

Fact sheet: *referencing and acknowledging the Methodist Church of New Zealand Archives Collection*

Methodist Church of New Zealand Archives National Archive of the Methodist Church of New Zealand

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Hours: Tuesday and Thursday 1 pm-4 pm or by appointment (from September 2018).
Closed weekends, public holidays, Christmas-New Year and Easter Tuesday

Acknowledgements

Information which has been obtained from the Methodist Church of New Zealand Archives and is used in publications (whether print or digital) must be acknowledged to the Methodist Archives.

The correct name to use is: **Methodist Church of New Zealand Archives**

This can be abbreviated, after first use in full, to MCNZA.

Reproducing documents or images

If documents or images from the Archives Collection are to be reproduced, written permission to do this must be granted by the Archivist. This condition is stated on our researcher registration form and image order form.

It is the author's responsibility to clear copyright, and in many cases copyright of documents, publications or images held in the Methodist Archives, will be held by the Methodist Church of New Zealand. The Archivist will advise if there are any copyright permissions, which need to be obtained.

References

When referencing items from the collection any identifiers or code numbers used by the Methodist Archives must be included in the reference, as well as the name of our repository.

The database for the Archives Collection is currently under development. Consequently we recommend that as much information as possible about the title, date, or description of the item is included in the reference.

Unique identifiers or catalogue numbers

Some unique identifiers or catalogue numbers that are used in the Archives Collection, take the form of a letter and a number e.g. B-287.

B-287 is the identifier for the Roxburgh Methodist Church baptism register 1886-1908.

Some letters are used in this form of identifier for example: B baptism registers, M marriage registers, R membership rolls, P photographs, PA photograph albums.

Code numbers

These numbers were created by the Administration Division of the Methodist Church, to distinguish between districts, parishes and churches. The Archives have continued to use these numbers to link different formats of documents, photographs and publications together.

The code number is a 4 digit number e.g. 7110. For example, this is the code number for the Greymouth Methodist Parish. The code number can also have a suffix e.g. 7110-4, which is the number for Cobden Methodist Church.

Examples of references

- Example when citing a collection:
 - 6210 Eketahuna Methodist Parish records, Methodist Church of New Zealand Archives
- Example when citing an item from a collection:
 - Eketahuna Methodist Ladies Guild minute book 1928-1938, 6210 Eketahuna Methodist Parish records, Methodist Church of New Zealand Archives
- Example when citing from information files:
 - People Information files, Rev Thomas Buddle, MCNZA
 - Places Information files, 6210 Eketahuna Methodist Parish, MCNZA

Referencing images

Other than code numbers, the Photographs Collection does not yet have unique identifiers.

Photographs can be referenced by title or description and date, plus the name of the folder in which they are stored.

Referencing publications

Publishers will give you guidelines on the format they require references for publications to be given. If self-publishing, the following publications are recommended:

McLean, Gavin. *How to do local history*. Otago University Press, 2007.

Rosier-Jones, Joan. *Writing your family history: a New Zealand guide*. Random House, 2005.