

Citation of archival documents. Harvard style

How to reference in the text?

As a general rule, sources will be referred to with its authorship and year in parentheses separated by a comma. If authorship is mentioned in the text, only the year will appear in brackets.

(Fonseca, 1592)

As stated by Fonseca (1592)

If reference is made to a specific page or folio/foil, p. pp. f. or ff. should be used, also separated by commas. (Fonseca, 1592, p.36)

In sources where the exact date is unknown, *circa* may be used.

As stated by Fonseca (c. 1556, pp. 28-29)

(Fonseca, c. mid-16th century).

In documents where the authorship is unknown, italics should be used to refer to the document in the text.

According to data provided by the *List of stone purchase and sale* (1695)

(*List of stone purchase and sale*, 1695)

If several primary sources are used in the same work, it may happen that you have several sources without authors, without dates, and/or long titles that need to be abbreviated. In these cases, it is suggested to incorporate some additional information in your in-text references to help the reader distinguish the references. This could be an archive reference number or the specific date of the document, etc.

(*List of stone purchase and sale*, AMBU F-0987)

(*List of stone purchase and sale*, 2 August 1695)

What happens if the references in the text are too long?

On the whole, additional information needed to clarify references should be included in the text, as indicated above.

However, it is possible that by putting the additional information in the references within the text in brackets, some references may be too long and unwieldy. If this is the case, you can selectively use footnotes to clarify your references.

Even if footnotes have been used for some of your sources, a full reference for each source should be provided in the list of references at the end of the paper, so using **footnotes for references** is counterproductive for the character count, as they will appear in duplicate in the paper.

Footnotes should be kept to a minimum and used only for clarification or amplification.

All sources used should be cited in the text itself and referenced at the end of the paper.

How to make the reference at the end of the text?

Surname, Initials (Year) *Name of the document*. Day month, if applicable. Place of the file: name of the file. File number and description if necessary (box, page, etc.).

If consulted online, to the same format add "Available at: URL [Accessed day-month-year]" .

Surname, Initials (Year) *Name of document*. [online] Day month, if applicable. Place of the archive: name of the archive. File number and description if required (box, page, etc.). Available at: URL [Accessed day-month-year].

If a document does not have a title indicated, a descriptive title will be provided in square brackets and without italics.

If a document lacks authorship, the title in italics should be given first, followed by the year.

Name of the document. (Year) Day month, if applicable. Place of the file: name of the file. File number and description if necessary (box, page, etc.).

Name of the document. (Year) [online] Day month, if applicable. Place of the file: name of the file. Signature and description if required (box, page, etc.). Available at: URL [Accessed day-month-year].