



Government of **Western Australia**
Department of **Culture and the Arts**
State Records Office of Western Australia

Information Sheet

Referencing

The State Records Office of Western Australia collects, manages and preserves the heritage of Western Australia as recorded in original government records. These records include files, volumes, maps and plans.

Any researcher, whether doing research for their own purposes, for study at a university or college, or for eventual publication, should acquire the habit of citing references correctly.

Simple referencing such as “State Records Office” or “SRO”, for example, can only lead to time-consuming and often frustrating searches at a later date. Adding “Western Australia” or “WA” will only alleviate the problem slightly.

The correct citation of references is important for several reasons:

- Provides a check-list of references used
- Adds credibility to a published work
- Helps future researchers find the original reference.

Citation of references

When preparing a citation, the information required will depend on whether the reference being cited is:

A general finding aid in use in the State Records Office

A large collection of archival records,

A specific item from within a collection of archives.

For each of these cases it is important to identify the author of the work cited, the title of the work cited, and any other identifying information, such as the file reference number, date of creation, and, to assist in retrieval, the location of the work. Some material is only available on microform (microfilm or microfiche). It is advisable to add (mf or microform) to references you are citing which are on microform.

For your own notes you should organise this information in the way that suits your working style best.

However, for publication, the State Records Office of Western Australia suggests the following formats for use in footnotes, endnotes and reference lists or bibliographies. Two versions of citation examples are given: Full and Abbreviated.

Note: If you use the abbreviated form an explanation of the abbreviation must be given. The abbreviated form is best used for footnotes and the full form for a bibliography.

The information you require in each case will be:

1) **A general finding aid in use in the State Records Office:**

Author : State Records Office of Western Australia

Title/Agency name

Western Australian Agency (WAA) or Archive Note (AN) number

Examples:

a) Archive Notes (AN)

Full: State Records Office of Western Australia, AN 267, Records of the Moora Road Board.

State Records Office of Western Australia, WAA 7, Public Works Department

Abbreviated: SROWA, Moora Rd Bd, AN 267.

SROWA, WAA 7, PWD

2) **A large collection of archival records:**

Author /Agency Name

Title/ Series Description

Location: State Records Office of Western Australia

WAS (if applicable)

and/or Consignment/Accession number

Examples:

Full: Moora Road Board (1922 – 1961), State Records Office of Western Australia, Acc 1257

Department of Lands and Surveys, *Files*, 1881-1971; State Records Office of Western Australia, Acc 541.

Department of Lands and Surveys, *Files - General*, 1919-1987; State Records Office of Western Australia, WAS 211, Cons 3462

Department of Lands and Surveys, *Exploration Plans*, State Records
Office of Western Australia, WAS 50

Abbreviated: Moora Rd Bd , SROWA, Acc 1257

L & S, *Files*, 1881-1971(SROWA, Acc 541).

L & S, Files - General, SROWA, WAS 211, Cons 3462.

L & S, *Exploration Plans* (SROWA, WAS 50).

3) **A specific item from within a collection of archives:**

Title/Creator of collection

Item/File Number

Title of item

Date of item (Optional. Many file reference numbers include the year of creation within the number.)

Location: State Records Office of Western Australia

WAS

Consignment/Accession number

Item number

Year (if applicable)

Examples:

Full: Moora Road Board, *Minutes* 29 April 1922 - 5 June 1923. State Records Office of Western Australia, Acc 1257/3

Department of Lands and Surveys, file 1581/1899 - *Karrakatta Cemetery By-laws*. State Records Office of Western Australia, Acc 541.

Public Works Department, 438/71, *Boulder Sewerage Scheme General*. State Records Office of Western Australia, WAS 82, Cons 3462

Department of Lands and Surveys, A. C. Gregory, *Exploration to the northward and eastward of Toodyay* (Eastern Sheet) (1846). State Records Office of Western Australia, WAS 50, Cons 3423/18.

Abbreviated: Moora Rd Bd, Minutes 1922-1923. SROWA, Acc 1257/3.

L & S, 1581/1899 - *Karrakatta Cemetery*. (SROWA, Acc 541)

PWD, 438/71, *Boulder Sewerage Scheme*. SROWA, WAS 82, Cons 3462.

L & S, A.C. Gregory. *Expl. to N and E of Toodyay*. (SROWA, WAS 50, Cons 3423/18)

NB: Citation of individual items within a file or volume, should follow in the same formats eg.:

Full: Public Works Department, 438/71, *Boulder Sewerage Scheme General*, letter, Smith to Jones, 2 February 1973. State Records Office of Western Australia, WAS 82, Cons 3462

Smith (1973) letter, 2 February, to Jones in Public Works Department, 438/71, *Boulder Sewerage Scheme General*. State Records Office of Western Australia, WAS 82, Cons 3462

Abbreviated: PWD, 438/71, *Boulder Sewerage Scheme*, letter, Smith to Jones, 2/2/1973. SROWA, WAS 82, Cons 3462

Smith to Jones,2/2/1973(PWD,438/71;SROWA,Cons3462)

Intext Referencing

Wherever an in-text reference is to be used then the normal structure of author, date, page can be modified in the following manner, provided an explanation of abbreviations and full text referencing including location is given in the reference list or bibliography:

1) A general finding aid in use in the State Records Office:

Author : State Records Office of Western Australia

Western Australian Series (WAS) or Archive Note (AN) number

Examples:

a) Archive Notes (AN) - [SROWA, AN267]

b) Series Registration System (SRS) - [SROWA, WAA]

2) A large collection of archival records:

Author /Agency Name

Consignment/Accession number

Examples:

a) Archive Notes (AN) - [Dept. Lands and Survey; Acc 541].

b)Series Registration System (SRS) - [L & S; Cons 3462]

3) **A specific item from within a collection of archives:**

Title/Creator of collection

Item/File Number

Consignment/Accession number

Examples:

[Moora Rd Bd; Acc 1257/3] [L & S, Acc 541; 1581/1899]

[PWD, Cons 3462; 438/71] [L & S, Cons 3423/18]

Citation of individual items within a file or volume, should follow in the same format
eg.:

[Smith,1973,Cons3462;438/71,fol.3]

[Jones;Cons3423/18,fol.67]

The staff of the State Records Office of Western Australia are always willing to assist if you have any queries about citing any of our records.