'll want to change their element layout to match ours.

Anglia Ruskin University Library. Harvard system of referencing guide. http://libweb.anglia.ac.uk/referencing/harvard.htm : accessed 29 March 2020.

Key elements/guidelines

In general, you should provide the following key elements (which you might imagine as fields in a database record):
- the **author** or organisation responsible for writing the work [the latter is a 'corporate' author]
- the **year** it was published [if there is one available]
- the **title** of the work
- **where** the work was published and **who published** it [if a book or report]
- or the **journal** where it appeared [if an article]
- the **page**(s) cited [of a book, report or journal article]
- the **web address** (i.e. URL) where it appeared [if the text is located on the web]
- the **date it was accessed**. [if a web page or other electronic resource]

If you cannot find an example of the type of reference you need to create for a secondary source, including as many of the elements above as possible should create an acceptable reference. You can always add a question mark within square brackets [?] to indicate the information is not known (square brackets show that the information within is the voice of the person writing the reference, in other words…you).

Collection

The term 'collection' that you'll see throughout the guide used as an element like this: 'Collection: [if the item was found within a database with multiple collections, then give the name of the collection.]' simply refers to one of the numerous data sets (or 'data collections') that can be found in a particular online source. For example, FindMyPast (FMP) is one website that contains many different types of records; these are arranged in separate data collections such as the England & Wales, Society of Friends (Quaker) Marriages, 1578 – 1841 collection and the England & Wales Births 1837-2006 collection. FMP may very well have over 10 collections which contain birth information and it will thus be very helpful to know exactly which collection you used. This is particularly true as sometimes the same information (or seemingly the same information) can be held in more than one database.

Referencing is a skill that you will learn through practice; don't expect immediate ease with this process.

The punctuation in the bulleted guideline sections is the punctuation within the reference that we would like you to use for that element. Please refer to the examples as well for guidance on using punctuation within references.

Citing a monograph (i.e. a book, pamphlet, report, guide)

- **Author**(s), editor(s) or in some cases, transcriber(s)
- **(Year of publication)**
- *Title: subtitle.* [In *italics* and include the volume number (not in italics) if there is one]
- **Edition** [if not the first].
- **Place of publication: Publisher.**
- **Page number**(s) on which the data/quote appeared.
- **Collection:** [if the item was found within a database with multiple collections, then give the name of the collection.]
- **URL** [if the item was found online. See the URL guidelines for details.]
- **: accessed.** [give the date accessed after the word 'accessed' and then a full stop. The month is written out long form.]

The name of a transcriber (or body which supplied the transcribers) may be used, for example when you need to refer to a published set of parish records or monumental inscriptions which have been transcribed but have no particular author. However, if you are referring to a specific record within such a published work, then you'll need to use the relevant record type reference formats which are described elsewhere in this guide.

Examples:

Gibson, Peter, (ed.) (2017) *... and then it was 50: The fifth decade of the New Zealand Society of Genealogists 2008-2017.* Auckland: New Zealand Society of Genealogists. p.10.

Lowe, Charles. (1999) *Systems and people: an anthropological approach*. 2nd ed. London: Paradigm Books. p. 36.

Petre, Henry William. (1841) *An Account of The Settlements of the New Zealand Company.* 2nd ed. London: Smith, Elder and Co. p. 55.
https://archive.org/details/anaccountsettle00petrgoog : accessed 29 March 2020.

Filberstein, Anton, ed. (1967) *Welcome to the nation: a manual for immigrants*. 3rd ed. Edinburgh: Peter Black and Sons. p. 346.

New Zealand Society of Genealogists., Feilding Branch. (2011), *Names from inscriptions in St Brigid's Catholic Church, Derby Street, Feilding : built 1925, demolished July 2008*, 1st Edition. [This society transcribed the MIs found within this book.]

Worthy, Charles. (1898) *Devonshire parishes: or the antiquities, heraldry and family history of twenty-eight parishes in the Archdeaconry of Totnes*. Vol. 2. Exeter and London: William Pollard and Co. and George Redway. Collection: British Library 19th Century. http://www.jischistoricbooks.ac.uk/ : accessed 18 July 2019.

Webber, Sheila. (1998) *Business sources on the internet*. Glasgow: University of Strathclyde. http://www.dis.strath.ac.uk/business/ : accessed 8 August 1999.

If you are creating a reference for a digitized item found online, then approach this like any physical book you might use and include information on publisher place and name, etc. If an item is 'born digital', as some e-books or pamphlets are these days, there may not be a physical place of publication (or publisher name) noted in the text so use online: as the place of publication. If there is no date of publication, then give the probable year e.g. (2010?) or range of years e.g. (between 2000-2005), etc. You will need to give the URL and the date you downloaded/accessed the item as well as with any item found online.

Referencing works formatted for use on e-book readers such as Kindle, Kobo, Nook, i-Pad.
On the whole, follow the general referencing style for books (or journals, etc. depending on the item) however; there are a few minor changes that will need to be made depending on the formatting of the e-book reader or e-book file used.

Add the word "version" following the type of e-book (e.g., Adobe Digital Editions version, Kindle iPad version, Nook eReader version).

If you include a quotation or data from an e-book without page numbers, use the chapter name, section heading, part heading and/or paragraph number as a guide to locating your quotation, if these are available. If page numbers do not remain constant when you enlarge the text or if page numbers are device-specific, do not use them.

For example, some Kindle books will include page numbers that match print. They are displayed next to locations when you push the Menu button. Other Kindle "location numbers" are device specific and should not be used.

Remember the main aim of references is to allow your reader to return to the information you used and for resources whose 'shape' varies from user to user this may mean adding additional details (such as internal section names) not necessary in a non-shifting resource.

Date of access should normally be the day you accessed the material on your reader to view the data or quote used; this is particularly important if you have auto-updating of files activated on your reader.

Surname, First name. (Year of publication) *Title of book*. edition. [e-book type] Place of publication (if available): Publisher. e-book source URL: date of access. (Part/Section/Chapter heading(s))

Denscombe, Martin. (2014) *The good research guide: for small-scale social research projects*. 5th ed. [Kindle version] Maidenhead: Open University Press. http://www.amazon.co.uk : accessed 15 October 2014. (Part 1, chapter 1: surveys, section: response rates).

Oates, Jonathan. (2018) *Tracing your ancestors from 1066 to 1837: a guide for family historians*. [Kindle version] Barnsley: Pen and Sword. http://www.amazon.co.uk : accessed 15 October 2014. (Chapter 1: The state and church, 1066-1837, section: Tudor and Stuart England, 1485-1714).

Citing a chapter in an edited book

- **Author**(s).
- **(Year of publication)**
- **'Title of chapter',** within single quotation marks.
- **In: Editor's name**(s).
- *Title of book.* [In italics]
- **Place of publication: Publisher.**
- **Page number**(s) on which the data/quote appeared.

Example:

Catley, Christine Cole. (1991) 'Captaining the Canoe'. In: King, Michael, ed. *Pakeha: The Quest For Identity in New Zealand.* Auckland, New Zealand: Penguin Books (NZ) Ltd. p. 35.

This type of reference is used if you are using a book that includes chapters written by several people and combined by an editor.

Citing a dictionary or encyclopaedia entry

- **Author**(s) or publisher name [if there is no author name].
- **(Year of publication)**
- **'Title of entry',** within single quotation marks.
- ***In: Title of dictionary or encyclopaedia.*** [In italics]
- **Place of publication: Publisher.**
- **Page number**(s) on which the data/quote appeared [if using a print version]
- **URL** [if the item was found online. See the URL guidelines for details.]
- **: accessed.** [give the date accessed after the word 'accessed' and then a full stop. [The month is written out long form.]

Examples:

Bell, Robert and Bell, William. (1826) 'Hamesucken.' *In: Dictionary of the law of Scotland.* Vol II. 3rd ed. Edinburgh: John Anderson & Co. Royal Exchange, and Bell & Bradfute. p. 35. https://archive.org/details/dictionaryof_bell_1826_02 : accessed 25 April 2015.

Grady, Don. (1990) 'Guard, Elizabeth (1814-1870).' In: *Oliver, W.H and Orange, Claudia, eds., Dictionary of New Zealand Biography.* Vol. 1. Wellington, New Zealand: Allen & Unwin. https://teara.govt.nz/en/biographies/1g23/guard-elizabeth : accessed 29 March 2020

HarperCollins Publishers. (2003) 'genealogy.' *Collins Paperback Dictionary*. 4th ed. Glasgow: HarperCollins Publishers. p. 332.

Citing a journal article

- **Author**(s).
- **(Year of publication)** [if available]
- **Title of article.** (not within single quotes)
- *Title of journal.* [In italics]
- **Volume number** (part number or issue number), **Month** [if useful].
- **Page number**(s) on which the data/quote appeared.
- **Collection: name of collection.** [if the item was found within a database with multiple collections, then give the name of the collection.]
- **URL or DOI** [if the item was found online. See the URL guidelines below for details.]
- **: accessed.** [give the date accessed after the word 'accessed' and then a full stop. The month is written out long form.]

Examples:

Hershkovitz, Arnon. (2018) A Suggested Taxonomy of Genealogy as a Multidisciplinary Academic Research Field. *Journal of Multidisciplinary Research.* Vol. 4(3). p. 9. http://www.jmrpublication.org/portals/jmr/Issues/JMR4-3.pdf : accessed 7 February 2016.

Langton, Graham. (2009) Maori Land Court Minute Books; An important source for Whakapapa. *The New Zealand Genealogist*. Vol.40 No.316 March/April. p.67.

[No author] (1861) The genealogy of Christ. *Journal of sacred literature and Biblical record*, Apr. 1855-Jan. 1867. 13(26), April. p. 335. Collection: British Periodicals. http://search.proquest.com/ : accessed 25 July 2019.

Summers, J. A., Shanks, G. D., Baker, M. G., and Wilson, N. (2019) Severe Impact of the 1918-19 Pandemic Influenza in a National Military Force. *The New Zealand Medical Journal.* Vol. 126(1378), July. http://espace.library.uq.edu.au/view/UQ:317709/UQ317709_OA.pdf : accessed 13 January 2016.

URLs or DOIs:

If you are citing a reference to a journal article found on an online database, cite it as you would any other journal article and add the root URL of the database in which it was found or the Digital Object Identifier (DOI) and the date accessed. If the article was found within a subscription database, you may need to give the name of the collection in which the article was found if the article won't be easily found without this information.

You can choose to use the DOI instead of the URL. The DOI is a permanent identifier and replaces a permanent web address for online articles. They are often found at the start/end of an article or on the database landing page for the article. Not all articles are assigned a DOI.

Citing a conference paper

- **Author**(s).
- **(Year of publication)**
- **'Title of paper',** within single quotation marks.
- **In: Editor(s).** *Title of conference proceedings.* [In italics], **Place and date of**
- **conference.**
- **Place of publication: Publisher.**
- **Page number**(s) on which the data/quote appeared.

Example:

O'Reilly, Geraldene. (2018) 'An Immigrant Irishman's Estate In Canterbury.' In: New Zealand Society of Genealogists. (2018), *Echoes of our past : proceedings of the 2018 Conference of the New Zealand Society of Genealogists*, Christchurch, 2018. Auckland: New Zealand Society of Genealogists, p.17.

Citing an unpublished thesis or dissertation

- **Author(s).**
- **(Year of submission)**
- **Title of thesis.**
- **Degree.**
- **Name of Institution.**
- **URL** [If accessed online. See the URL guidelines for details.]
- **: accessed.** [give the date accessed]

Example:

Buist, J A. (2016) H.M.N.Z.T. 107 Tahiti: Who were the victims of the 1918 influenza pandemic? What do the records reveal about their deaths? Unpublished PG Dip G.P.H dissertation, University of Strathclyde. p. 21.

Citing a letter, conversation or other private correspondence

- **Author.**
- **(Year of correspondence)**
- **Type of correspondence,**
- **Day and month.**

Examples:

Bringans, James Oliver. (1918) Letter to Hope Bringans. 11-18 August.

Smith, June. (2015) Conversation via FaceTime with Anne Brown. Topic: Documentation held on historic cottages in St Agnes, Cornwall. 13 December.

Where you refer to a more informal personal communication, e.g. letter, phone call or conversation, provide as much details as possible and note the nature of the communication.

Citing an item of personal e-mail

- **Author.**
- **(Year of correspondence)**
- **Subject line.**
- **Type of correspondence**,
- **Day and month, time.**
- **Recipient's e-mail address** [if a personal e-mail address, request permission before publication of document].

Examples:

Wakeford, R. (2002) Standards of service in the library. E-mail to Robert Short, 12 July, 15:06. short@dis.strath.ac.uk.

Le Grande, Monique. (2019) Re: Question regarding Beatrice Le Grand's birthplace. E-mail to Jean Boulique, 13 July, 12:14.

Citing an item read on an electronic mail discussion list or forum

- **Author.**
- **(Year)**
- **Subject line.**
- **Name of discussion list,**
- **Day and month and time of post.**
- **URL** [See the URL guidelines for details.]
- **: accessed.** [give the date accessed]

Example:

ColC. (2019) Re: Black family ancestors. Scotland (Counties as in 1851-1901) » Scotland » Stirlingshire forum, 21 October, 12:17. https://www.rootschat.com/ : accessed 12 November 2019.

> • Author.
> • (Year)
> • Title of individual blog entry.
> • Blog title. [blog],
> • Posting day and month.
> • URL [See the URL guidelines for details.]
> • : accessed. [give the date accessed]

Citing a blog post

Examples:

Bettinger, Blaine. (2016) Charging for (genetic) genealogy services. The genetic genealogist blog. [blog] 22 June.
https://thegeneticgenealogist.com/2016/06/22/charging-for-genetic-genealogyservices/ : accessed 18 October 2018.

Cook, Walter. (2014) Bustles, bodices and broad-brimmed hats. National Library blog. [blog], 4 February. https://natlib.govt.nz/blog/posts/bustles-bodices-and-broad-brimmed-hats : accessed 15 November 2019.

Russell, Judy G. (2018) Private facts in public genealogies. The legal genealogist. [blog] 07 March. https://www.legalgenealogist.com/2018/03/07/private-facts-in-public-genealogies/ : accessed 16 October 2018.

Citing a webpage

- **Author**(s). [this will often be a 'corporate' author]
- **(name of place of publication and/or name of webpage publisher)** [only include this if identification would otherwise be unclear, as in the case of national archives.]
- *Title of web page.* [In italics] [If the author and title of the webpage is the same, just give the author's name.]
- **URL** [See the URL guidelines for details.]
- **: accessed.** [give the date accessed after the word 'accessed' and then a full stop. The month is written out long form.]

Examples:

Chambers, Dawn. Pandora Research Collection.
http://www.nzpictures.co.nz/pandoraresearch.htm : accessed 30 March 2020.

National Library of Scotland. http://www.nls.uk/ : accessed 24 July 2018.

   [On the reference above, the author and the title of the webpage were the
   same so just the author's name has been given.]

National Archives (Great Britain) http://www.nationalarchives.gov.uk/ : accessed
25 July 2019.

   [On the reference above, it was unclear which of the many national archives
   around the world these referred to so the places of publication were given as
   well as the websites' names.]

University of Canterbury. Kā Kohika o Macmillan Brown: Documentary Archives.
http://kohika.canterbury.ac.nz/opac_canterbury/SCRIPTS/mwimain.dll?UNIONSEA
RCH&APPLICATION=UNION_VIEW&LANGUAGE=144&ERRMSG=[opac_canterbury]
error.htm&EXP=COLL_CL%20archives%20AND%20LEVEL_DESC%20FONDS :
accessed 30 March 2020.

As we all know, web addresses (URLs) for web pages can break so if you just give a URL as a reference when referring to a web page, your reader may not be able to find the source again. This is why we require you to give us additional details for web pages because if you can search for a page's title or author, you may be able to find the page again at its new location.

Creating references for web pages is often tricky as it can be difficult to decide what the title is or who the author is. Looking for an 'about us' section can help to find an author's name and often you'll need to make an educated guess as to the title of the webpage.

Just remember that one of the main reasons for giving references is to enable your reader to find the information again so if you have used an internal page within a larger webpage, then consider giving the title of that internal webpage as well as the name of the larger web site. Or if it's unclear which of many potential entities a webpage refers to, give the name of the place of origin or name of the webpage publisher within square brackets. You'll need to use some common sense with this.

If the author and title of the webpage are one and the same, just give the information once.

If you are creating a reference for a book, pamphlet or other item originally published in physical format that has been digitized and made available online through the Internet Archive, GoogleBooks, or other provider, then approach this reference like any physical book you might use and include information on publisher place and name. The same goes for digitized articles that were originally published in physical format that you've found online in databases such as JSTOR. See the monograph and article sections for more details on referencing these.

Creating references for genealogical and archival primary sources

The Harvard referencing system does include ways to deal with many primary sources; some examples include maps, letters, newspaper articles, interviews, websites and acts of Parliament. However, it is not so good with many of the types of records that genealogists work with day in and day out. As a result, we've created guidelines on how to deal with many of the types of sources you will be working with.

The following guidelines and examples cover some of the main types of sources likely to be referenced. If there is not an example for the type of resource you are using, following the 'nonstandard' general principles below should allow your reader to find the resource again.

The punctuation in these bulleted guideline sections is the punctuation within the reference that we would like you to use for that element. Please refer to the examples as well for guidance on using punctuation within references.

If a source is a transcript of a record and is thus not an actual record (i.e. the image of a census page or birth certificate), then that must be acknowledged in the reference.

If a source has been accessed online, this must be acknowledged by giving the web address of source along with the date accessed.

Places and county/shire names in references

For the most part, we want you to give place names as they appear in the source. However, if you choose to do so, you can leave off the county/shire name for the following cities within your references (and in FTM Facts):

England – London

Scotland – Aberdeen, Edinburgh, Dundee and Glasgow

There are many examples of references of different types later in this document.

For resources for which we've assigned a source type, use the following format:

- **Source type.** [See below for a list of source types.]
- **Country.**
- **Place.** [Format is: smaller area first followed by larger area then any identifier numbers that relate to those areas.]
- **Date of registration/entry/event.** [day month year – 12 August 1946 or 03 July 1645]
- **Name(s).** [SURNAME, First (and middle) name. This is the person to whom the record refers.]
- ScotlandsPeople data number. [This data number is given for many records found on ScotlandsPeople and is the same as the 'GROS code'.]
- **Volume/register no.**
- **Page no., entry no.**
- **Collection:** [if the item was found within a database with multiple collections, then give the name of the collection.]
- **URL** [if the item was found online. See the URL guidelines for details.]
- **: accessed.** [give the date accessed after the word 'accessed' and then a full stop. The month is written out long form.]

Genealogy Records: some general principles

Note that it may not be possible to include all of this information and you might identify other pieces of information that would be more applicable.

Standard Source types

OPR=Old parish records [Scotland]; PR=Parish records [England/Wales/Ireland]; CR=Nonconformist records; RCR=Roman Catholic records; CR=Civil records

- Baptisms (OPR)/Baptisms (PR)/Baptisms (NCR)/Baptisms (RCR)
- Banns (OPR)/Banns (PR)/Banns (NCR)/Banns (RCR)
- Births (CR)
- Burials (OPR)/Burials (PR)/Burials (NCR)/Burials (RCR)
- Marriages (OPR)/Marriages (PR)/Marriages (NCR)/Marriages (RCR)/Marriages (CR)
- Deaths (OPR)/Deaths (PR)/Deaths (NCR)/Deaths (RCR)/Deaths (CR)
- Births index (CR)/Marriages index (CR)/Deaths index (CR)
- Birth announcements/Marriage announcements/Death announcements
- Births (RCE)/Marriages (RCE)/Deaths (RCE) [use for Scottish register of corrected entry records]
- Census records
- Directories
- Images: Photograph/Lithograph/Painting/etc.
- Monumental inscriptions
- Obituaries
- Retours
- Sasines
- Testamentary records

Most evidence of birth dates within parish records actually comes from baptismal records so we prefer you in most cases to use the Baptisms (OPR), etc. source type even though what you are recording is a birth date. However, you may come across a parish register which truly is just noting down births and not baptisms and this case, you can use the following source type/s: Births (OPR)/Births (PR)/Births (NCR)/Births (RCR).

- OPR=Old parish records [Scotland] and PR=Parish records [England/Wales/Ireland] are records from the established church in each of these countries (or indeed any other country that has an established church).

- NCR=Non-conformist records are those created by any Protestant church which is not the established church in that particular country. For countries within the United Kingdom: Methodists, the Free Church of Scotland, Baptists, Episcopalian, etc.
- RCR=Roman Catholic records
- See the 'non-standard' record type for referencing events documented by non-Christian faiths.
- CR=Civil records are records created by the government.

Do not create new source types; if you need to reference a type of source that is not covered in this list, for example, a letter found at an archive, a passenger list or a military service record, then use the format below for a non-standard record.

We do not want to create an inflexible referencing system which does not allow for local or provider variations hence we are not providing source types and an accompanying layout for more than a few standard sources. Sources often vary from a standard format and may not have enough specific identifiers to create the type of 'standard' reference we've outlined above. Non-standard record references are flexible and allow for details to be added which will help identify and retrieve the source. For many types of resources, you can follow these guidelines.

Non-Standard Records: some guidelines

- **Creator/Author** [If available]
- **Title/Description of resource.**
- **Name of interest.**
- **Date of creation or of event.**
- **Catalogue entry only.** [If you've only looked at a catalogue entry, then include this.]
- **Archival collection name.** [If applicable. This refers to an archival collection in particular and usually only needs to be given if found at an archive.]
- **Reference code/number(s).** [If applicable and available. This refers to any useful codes or numbers referring to that source, collection and/or repository.]
- **Repository name,** [If applicable and available.]
- **Repository location.** [If applicable and available.]
- **Collection:** [if the item was found within a database with multiple collections, then give the name of the collection here.]
- **URL** [if the item was found online. See the URL guidelines for details.]
- **: accessed.** [give the date accessed after the word 'accessed' and then a full stop. The month is written out long form.]

If in doubt over how to create a reference for an archival or genealogical source, using the general principles above should give enough detail on your source.

If there is repository information available, it is helpful to give the repository's reference code, name and location as these will help your reader find the resource again.

It is fine to add more information than suggested above; for example, for a military record you may decide to add a regimental name. If you have only looked at a catalogue entry, then add that detail to the reference (see example for Diocese of Lichfield below).

Examples:

1939 Register, England. Woolwich, London. HUNT, Ada M. 29 September 1939. [Transcription] Schedule 233/1. RG101/0651A/014/40. National Archives (Great Britain), Kew, England. Collection: 1939 Register. www.findmypast.co.uk : accessed 09 August 2017.

ANDERSON, John (1726-1796), natural philosopher. Letter from John ANDERSON at Glasgow to Mr Gilbert LANG at Lossitt, to the care of Mrs LANG at Greenock. 13 February 1750. John Anderson Papers: General correspondence. GB 249 OA/2/1. University of Strathclyde Archives, Glasgow, Scotland.

Births, England. Portsmouth Synagogue, Hampshire. LEVI, Moses. Moses ben. Abraham Leib, (commonly known as Maurice Levi,) born on the New moon of Ab 5532. 31 May 1861. p. 102. JR 13/4. Hampshire Record Office, Winchester, England.

Commonwealth War Graves Commission. Casualty details. CHATHAM, John Benmont. Death: 1 May 1918. Service number: 60999. http://www.cwgc.org/find-wardead/casualty/671255/CHATHAM,%20JOHN%20BENMONT : accessed 18 May 2014.

Diocese of Lichfield. Tatenhill, Staffordshire: Tatenhill and Callingwood township tithe award. 1837. Catalogue entry only. B/A/15/685. Lichfield Records Office. Collection: Tithe rent charge apportionment tithe maps and tithe awards. http://www.archives.staffordshire.gov.uk/CalmView/Record.aspx?src=CalmView.Catalog&id=CA1%2f1%2f1%2f31%2f659&pos=10 : accessed 10 February 2017.

King's Remembrancer. Inquisition Post Mortem. HUNT, George: Devon. Date: 7 Eliz I. E 150 -Exchequer: King's Remembrancer: Escheators' Files, Inquisitions Post Mortem, Series II, and other Inquisitions, Henry VII to Elizabeth I. E 150 /199/9. National Archives (Great Britain), Kew, England.

McDonalds Ltd. Attendance book entry showing James BURGOYNE present at general meeting of shareholders. 16 November 1956. House of Fraser Archive: Attendance books. FRAS 95. University of Glasgow Archives, Glasgow, Scotland. [McDonalds Ltd. was the company holding the shareholders' meeting, thus is down as the creator of the source. The meeting happened on 16 November 1956.]

Overseers' Returns of Electors. BLOUNT, Walter Aston. 1863. MR/PEO/1863/11/3. London Metropolitan Archive, London, England. Collection: London, England, Overseer Returns, 1863-1894. http://www.ancestry.co.uk : accessed 26 July 2019.

[In this case, the 'Collection: London, England, Overseer Returns, 1863-1894' is the name of the Ancestry.co.uk collection within which this record was found. Information on the repository (code, name and place) was included in the Ancestry record so was included here.]

Valuation Roll: Govan Parish, City of Glasgow, Scotland. BAIRD, David. 1925. 48 Thornwood Avenue. VR102/1373/36. National Records of Scotland, Edinburgh. http://www.scotlandspeople.gov.uk : accessed 18 August 2016.

[No information was apparent as to the creator of the roll so a description was given first.]

War Office (Great Britain). Attestation of General Service. CHALONER, George. 26 April 1915. Cheshire Regiment. Regimental Number: 26082. WO363. National Archives (Great Britain), Kew, England. Collection: British Army WWI Service Records, 1914-1920. http://www.ancestry.co.uk : accessed 18 May 2014.

[In this case, information on the original repository was provided (collection code [WO363], name and place of archive), so these were added to the reference.]

War Office (Great Britain). Record of Service Paper. CAPPER, Frederick. 10 June 1918. Machine Gun Guards. Service number: 6936. WO364; Piece: 611. National Archives (Great Britain), Kew, England. Collection: British Army WW1 Pension Records 1914-1920. http://www.ancestry.co.uk : accessed 17 May 2014.

[In this case, information on the original repository was provided (collection code and piece number [WO363; Piece: 611], name and place of archive), so these were added to the reference.]

BMD and other vital records

- **Source type.** [e.g., Births index (CR); Baptisms (OPR) [Scotland], (PR) [England/Wales], (NCR) [Non-conformist Register], Banns (RCR) [Roman Catholic Records], Marriages (CR), etc. If there is a limiter such as (PR), then you do not need a full stop after the source type as the round bracket indicates the end of that piece of the reference.]
- **Country.**
- **Place.** [Registration District (RD), County / Parish, County/Shire, Parish no./volume no. and/or other place name that would be helpful for identifying the record.]
- **Date of event, registration quarter or entry.** [Use number of quarter of applicable for a BMD index entry, 1st Q, etc.] [You can include (Birth: date) within a baptism reference.]
- **NAME(s).** [person being born/baptised, persons being married/calling of the banns; person dying/burial] [SURNAME (in uppercase), forenames (lowercase]
- ScotlandsPeople data number. [if applicable]
- **Volume/register no.**
- **Page no., entry no.**
- **Collection:** [if the item was found within a database with multiple collections, then give the name of the collection here.]
- **URL** [if the item was found online. See the URL guidelines for details.]
- **: accessed.** [give the date accessed after the word 'accessed' and then a full stop. The month is written out long form.]

Note that it may not be possible to include all of this information and you might identify other pieces of information that would be more applicable in a particular case.

Examples:

Baptisms (NCR) Scotland. Montrose Street Congregational Church, Glasgow. 16 July 1898. (Birth: 10 July 1898). WILSON, John. GB 243 TD1332. Glasgow City Archives, Glasgow, Scotland.

[GB243 TD1332 are the repository and reference codes for this baptismal register held at the Glasgow City Archives. This register was viewed in person (and is not online) and there were not many of the 'normal' pieces of data we

add to references available; by including the collection codes and name & place of the archive, your reader knows where to access the register.

[In this baptism register the date of birth was also provided, you can show this information in round brackets.]

Baptisms (OPR) Scotland. Gorbals, Lanarkshire, 644/02. 29 August 1835. CAMPBELL, David.

[Example is for a record viewed on microfilm. 644/02 is the parish no/volume no. In this case, the Gorbals had not yet become a part of Glasgow, thus the addition of the county name is necessary and was shown on the record itself.]

Baptisms (PR) England. Swaffam Prior, Cambridgeshire. 26 October 1628. LARKIN, Alice. Source film no: 1040550. [Transcription] Collection: England Births and Christenings, 1538-1975. https://familysearch.org/ark:/61903/1:1:J7HV-X2L : accessed 24 July 2018.

[In the case of FamilySearch and other databases, it helps with identification to add the name of the internal database, which in this case is 'England, Births and Christening, 1538-1975'.]

Baptisms (PR) England. Wycombe, Buckinghamshire. 12 July 1816. ROSE, Philip. Source film no: 1999829. Collection: Bishop's transcripts for Wycombe, 1590-1823. Image 861 of 974. http://www.familysearch.org : accessed 02 January 2018.

[Example is from an image only collection on FamilySearch. There is no direct URL to the source and the image number helps the reader to find the source easily.]

Births (CR) Scotland. Kelvin, Glasgow. 10 July 1910. MCCALDEN, Archibald Weir. 644/13 0778. http://www.scotlandspeople.gov.uk : accessed 26 July 2018.

[644/13 0778 is the ScotlandsPeople data number and includes the registration district number (644), the register number (13) and the registration district entry number (0778).]

Births (CR) New Zealand. North Taieri. 6 October 1868. BRINGANS, Alexander. Entry no. 48.

   [Example is for an actual copy of the entry in the register of births for the district of North Taieri; there was no register number apparent on the copy.]

Births index (CR) New Zealand. 2 April 1878. WEASTELL, Antony. Registration no. 1878/11269.   https://www.bdmhistoricalrecords.dia.govt.nz : accessed 31 March 2020.

Births index (CR) New Zealand. Hororata. 2nd Q., 1878. WEASTELL, Anthony. Folio no. 1519. [Transcription] Collection: New Zealand Births Index 1840-1950. www.ancestry.co.uk : 31 March 2020

   [It is possible to determine the exact birth date from the index on the New Zealand Department of Internal Affairs website but not where in New Zealand the birth took place (first index record above). The same record on the Ancestry website index provides the registration quarter and while it does not give the exact birth place it does provide a registration district (second record above). This record is identified as a transcription as the data is obtained from microfiche].

Births index (CR) England & Wales. RD Crickhowell, [Brecon]. 1$_{st}$ Q., 1892. WESTERMANN, Esther. Vol. 11b. p. 95. www.gro.gov.uk : accessed 24 July 2018.

   [In this case, the county name of Brecon was not shown on the record, however to make it clearer where this event took place, the researcher decided to include the county name in square brackets.]

Burials. (CR) New Zealand. Archer Street Cemetery, Masterton. 24 June 1925. SAVAGE, John. https://mstn.govt.nz/services/cemeteries-search-2/ : accessed 24 September 2015.

Burials. (CR) New Zealand. Central Hawke's Bay District Council Public Cemetery. Waipukurau. 19 July 1977 (Death 17 July 1977).
https://www.chbdc.govt.nz/services/cemeteries/cemetery-database/?rid=900012 : accessed 25 June 2014.

Burials. (CR) New Zealand. Waimate. (Death 24 November 1933). ROBERTS, James Plomer. https://waimatedc.maps.arcgis.com/apps/webappviewer/index.html?id=baa1f32c40684a1886c653e6a6aab8d9 : accessed 31 March 2020.

[In this case no date of burial was given in the council cemetery database but the date of death was.]

Burials (OPR) Scotland. Peterhead Old Churchyard, Aberdeenshire. 21 February 1819. BRODIE, Wm. http://www.deceasedonline.com : accessed 13 October 2016.

Deaths index (CR) England & Wales. RD Houghton, [Durham]. 3rd Q., 1873. CHURCHILL, Frances Ann. Vol. 10a. p. 305. http://www2.freebmd.org.uk/ : accessed 9 August 2018.

[In this case, the county name of Durham was not shown on the record, however to make it clearer where this event took place, the researcher decided to include the county name in square brackets.]

Marriages (CR) Scotland. St. Andrew, Edinburgh. 21 March 1880. WHITE, Andrew and MCCABE, Beth. 685/02 0010. http://www.scotlandspeople.gov.uk : accessed 10 October 2011.

Marriages (RCR) Scotland. The Immaculate Conception, Kelso. 06 August 1900. CAMPBELL, Alexander and CORCORAN, Mary. S.C.A Marriages MP 99 11160. http://www.scotlandspeople.gov.uk : accessed 20 August 2015.

[In this case, the marriage record has come from the Scottish Catholic Archive collections which are held on ScotlandsPeople and the ScotlandsPeople data number is thus different, being: S.C.A Marriages MP 99 11160.]

Marriages (PR) England. Hastings, Sussex. 2 January 1840. ROSE, Philip and RANKING, Margaretta. Source film no: 1067178. [Transcription] Collection: England Marriages, 1538-1973. https://familysearch.org/pal:/MM9.1.1/NK4F-5MG : accessed 20 November 2011.

Marriages (PR) Wales. Worthenbury, Flint, Diocese of Chester. 24 February 1719. NEWENS, John and MORGAN, Elizabeth. Bishops' Transcripts. [Transcription] Collection: Parish records, 1538-2005. www.findmypast.co.uk : accessed 19 January 2019.

Marriages (RCR) Scotland. Milton, Glasgow. 26 July 1870. ARBUCKLE, Andrew and DARROCH, Margaret. 644/07 002 0132. http://www.scotlandspeople.gov.uk : accessed 30 January 2019.

[The date in this example is that of the RCR entry not the marriage itself. The ScotlandsPeople data number is also different than that of the marriage itself.]

Marriages index (CR) England & Wales. RD Docking, [Norfolk]. 4_{th} Q., 1837. FOX, Anne. Vol. 13. p. 143. Collection: England & Wales, Civil Registration Marriage Index, 1837-1915. http://www.ancestry.co.uk : accessed 24 July 2018.

Marriages Index (CR) New Zealand. 1897. ARCHER, James Yenlett and LYONS, Elizabeth Ann. Folio no. 910. [Transcription] Collection: New Zealand, Marriage Index, 1840-1937. www.ancestry.co.uk : accessed 28 August 2014.

Marriages Index (CR) New Zealand. 6 January 1897. ARCHER, James Yeulett and LYONS, Elizabeth Ann. Registration no. 1897/4491. https://www.bdmhistoricalrecords.dia.govt.nz/search/ : accessed 28 August 2014.

- **Source type.** [Census records]
- **Country.**
- **Place.** [Parish, Registration district and/or Sub-registration district, County, Parish no.,
- etc.]
- **Date of census.** [The date on which the census was taken.]
- **NAME of person.** [This can be the head of household (head) or the specific individual.]
- **Registration district/Series/Piece/Folio/Schedule numbers.** [For English/Welsh censuses, give these details. Not all census years have all of these. You can use abbreviations such as RD for registration district number, SN for schedule number, PN for piece number, FL for folio.]
- **ED** [Enumeration District no. and/or the ScotlandPeople data number.]
- **FN** [Form number – for 1901 & 1911 Irish census.]
- **p.** [Page number, if applicable.]
- **[transcription]** [if what was viewed was a transcription]
- **Collection:** [if the item was found within a database with multiple collections, then give the name of the collection. You do not need to do this for ScotlandsPeople.]
- **URL** [if the item was found online. See the URL guidelines for details.]
- **: accessed.** [give the date accessed after the word 'accessed' and then a full stop. The month is written out long form.]

Census records

Not all of the elements above will be needed (or available) depending upon the country and year of the census you are referring to. For some countries, including other information such as a film roll number may help (the USA is a classic example). Remember that the main purpose of references is to enable your reader to find the source again; the elements in the references below have been included with this in mind.

In regards to including the name of the head of the household or specific individual being researched, in many cases you may wish to just provide the specific individual's name. If you are referring to an entire family grouping and especially if you are using a family tree software program which allows linking to a common reference, you may wish to instead provide the head of household's name as the common name. If such a person is clearly indicated as the head on the census record, then provide (head)

directly after the name; if however, there is no specific head of household noted and rather a de-facto head…for example, a wife who at the top of the list but is not described as the 'head of household', then put the word 'head' into square brackets [head] as this tells the reader this is information not found on the record itself and that you as the author have added it.

See the non-standard section for our suggestion on how to reference the 1939 Register.

Examples:

Census records. Scotland. Kingsbarns, Fife. 06 June 1841. JARVIS, Robert [head]. 441 1/ 3. http://www.scotlandspeople.gov.uk : accessed 24 July 2018.

[The ScotlandsPeople data number includes the registration district (441), ED (1/) and page number information (3) so these are not required elsewhere in this reference. Also, as the 1841 census does not provide relationships, Robert's status as head of household has been assumed and thus 'head' has been put into square brackets.]

Census records. England. Radford, Nottinghamshire. 30 March 1851. BEST, Elisabeth [head] PN HO107/2130. FL 119. SN 109. ED 2d. p. 33. http://www.findmypast.co.uk : accessed 07 August 2014.

Census records. Scotland. Latheron, Caithness. 02 April 1871. CAMPBELL, Annie (head). RD 038. ED 12. p. 4. [microfilm] Mitchell Library, Glasgow, Scotland.

[This census record was viewed on microfilm at a family history centre. The parish is Latheron located in Caithness, the registration district number is 038.]

Census records. Wales. St Asaph, Dymeirchion, Denbighshire. 05 April 1891. BLOUNT, Charles. PN 4626. FN 27. p. 5. [Transcription] https://familysearch.org/ark:/61903/1:1:4RS4-LZM : accessed 23 July 2018.

[The URL should bring your reader to the specific page within FamilySearch.]

Census records. England. Holy Trinity, Exeter, Devon. 05 April 1891. SMITH, Alice. PN 1689. FL 60. SN 383. ED 17. p. 54. [Transcription] https://freecen2.freecen.org.uk/ : accessed 24 July 2018.

[Holy Trinity is the civil parish. Devon is the county given in the census. 1689 is the Piece number. 60 is the Folio number. 383 is the Schedule number. Alice is a servant in a household.]

Census records. Scotland. Hutchesontown, Govan, Glasgow. 31 March 1901. ANDRESON, David (head). RD 644/11. ED 79. p. 20. [Transcription] http://ancestry.co.uk : accessed 24 July 2018.

[The ED number has been included here as this is an Ancestry transcription and thus there is no ScotlandsPeople number to add. 644/11 is the registration district number. Ancestry provides the page number for Scottish censuses within their 'source citation' section for each record.]

Census records. England. St George in the East, London. 02 April 1911. GOLDBERG, Aaron (head). RD 19. PN 1507. ED 9. SN 109. http://www.findmypast.co.uk : accessed 24 July 2018.

[The 1911 English/Welsh census reference has additional elements as we can view the household schedule. The 19 is the registration district number; St George in the East is the name of the registration district. 109 is the household schedule number.]

Census records. Ireland. Grosvenor Square, Rathmines and Rathgar West, Dublin. 02 April 1911. BLOUNT, Elizabeth (head). FN 67. http://www.census.nationalarchives.ie/reels/nai000150051/ : accessed 9 August 2018.

[The basic topographical divisions for the Irish census are: Townland or Street; District Electoral Division; County. This is how search results are arranged in the National Archives of Ireland's database and the pattern we've chosen to follow in the reference example above.]

Census records. USA. Phoenix, Maricopa County, Arizona. 01 April 1940.
ANDERSON, Theodore W.B. (head). ED 7-44. SD 2. Roll: T627_105. p. 61B.
www.ancestry.co.uk : accessed 09 August 2017.

Directories

- **Directories.**
- **Country.**
- **(Year or year range)**
- **Title.**
- **Place of publication: name of publisher.**
- **Page number.**
- **Collection:** [if the item was found within a database with multiple collections, then give the name of the collection.]
- **URL** [if the item was found online. See the URL guidelines for details.]
- **: accessed.** [give the date accessed after the word 'accessed' and then a full stop. The month is written out long form.]

Examples:

Directories. England. (1902) Kelly's directory of Devon, 1902. London: Kelly's
Directories Limited. p. 552. http://archive.org/details/kellysdirectoryo00londuoft :
accessed 31 July 2019.

Directories. New Zealand. (1953-1954) Wises New Zealand Post Office Directory.
Dunedin: Henry Wise & Co. p.39. Collection: New Zealand, City & Area
Directories, 1866-1954. www.ancestry.co.uk : accessed 2 April 2020.

- **Source type. [Images: [then the type of format]** i.e. Photograph, Lithograph, Painting, etc.]
- **Principal subject.** [e.g. James Campbell (1846-1910) St. George's Church, Charlotte Square, Edinburgh]
- **Date.** [if not known, an estimate should be made, e.g. c1880; c1900-1905]
- **Place taken** [if a photograph].
- **Photographer's name and/or name of photographer studio. Or Artist's name, etc.**
- **Collection.** [if applicable]
- **Reference code.** [if applicable]
- **Repository,** [Give an indication of who holds the image]
- **Repository location.**
- **[Description of photograph/image].** [This may only be required if you have very little information about the image – put this description into square brackets.]
- **Collection:** [if the item was found within a database with multiple collections, then give the name of the collection.]
- **URL** [if the item was found online. See the URL guidelines for details.]
- **: accessed.** [give the date accessed after the word 'accessed' and then a full stop. The month is written out long form.]

Images

Example:

Images: Painting. Sir Henry Sidney (1529-1586). Late 16th century. Unknown artist. Primary collection. NPG 2823. National Portrait Gallery, London. [Oil on paper.] http://www.npg.org.uk/ : accessed 06 August 2015.

Images: Photograph. James Campbell and Ann Bryce wedding group. 6 March 1870. Edinburgh. James Williamson, photographers. Private collection of George B. Campbell, Dundee.

   [Group photograph of wedding guests outside St. George's Church, Charlotte Square, Edinburgh.]

Maps

- Map maker.
- (Year of issue)
- Title of map.
- *Map series,* [in italics and if known]
- sheet number,
- Scale.
- Place of publication: Publisher.
- Collection: [if the item was found within a database with multiple collections, then give the name of the collection.]
- URL [if the item was found online. See the URL guidelines for details.]
- : accessed. [give the date accessed after the word 'accessed' and then a full stop. The month is written out long form.]

Examples:

Carrington, Frederic Alonzo. (1842) Plan of New Plymouth in New Zealand. 1:7,920. London : Elder Smith. Alexander Turnbull Library Cartographic Collection. https://ndhadeliver.natlib.govt.nz/delivery/DeliveryManagerServlet?dps_pid=IE44 5078 : accessed 05 February 2017.

Cary, John. (1794) Cary's new map of England and Wales: [Herefordshire, Middlesex & Essex]. Sheets 25 & 26. London: John Cary. David Rumsey Historical Map Collection. Image no.:0132016. http://www.davidrumsey.com : accessed 06 August 2015.

Ordnance Survey. (1860) Town plan of Hawick. Sheet xxv.3.24, 1:500. [?]: Ordnance Survey. http://maps.nls.uk/townplans/hawick.html : accessed 10 August 2018.

Ordnance Survey. (2006) Chester and North Wales. *Landranger series*, sheet 106, 1:50000. Southampton: Ordnance Survey.

Military Records

- **Creator.**
- **(Country).** [If not obvious from creator.]
- **Record Type.**
- **Name of interest.**
- **Service number.**
- **Date OR Conflict.** [If not included in record type.]
- **Archival reference number.**
- **Repository name,** [If applicable and available.]
- **Repository place.** [If applicable and available.]
- **Collection:** [if the item was found within a database with multiple collections, then give the name of the collection.]
- **URL** [if the item was found online. See the URL guidelines for details.]
- **: accessed.** [give the date accessed after the word 'accessed' and then a full stop. The month is written out long form.]

Examples:

Army Medal Office (Great Britain). WW1 Medal Index Card. CHALONER, George. Regimental number: 26082. Collection: British Army WW1 Medal Roll Index Cards, 1914-1920. http://www.ancestry.co.uk : accessed 18 May 2014.

[George's medal card information as found on Ancestry does not include the in-depth details in regards to archival collection reference code and numbers as the following reference for the same medal card sourced from the TNA archive website is able to provide.]

Army Medal Office (Great Britain). WW1 Medal Index Card. CHALONER, George. Regimental number: 26082. War Office: Service Medal and Award Rolls Index, First World War. WO 372/4/67866. National Archives (Great Britain), Kew, England. http://discovery.nationalarchives.gov.uk/details/r/D1750320 : accessed 24 July 2018.

Minister of Defence. (New Zealand). List of Military Defaulters. JONES, Charles. Mangapehi. 14 May 1919. Collection: New Zealand WWI Military Defaulters, 1919-1921, New Zealand Gazette. www.ancestry.co.uk : accessed 6 April 2020.

[There were two Charles Jones in this defaulters list. The place of residence was included to identify the person of interest.]

New Zealand Defence Force. Military Personnel File. ALDRIDGE, A.W. Army no. 19942. WWII. NZDF Personnel Archives, Trentham Military Camp, Wellington.

New Zealand Defence Force. Military Personnel File. ANTON, Sidney James. Service no. 72446. WWI. Archives New Zealand, Wellington. Agency no. AABK. Series no. 18805. Item ID R224054163. Collection: Archway. New Zealand Defence Force Personal Archives, Military Personnel Files 1873-1991. https://www.archway.archives.govt.nz/ViewFullItem.do?code=24054163&digital=yes : accessed 13 February 2016.

Monumental inscriptions

- **Monumental inscriptions.**
- **Country.**
- **Place.** [Church name, parish, county, etc.]
- **Date of death.** [If referring to one person.]
- **Person or Family name**
- **Transcription.**
- **In:** [give details of the publication if applicable.]
- **Transcriber's name and date of transcription** [if transcribed personally.]
- **Collection:** [if the item was found within a database with multiple collections, then give the name of the collection.]
- **URL** [if the item was found online. See the URL guidelines for details.]
- **: accessed.** [give the date accessed after the word 'accessed' and then a full stop. The month is written out long form.]

Examples:
For monumental inscriptions coming from a publication:

Monumental inscriptions. Scotland. Cupar Old Parish Churchyard, Kirk Wynd, Cupar, Fife. 21 March 1861. CAMPBELL, Ann. [Transcription] In: Fife Family History Society (2004) Fifeshire monumental inscriptions (pre-1855), vol. 3. The north east parishes. Edinburgh: Scottish Genealogy Society, p. 135.

Monumental inscriptions. England. Swaffam High Parish Churchyard, Lower Swaffam, Norfolk. BRERETON family. [Transcription] In: Norfolk Family History Society (2018) East Norfolk monumental inscriptions, vol. 14. Norwich: Norfolk Family History Society, p. 204.

   [This is a family stone with dates for many individuals and this page gives the transcription for the entire family.]

Monumental inscriptions. New Zealand. Taita Cemetery - Old Section, Lower Hutt, Wellington. 18 October 1892. CAMPBELL, William. Transcribed by Peter Jones, 16 February 2018.

[This is a monumental inscription coming from a gravestone the researcher has looked at personally.]

Monumental inscriptions. Scotland. Cupar Churchyard and St James Cemetery, Cupar, Fife. LEES, Charles family. [Transcription] http://www.deceasedonline.com : accessed 06 August 2015.

Monumental inscriptions. New Zealand. Tolaga Bay Cemetery, Gisborne District, Gisborne. 24 May 1889. SWAINSON, Louisa *Freeman*. Photo added by Rhonda Swainson. Find A Grave Memorial: 191443364. www.findagrave.com : accessed 06 August 2019.

Newspapers

Newspaper announcements and obituaries

- **Source type.** [e.g., Marriage announcements, Death announcements, Obituaries, etc.]
- **(Year of publication)**
- *Name of newspaper.* [In italics]
- **Day and month of publication.**
- **Name of person/people.**
- **Page number(s) and column line(s).**
- **Collection:** [if the item was found within a database with multiple collections, then give the name of the collection.]
- **URL** [if the item was found online. See the URL guidelines for details.]
- **: accessed.** [give the date accessed after the word 'accessed' and then a full stop. The month is written out long form.]

This is largely based on the Harvard style for newspaper articles but given a few tweaks for genealogical use.

Examples:

Death announcements. (1899) *London Daily News*. 24 January. ARNOLD, Sydney. p. 3d. Collection: British Newspapers, 1710-1965. www.findmypast.co.uk : accessed 2 August 2019.

Marriage announcements. (1861) *Southern Times*. 16 July. WILLARD, Bruce and FLORENCE, Sally. p. 23c.

Obituaries. (1956) *Glasgow Herald*. 23 April. BURNSIDE, Victor Gabriel. p. 34a. http://news.google.com/newspapers?nid=GGgVawPscysC : accessed 23 July 2018.

Obituaries. (1918) *Sun*. 20 September. SPENCE, G.D. p. 3c. Collection: National Library of New Zealand. Papers Past. The Sun 1914-1920. http://paperspast.natlib.govt.nz/cgi-bin/paperspast?a=d&d=SUNCH19180920.2.12 : accessed 7 May 2016.

Newspaper articles

- **Author(s).** [If the article does not have an author listed, use the title of the newspaper.]
- **(Year of publication)**
- **Title of article.**
- *Title of newspaper.*
- **Day and month.**
- **Page number(s) and column line(s).**
- **Collection:** [if the item was found within a database with multiple collections, then give the name of the collection.]
- **URL** [if the item was found online. See the URL guidelines for details.]
- **: accessed.** [give the date accessed after the word 'accessed' and then a full stop. The month is written out long form.]

Harvard has a reference style for newspaper articles so we've used it here. However, it's not so useful for 'family news announcements' as these often don't include a title, author, etc.; these are dealt with separately.

Examples:

Hunt, Tom. (2020) Portable buildings at hospital. *Dominion Post*. 25 March. p.12c.

['p. 12c' indicates that the article is on the twelfth page of the newspaper, and "c" indicates this is the third column of newsprint across the page.]

Dillon, Frances. (2000) Fishing the deep pond: genealogists reach out across the Atlantic. *Scotsman*.16 February. p. 3a. http://archive.scotsman.com/ : accessed 26 July 2018.

Bristol Gazette. (1923) Trawler sinks in heavy seas. *Bristol Gazette.* 12 December. p. 34a&b http://www.bristolgazette.co.uk : accessed 12 June 2018.

Caledonian Mercury. (1800) American commerce. *Caledonian Mercury*. 4 January. p. 2c. Collection: 19th Century British Newspapers. http://www.gale.cengage.com/ : accessed 18 July 2019.

Press Association. (1918) Transport Epidemic, Six of Crew Succumb. *Manawatu Standard*. 18 September. p. 4g. Collection: National Library of New Zealand. Papers Past, The Manawatu Standard 1883-1920. http://paperspast.natlib.govt.nz/cgi-bin/paperspast?a=d&cl=search&d=MS19180918.2.21 : 9 November 2015.

- **Creator(s)** [Shipping company.]
- **Source.** [Passenger List]
- ***Name of ship*** [in italics]
- **Departing/arriving** [name of port]
- **Name of person/people.**
- **Date.**
- **Reference code/number(s).** [If applicable and available. This refers to any useful codes or numbers referring to that source, collection and/or repository.]
- **Repository name.** [If applicable and available.]
- **Repository location.** [If applicable and available.]
- **Collection:** [if the item was found within a database with multiple collections, then give the name of the collection.]
- **URL** [if the item was found online. See the URL guidelines for details.]
- **: accessed.** [give the date accessed after the word 'accessed' and then a full stop. The month is written out long form.]

Passenger Lists

Examples:

Board of Trade (Great Britain). Passenger list for *Victorian* departing Liverpool for Saint John, New Brunswick, Canada. ADDERLEY, Francis (birth year 1870). 08 April

1906. Collection: Passenger Lists Leaving UK, 1890-1960. www.findmypast.co.uk : accessed 1 Jul 2014.

   [In this case, the age of the passenger was included to ease identification as there was another Francis ADDERLEY on this voyage, birth year 1899. No archive details were apparent on the FMP record so these could not be included.]

Passenger list for *S.S. Tutanekai* departing Apia. ARMSTRONG, J.D. 21 April 1928. Collection: New Zealand, Immigration Passenger Lists, 1855-1973. https://familysearch.org/pal:/MM9.3.1/TH-266-12529-30336-41?cc=1609792&wc=M9WVC66:n791307836 : accessed 14 August 2019.

   [No information was apparent as to the creator of the list so a description was given first. No repository was easily found so this was not included here.]

Passenger list for *Camperdown* arriving Marlborough. RYAN, Timothy. 3 July 1876. Film no. 004411616. Image no. 15. Archives New Zealand. Wellington. Collection: New Zealand, Immigration Passenger Lists, 1855-1973. https://www.familysearch.org/ark:/61903/1:1:FSBR-DMF : accessed 14 August 2019.

Passenger list for *Active* arriving Bay of Islands. KING, John. 16 December 1814. [Transcription]. Collection: New Zealand Yesteryears. Passenger Lists. [original source: New Zealand's Heritage: The Making of a Nation, Vol 5. p. 579.] http://www.yesteryears.co.nz/shipping/passlists/active.html : accessed 5 April 2020.

Union Steamship Company. Passenger List for *S.S. Tarawera* arriving Sydney. ROBERTS, Thomas [crew]. 6 April 1893. State Records Authority of New South Wales. Kingswood, New South Wales, Australia. Collection: New South Wales, Unassisted Immigrant Passenger Lists, 1826-1922. www.ancestry.co.uk : accessed 30 December 2018.

Testamentary records (Wills, Probates etc)

- **Source type.** [Testamentary records.]
- **Country.**
- **Date of item.** [In most cases, this will be the date of confirmation, probate, registration, etc. depending on the source. Not the date of death.]
- **Name of person.**
- **Type of item.** [Will, Testament testamentar, Inventory, Administration, Curations,etc.]
- **Collection name.** [If applicable. This refers to an archival collection in particular]
- **Reference code(s).** [If applicable. This refers to any archival codes referring to that source, collection and/or repository.]
- **Repository name,** [If applicable]
- **Repository location.** [If applicable]
- **Collection:** [if the item was found within a database with multiple collections, then give the name of the collection.]
- **URL** [if the itemwas found online. See the URL guidelines for details.]
- **: accessed.** [give the date accessed after the word 'accessed' and then a full stop. The month is written out long form.]

For testamentary information that has come from printed sources such as a calendar of confirmations, use this referencing style:

- **Source type.** [Testamentary records.]
- **Country.**
- **Date of probate, grant of administration, confirmation, etc.**
- **Name of the person**
- **Author of the printed source.**
- ***Title of the printed source.*** [in italics.]
- **Page number.**
- **Collection:** [if the item was found within a database with multiple collections, then give the name of the collection.]
- **URL** [if the item was found online. See the URL guidelines for details.]
- **: accessed.** [give the date accessed after the word 'accessed' and then a full stop. The month is written out long form.]

Examples:

Testamentary records. England. 3 April 1635. BLOUNT, Richard. Will. *Prerogative Court of Canterbury: Will Registers*. PROB 11/167/405. The National Archives, Kew, England. http://discovery.nationalarchives.gov.uk/SearchUI/details/D868358?uri=D868358-details: accessed 22 August 2018.

Testamentary records. Wales. 10 February 1806. JONES, John. Will and Grant of Administration. B1806-63. National Library of Wales, Aberystwyth. Collection: Bangor Probate Records, 1576-1858. http://hdl.handle.net/10107/575311 : accessed 07 August 2014.

Testamentary records. New Zealand. 9 August 1897. WILLIAMS, John. Will and Grant of Probate. R22209507/ 103/ 5610. Archives New Zealand, Wellington. Collection: New Zealand, Archives New Zealand, Probate Records, 1843-1998. https://www.familysearch.org/ark:/61903/1:1:QK9V-KTDK : accessed 07 August 2019.

Testamentary records. England.21 March 1861. CAMPBELL, Ann. Principal Probate Registry. *Calendar of the grants of probate*. p. 10. Collection: England & Wales, National Probate Calendar, 1858-1966. http://www.ancestry.co.uk : accessed 22 August 2018.

   [This is for a printed probate calendar entry found within a digitized copy of the Calendar of Confirmations available on Ancestry.co.uk.]

Testamentary records. Scotland. 23 March 1869. MONTGOMERIE, Mathew. Trust disposition and settlement. Glasgow Sheriff Court Wills. SC36/51/55. http://www.scotlandspeople.gov.uk : accessed 31 July 2019.

Testamentary records. Scotland. 2 December 1885. NEWNES, Thomas Mold. Copy administration of effects. Non-Scottish Court. SC70/6/29. http://www.scotlandspeople.gov.uk : accessed 31 July 2019.

Bibliographies

Bibliographies help us understand the totality of the sources you've used when creating a piece of work. For example, you may use a number of secondary sources to inform your research without actually using data or quotes from them in your final written work. For primary sources, having a shorter list of more general references indicating the source types and geographic areas covered allows us to know more easily what was used in your written work.

Inclusion of a bibliography is also standard academic practice.

Primary sources used and referred to in your footnotes/endnotes, must be listed in the bibliography in a separate section from the secondary sources and need to be listed first. However, you do not need to give the specific references over again; instead a more general reference can be used to indicate the source type for a particular area studied. The amount of detail you need to give will depend on your research.

If you are using different sources, then provide a reference for each source – for example: if you are using transcriptions from the 1891 English census from FreeCen and images from the same census from Ancestry, then provide a reference for each. (see the examples below) These references are arranged in alphabetical order; not by source type using subheadings.

Secondary Sources

All secondary sources consulted during your research (whether or not directly used in the text) must be listed in the bibliography, including books, book chapters, journal articles, newspaper articles, theses, web resources, etc. These references are arranged in alphabetical order by the author's surname or title if there is no author. (See below for information on listing sources with titles that begin with the word 'The'.)

References in a bibliography should not include any reference to specific page numbers except when you are listing journal articles or chapters within an edited book. These references must contain the article's (or chapter's) entire range of pages within the journal/book. For example:

Byrnes, Giselle. (2014) Boundary Makers: Land Surveying in Nineteenth-Century New Zealand, In: *New Zealand Surveyor Journal of the New Zealand Institute of Surveyors*. Issue 303. pp. 5-10.

Rumpole, Edward. (1997) 'Managerial expert systems and organisational change'. In: Withers, R.J. and Patroch, R.A., eds. *Change management: a reader*. Chichester: Wiley. pp. 135-170.

Example bibliography

Bibliography

Primary Sources

Baptisms (PR) England. Wymondham Parish, Norfolk. [Transcriptions] Collection: Births and Christenings, 1538-1975. https://familysearch.org : accessed June-August 2011.

Baptisms (PR) England. Durham. [Transcriptions] http://www.durhamrecordsonline.com/index.php : accessed July-August 2016.

Births (CR) Scotland. Lanarkshire. http://www.scotlandspeople.gov.uk : accessed July-September 2018.

Births (CR) Scotland. Aberdeenshire. http://www.scotlandspeople.gov.uk : accessed July-September 2018.

Births Index. (CR) New Zealand. www.bdmhistoricalrecords.dia.govt.nz/Search/Search.aspx?Path=%2FqueryEntry.m%3Ftype%3Dbirths : accessed 15 March 2016

Census records. England. 05 April 1891. http://findmypast.co.uk : accessed August 2016.

Census records. England. 05 April 1891. [Transcriptions] http://freecen.org.uk : accessed August 2016.

Census records. England. 31 March 1901. [Transcriptions] http://freecen.org.uk : accessed August 2016.

Census records. England. Norfolk. 03 April 1881. http://www.ancestry.co.uk : accessed April-June 2014.

Census records. England. Suffolk. 03 April 1881. http://www.ancestry.co.uk : accessed April-June 2014.

Census records. England. Wiltshire. 03 April 1881. http://www.ancestry.co.uk : accessed April-June 2014.

Census records. Scotland. Glasgow. 06 April 1841. http://www.scotlandspeople.gov.uk : accessed September-December 2008.

Valuation Rolls. Scotland. Lanarkshire. 1885-1905. http://www.scotlandspeople.gov.uk : accessed November-December 2015.

Secondary Sources

Brett, Henry. (1928) White Wings (Volume II). Auckland: The Brett Publishing Company Limited. Collection: New Zealand Electronic Text Collection http://nzetc.victoria.ac.nz/tm/scholarly/tei-Bre02Whit.html : accessed 22 March 2016.

Byrnes, Giselle. (2014) Boundary Makers: Land Surveying in Nineteenth-Century New Zealand, In: New Zealand Surveyor Journal of the New Zealand Institute of Surveyors. Issue 303. pp. 5-10.

King, Michael. (2003) The Penguin History of New Zealand. Auckland: Penguin Books (N.Z.) Ltd.

Rumpole, Edward. (1997) 'Managerial expert systems and organisational change'. In: Withers, R.J. and Patroch, R.A., eds. Change management: a reader. Chichester: Wiley. pp. 135-170.

Bibliography formatting

Use Arial, Calibri or Times New Roman font, 10 point. Indent the second and any subsequent lines of a reference by .5 cm. Single spacing with 10pts between each reference. [The example above uses this formatting. If you use Word, you can achieve the 10 pt spacing between each reference by highlighting the references to affect, bringing up the Paragraph dialog box and then entering 10pt in the Spacing/After box in the Indents and Spacing tab.]

Bibliographical referencing software

There is bibliographical referencing software available which can assist you in creating references for your secondary sources. A good example is EndNote, but there are also free products such as Mendeley, a reference and PDF organizer, and Zotero, which support various versions of the Harvard style. Most bibliographical referencing software is configurable which means you can change the output style to match ours. You'll need to check the software's help section for configuration information. These will automatically format your references in your selected style, which you can choose from a number of options and also provides a good way of organizing your references. Please note that this type of software is not designed for use with genealogical and archival primary sources.