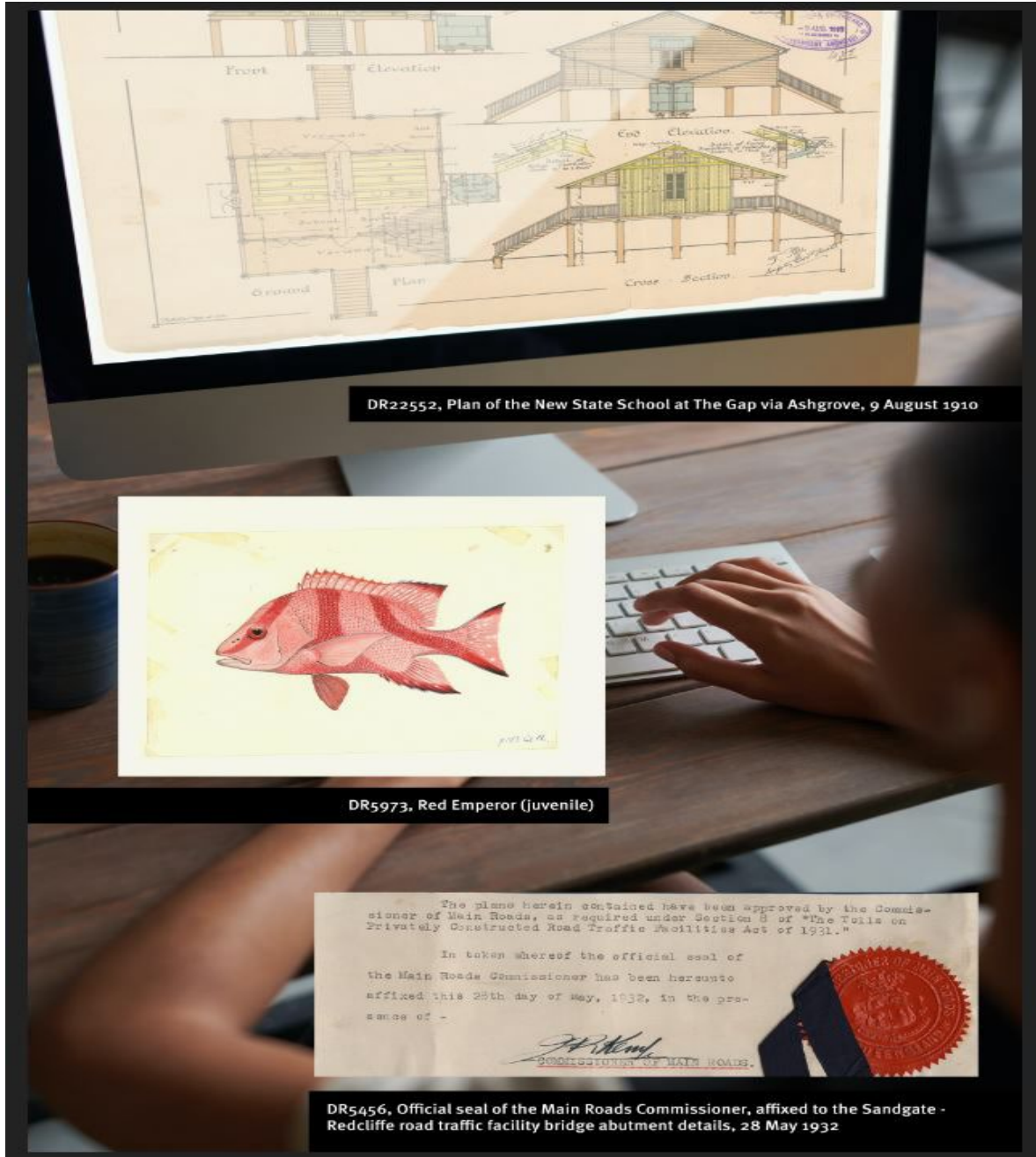


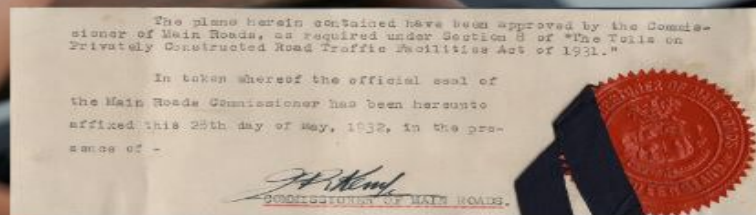
Citing and reproducing archival records



DR22552, Plan of the New State School at The Gap via Ashgrove, 9 August 1910



DR5973, Red Emperor (juvenile)



DR5456, Official seal of the Main Roads Commissioner, affixed to the Sandgate - Redcliffe road traffic facility bridge abutment details, 28 May 1932

Research Guide to citing and reproducing archival records at Queensland State Archives

Queensland State Archives (QSA) is the official repository for Queensland Government records selected for permanent retention because of their continuing value. The archived public records are from state government departments, state courts, local government authorities, statutory authorities, Commissions of Inquiry, Ministerial Offices and Government-owned corporations.

The records are in our facility at [Runcorn, Brisbane](#), and open records are available for viewing in the Reading Room, free-of-charge.

The main finding aid for records held at QSA is the [Queensland State Archives' online catalogue](#) (known as ArchivesSearch).

The following citation abbreviations are used throughout our catalogue:

ITM	QSA Item (describes the item)
PR	Physical Representation (generally the original or microfilm copy)
DR	Digital Representation (for a digital image)
S	Series (for series of records)
A	Agency (for the creating or responsible agency)

Aboriginal and Torres Strait Islander readers are advised that our catalogue contains images, names and voices of people who have died.

Whenever these public records are referenced the accepted citation should be included. Citations for archival records are important for the attribution and acknowledgment of the creator of the record and to link to the origin or provenance of the record. Further, the citation enables other researchers to find and use the records.

Citations for archival records differ from references to books and other published sources. An archival citation is generally about one item in a series, or a series of items created by an agency.

Academics, researchers and students should consult the style guide used by their institution or discipline for the prescribed format for referencing archival works. These organisational style guides for referencing archival works may be used in conjunction with the preferred citations of Queensland State Archives.

Citation details

Preferred citations for records held at QSA are in our catalogue, [ArchivesSearch](#) in the *detailed information* section. This citation field may be combined with other relevant details for referencing purposes.

Where QSA has digitised a document and created a digital representation (downloadable at *View Digital Copy* in ArchivesSearch), researchers are encouraged to reference using the DR (Digital Representation).

If a researcher viewed the physical item, prior to a digitised copy being made available online, the researcher may choose to cite the physical representation.

We will use the letter identified below to illustrate the different referencing options.

The screenshot displays the Queensland State Archives website interface. On the left is a navigation menu with sections for 'ArchivesSearch' (containing links for Items, Series, Agencies, Functions, and Mandates) and 'My Account'. The main content area features the title 'Letter from James Edwin Graham of the Italian Consulate, Sydney, to Sir George Bowen, Governor in Chief, Brisbane, regarding the introduction of Italian labourers into Queensland.' Below the title are buttons for 'Request to view in Reading Room', 'Request digital copy', and 'View Digital Copy'. A table lists the item's ID (ITM1448943), start date (18/07/1862), and end date (18/07/1862). Further down, there are sections for 'Access Status Summary' (Open), 'Previous System Identifiers' (COL/A76; SR5253/1177; DID6317; A1 Item ID 1448943), 'Agency Control Number' (62/1854), 'Subjects' (Correspondence -- inwards; Brisbane City; 1860-1869), 'Copyright Status' (Copyright State of Queensland), and 'User Tags' (italians, official documents). A 'Record Context' sidebar on the right shows the item's place within 'Inwards Correspondence'. At the bottom, an 'Item details' section includes a 'Citation' field.

Abbreviated citations such as those listed below provide minimal information and are not recommended for citing research.

- Queensland State Archives, Agency A107, Colonial Secretary's Office
- Queensland State Archives, Series S5253
- Queensland State Archives, Item ID ITM1448943
- Queensland State Archives, Item Representation ID DR6317

QSA recommends using expanded citations with referencing records held at QSA.

Expanded citations

It may be necessary to provide a detailed citation for inclusion in a bibliography, footnotes with no bibliography, or web referencing. To continue with our example, a complete reference needs all the individual elements that describe a record including the agency title, series title, item title and description and date range or a combination of all, which are noted below.

Institution's full name:	Queensland State Archives
Name of the creating agency:	Colonial Secretary's Office
Series ID and Title:	Series S5253, Inwards correspondence
Item ID, Letter and top numbered letter:	ITM1448943 , Letter 62/1854 (top numbered to 66/517)
Digital representation:	DR6317

The letter viewed as digital representation may be cited as:

Queensland State Archives, [DR6317](#), Letter from James Edwin Graham of the Italian Consulate, Sydney, to Sir George Bowen, Governor in Chief, Brisbane, regarding the introduction of Italian labourers into Queensland, 18 July 1862.

Alternatively, if the physical item was viewed, it may be cited as:

Queensland State Archives, Colonial Secretary's Office, S5253, Inwards correspondence, ITM1448943, Correspondence – inwards, Letter 62/1854 (top numbered to 66/517)

Multiple items from the same series in an expanded citation

To avoid repeating all elements of an expanded citation when referring to more than one item from the same series, you may cite these as:

Queensland State Archives, Colonial Secretary's Office, S5253, Inwards correspondence, 1859-1903

- ITM846805, Inwards correspondence, Letter 1 of 1866
- ITM846807, Inwards correspondence, Letter 602 of 1866

When more than one agency has responsibility for creating a series, ensure the agency that correctly corresponds to the date range of the series has been cited.

Citation details for letters with top numbers

Accurate referencing of original records is particularly important if a letter is top-numbered. The citation needs to include the letter referred to, as well as and the letter with the top or subsequent number. This is because the previous letter is filed in the bundle under the top-numbered letter.

The following citation is for the letter featured in our example above about the introduction of Italian labourers coming into Queensland. This letter was registered in Registers of Letters Received, Series ID S11936 (also known as COL/B series) as letter 1854 of 1862. The citation is:

- Queensland State Archives Item ID ITM1448943, Correspondence – inwards, letter 62/1854 (top numbered to 66/517)

For further information about this recordkeeping system refer to the [Research Guide to Top-numbering](#).

Reproducing materials from Queensland State Archives

Publication of any public record should not be undertaken unless the author or publisher has obtained permission from the relevant copyright holder, if copyright subsists in the work under the *Copyright Act 1968*. If the public record includes any third-party documents, including any images or photographs, separate permission may be needed from the third party to re-use these documents. Third party documents include letters written by a private individual or corporate agency to the head of a government department.

Works made by the State of Queensland before 1 January 1969

For works made by or under the direction of the State of Queensland before 1 January 1969, copyright expired as at 1 January 2019 and copyright permission is not required, unless third party material is in part, or all of the work.

Works made by the State of Queensland after 1 January 1969

For works made by or under the direction of the State of Queensland from 1 January 1969 onwards, copyright expires 50 years after the year in which the work was made.

If third party documents are included in the public record, different copyright duration rules may apply, for instance:

- where the third-party material is published before 1 January 2019, copyright duration is 70 years after the year in which the work was first published
- where the third-party material is created on or after 1 January 2019, copyright duration is:
 - if the author is known – 70 years after the year in which the author died
 - if the author is unknown – 70 years after the year in which the work was made, unless the work is published within 50 years of its making, in which case copyright duration is 70 years after the year in which the work was first published.

For further information on Crown copyright (unpublished and published), refer to the [Australian Copyright Council](#) website including the [Duration of Copyright](#) fact sheet, and the [Copyright Act 1968 - Sect 180](#) and associated legislation.

Need more information?

Check our online catalogue [ArchivesSearch](#).
Phone us on (07) 3037 6777 or you can [email](#) an archivist.