

How to cite archival materials belonging to the State Archives in Zadar (DAZD)

Required data for a correct citation of archival materials: the reference of the fonds/collection, name of the fond/collection; name of the fond in the original language, archival signature of the units; name of the document or data of the archival content unit referenced with the date, year or time range; technical unit number (box / file /folder/ book).

Data	Example	Mandatory/ Optional
The reference of the fonds or collection	HR-DAZD-18	Mandatory
Name of fonds or collection /time/	Općina Trogir (1312-1797)	Mandatory
Name of the fonds or collection in the original language	Commune Tragurii	Optional
Signature of archival units	1.1.19.	Required for material with new finding aid
Name or information about the contents of the archival unit with mention of the date/year, or time range	Municipal Income Book 1416, 1417.	Mandatory
Technical unit and number: box /file/folder/ book	Box 66	Mandatory

EXAMPLES:

Textual Documents

HR-DAZD-18 Općina Trogir (1312.-1797.), Commune Tragurii, 1.1.19. Municipal Income Book 1416, 1417., box 66

Photographic Documents

HR-DAZD-385 Photo Collection (1855.-2011), City Album Zadar, 1875, 11.1

Cartographic Documents

HR-DAZD-383 Cartographic Collection (1664-20th Century), Map of Cabotage in the Adriatic Sea (1822-1824), 3.2.

Citing online sources from DAZD Digital Archives

Web Site Title.URL,(accessed Day.Month.Year)

<http://www.dazd.hr/hr/pregled/1234/1#10>, (accessed 26.3.2019.)