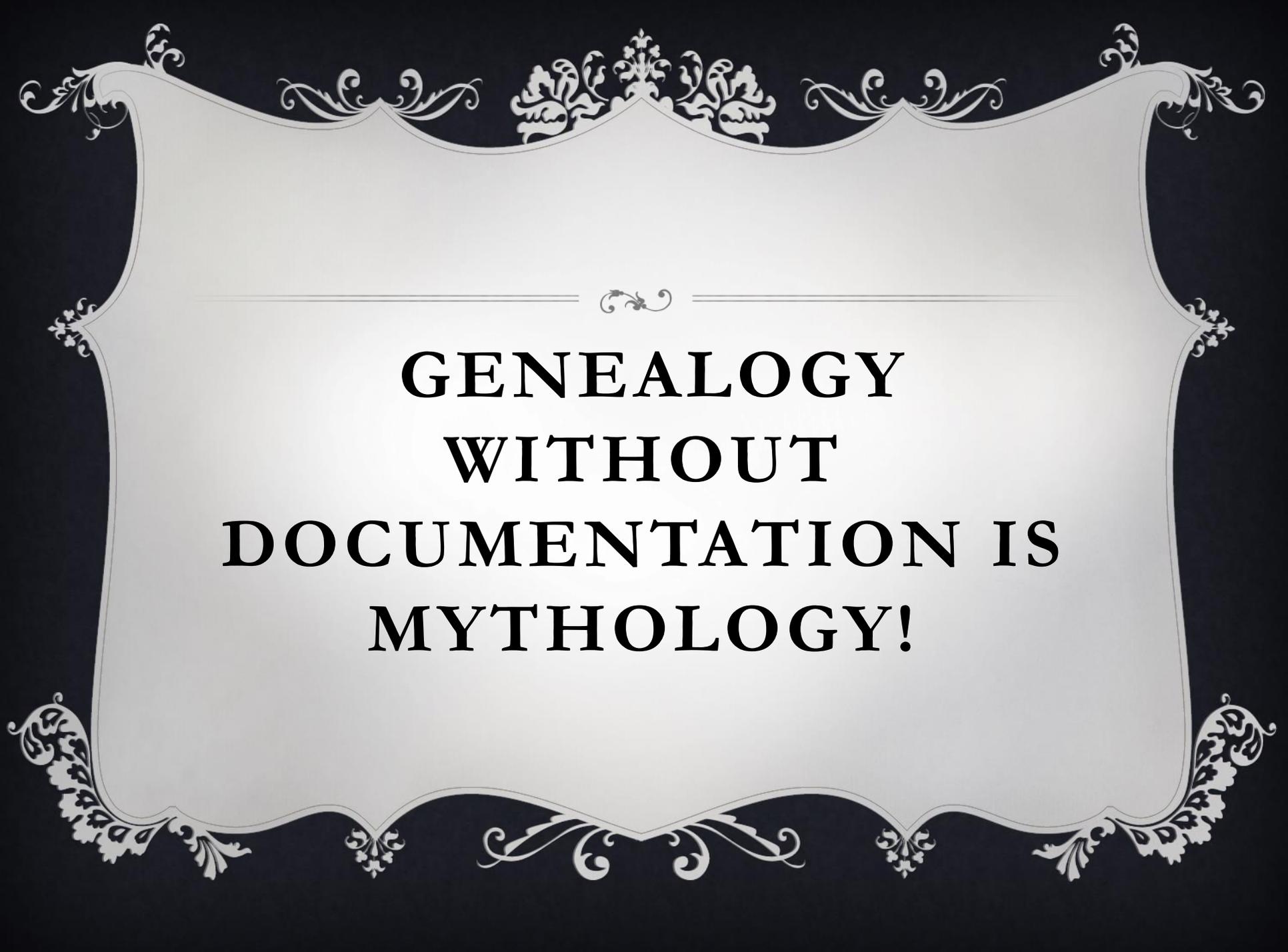


GENEALOGICAL DOCUMENTATION

Richard Reid

Friends of Irish Research





**GENEALOGY
WITHOUT
DOCUMENTATION IS
MYTHOLOGY!**

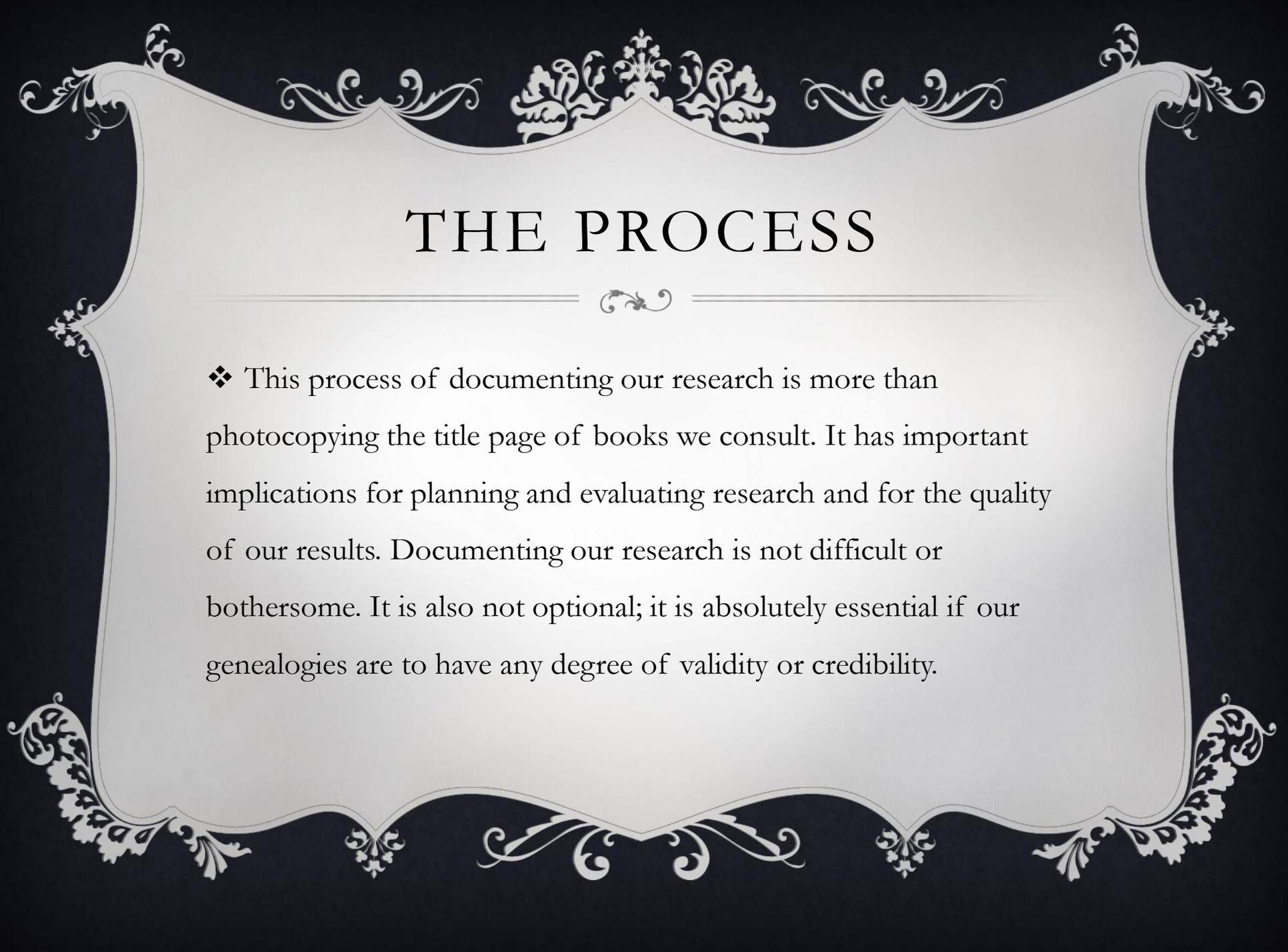


DOCUMENT
DOCUMENT
DOCUMENT



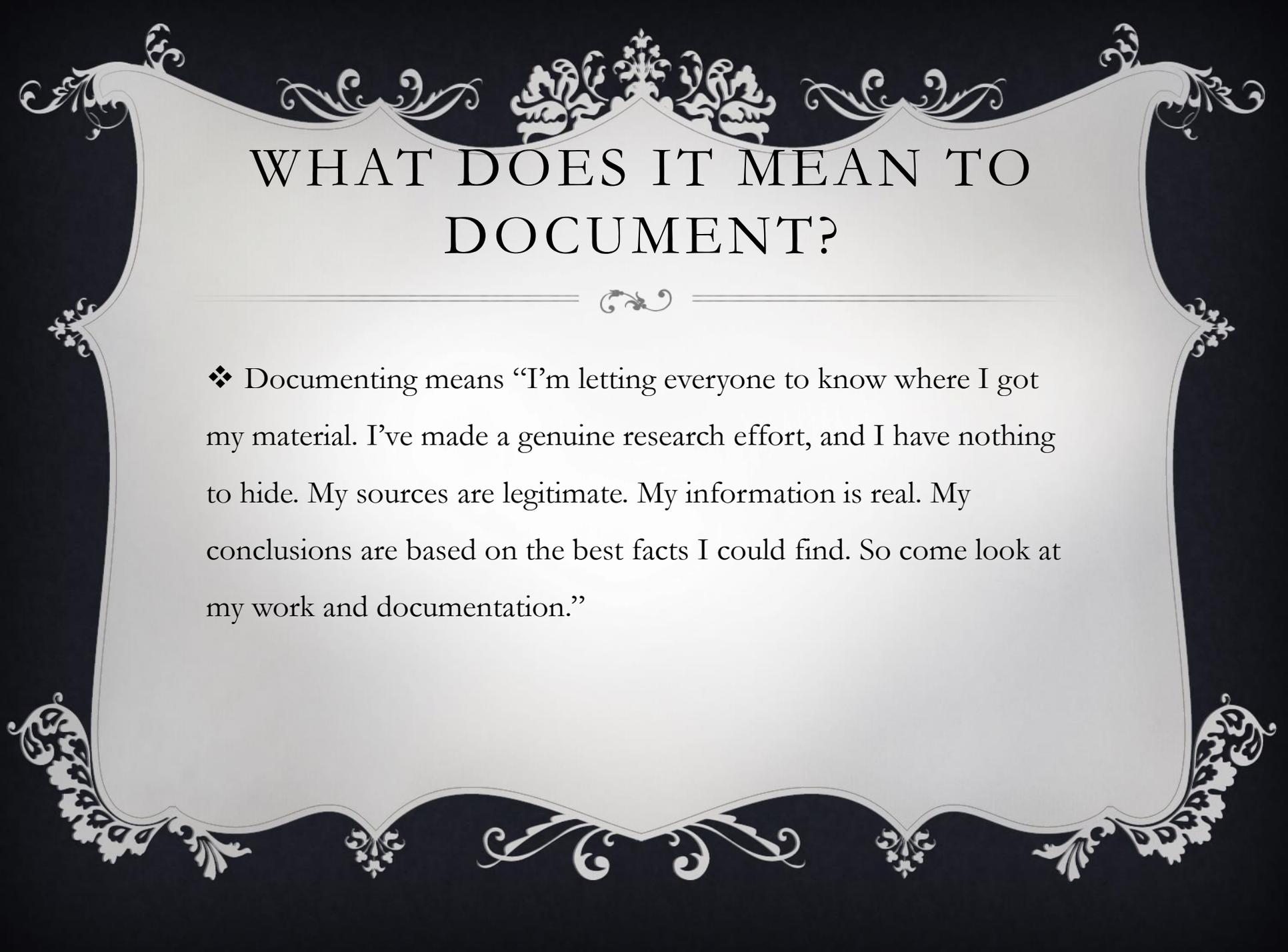
WHAT WE DO

❖ Genealogists accumulate facts and records about ancestors in both paper and electronic format, from paper and electronic sources. When we establish a name, relationship, date, place, or event in the life of an ancestor, the confirmation of that fact should be reflected in the records we have used. Thus, if we are smart, we note exactly where we found each piece of information so we can explain to others how the bits and pieces fit together and make a convincing argument for their accuracy. To demonstrate the validity of our facts, we post or cite information about the sources that provided the details.



THE PROCESS

❖ This process of documenting our research is more than photocopying the title page of books we consult. It has important implications for planning and evaluating research and for the quality of our results. Documenting our research is not difficult or bothersome. It is also not optional; it is absolutely essential if our genealogies are to have any degree of validity or credibility.



WHAT DOES IT MEAN TO DOCUMENT?

❖ Documenting means “I’m letting everyone to know where I got my material. I’ve made a genuine research effort, and I have nothing to hide. My sources are legitimate. My information is real. My conclusions are based on the best facts I could find. So come look at my work and documentation.”



WHY DOCUMENT?

- ❖ • To show where you have found, or have not found, ancestral information
- ❖ • To give your work validity and credibility
- ❖ • To substantiate and support your conclusions with appropriate, legitimate evidence



WHY DOCUMENT?

- ❖ • To allow others to check your facts and perhaps learn from you
- ❖ • To let others know enough about the sources so they could find and use the same information
- ❖ • To help you find your sources if you need to look at them again
- ❖ • To credit others whom you might quote



ANYTHING IS BETTER THAN NOTHING

- ❖ “Aunt Polly’s personal memory”.
- ❖ Aunt Polly’s personal memory as recorded April 1, 1970.
- ❖ Polly Jones (Woodstock, Connecticut), interview by Frederick Smith III, 1 Apr 1970; transcript privately held by Geoffrey Rasmussen, [ADDRESS FOR PRIVATE USE,] Surprise, AZ, 2011.



WHERE IS IT?

❖ Remember, if we or someone else can locate the information/source again, then you have included enough information in the citation. However, if you are publishing a report or article, or just simply want to follow the industry guidelines in correctly writing a citation, you can follow the guidelines as published in many books, websites and software programs.

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RECORD YOUR FINDINGS

❖ Genealogists today will typically record their citations in their genealogy management software. For example, if you locate a birth date for an ancestor from a published book, after recording the new date for that person, you would then add its citation. Once the citation has been added, it can be optionally included when you use your software's book reports, family group records, etc.

ADDING A SOURCE:

- ❖ add the new information to the person
- ❖ click on the source icon
- ❖ if this source is one you have not used previously, click on Add a New Source, fill in the fields, click Save, fill in the detail, and click Save.
- ❖ if this source is one you have previously entered for someone else, click on Cite a Master Source, select the source, fill in the detail, and click Save.

LEGACY 8

Add a New Master Source

Step 1. Add a New Master Source.

using SourceWriter

Cancel
Help

What kind of source do you want to cite?:

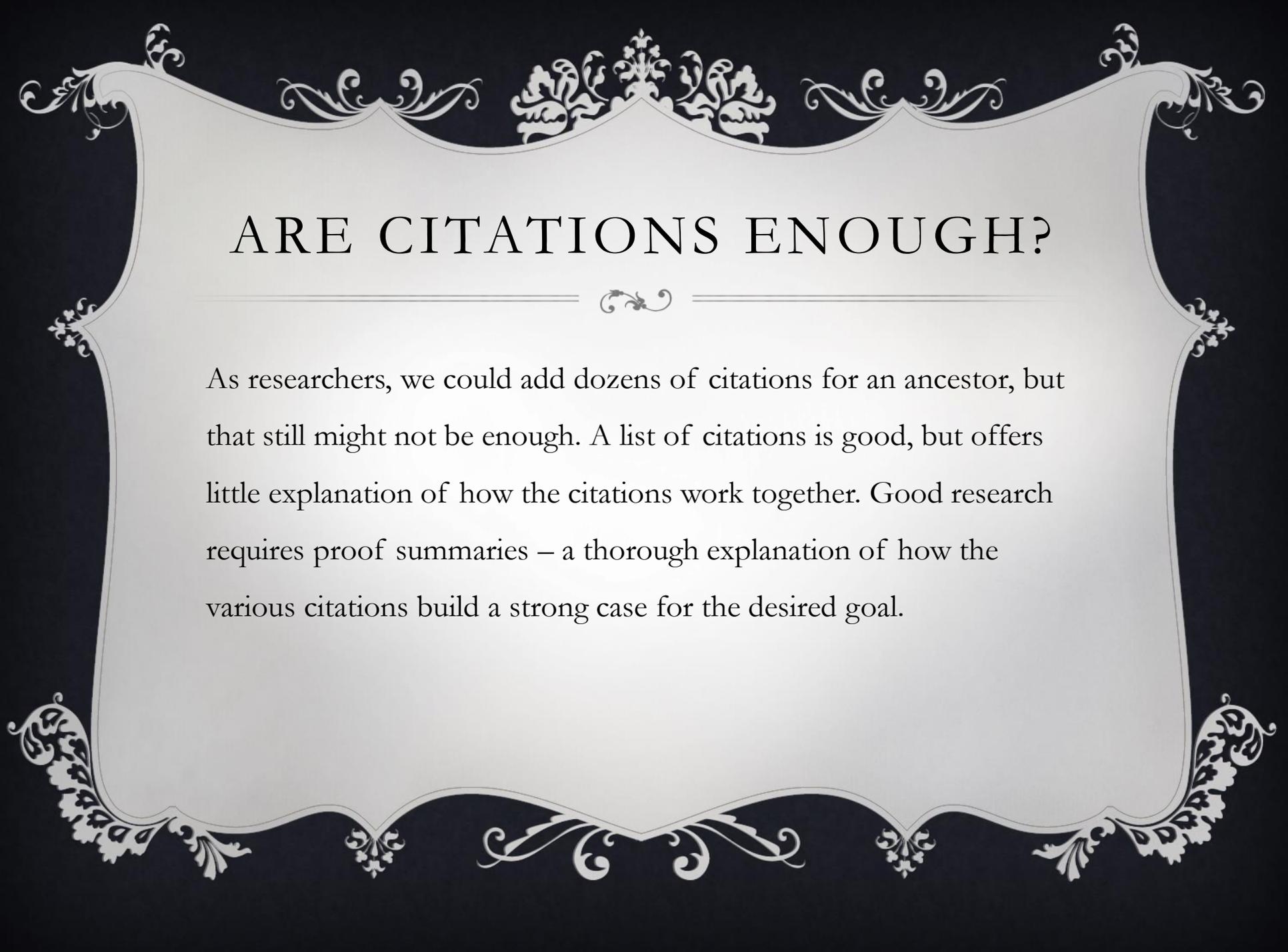
Search

OR choose the type of source from this list:

Letters	1) Select the type of marriage record:	Found in governmental records	Go to Step 2
Lineage-Society materials	2) Select the type of marriage record:	Marriage certificate	
Magazines	3) Select the country:	All countries except those below...	
Mailing List	4) Select the jurisdiction:	Created at state/provincial level	
Maps	5) Select the medium:	Click here to select	
Marriage records		Click here to select	
Medical records		Basic format	
Membership organization records		Microfilm/fiche	
Message boards/forums		Microfilm/fiche (filmed by Family History Library)	
		Online databases	Go to Step 2
		Online images	

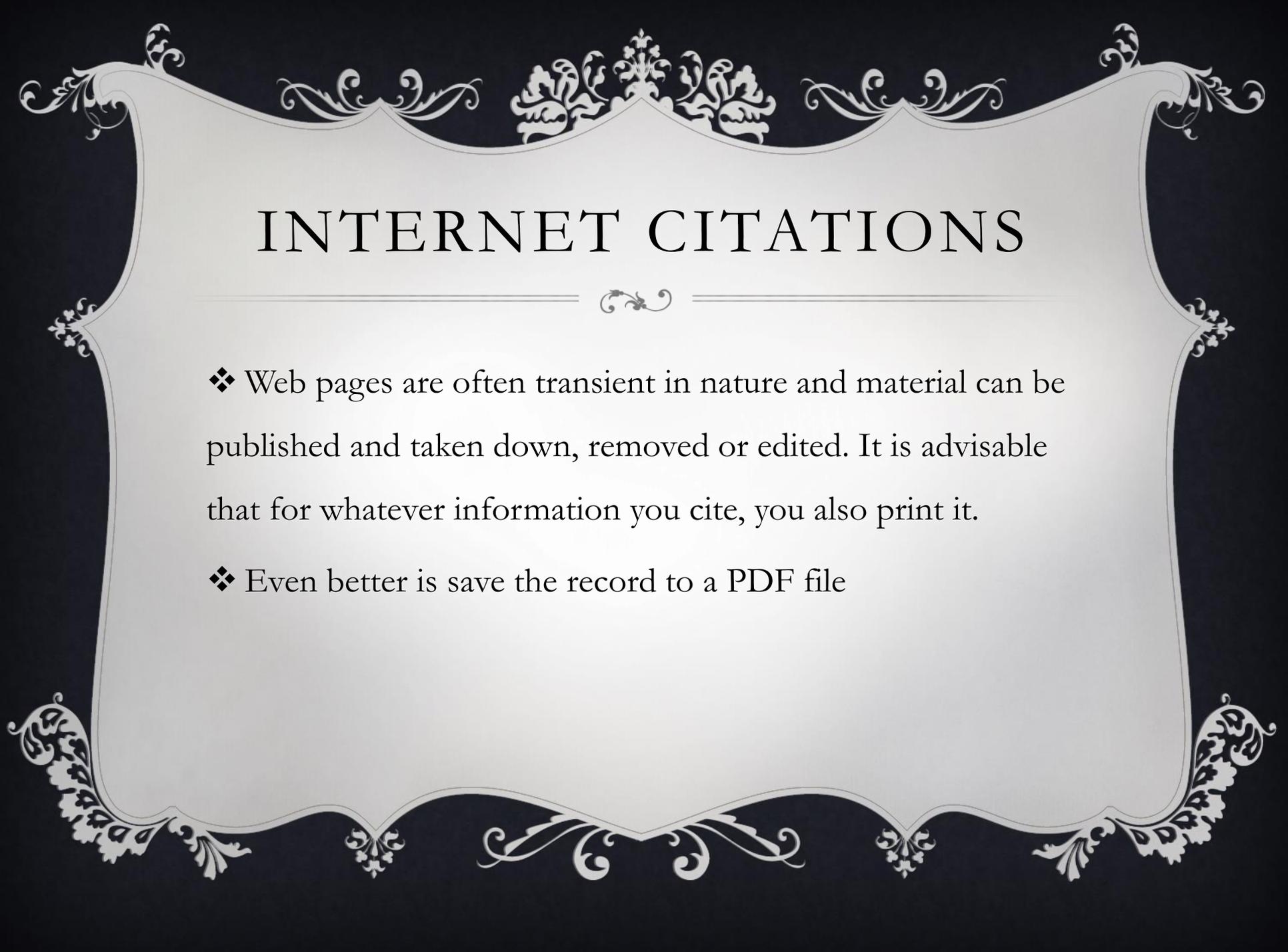
OR select one of your bookmarked sources

[Create a bookmark for the selected source.](#) [Delete Bookmark](#)



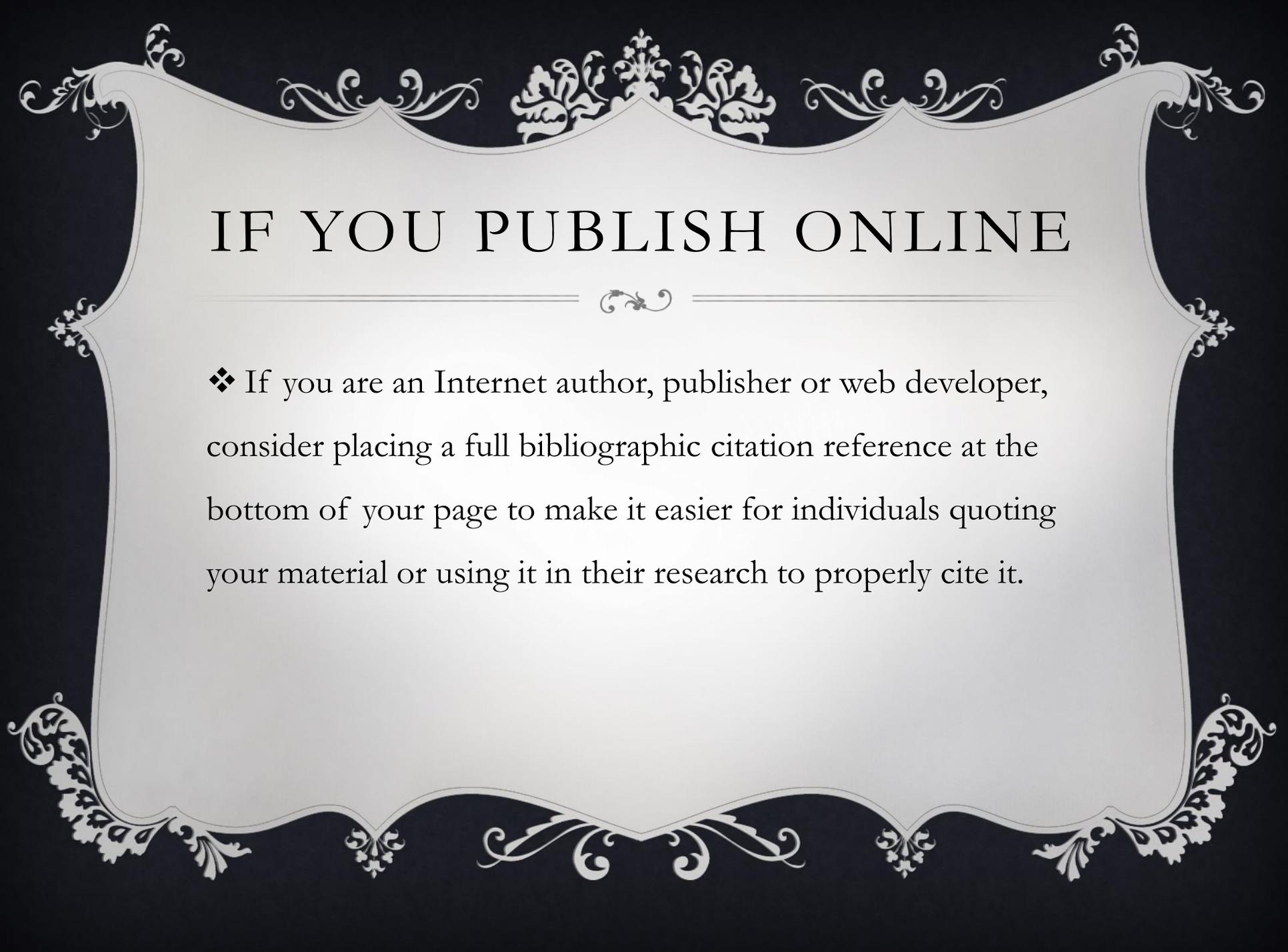
ARE CITATIONS ENOUGH?

As researchers, we could add dozens of citations for an ancestor, but that still might not be enough. A list of citations is good, but offers little explanation of how the citations work together. Good research requires proof summaries – a thorough explanation of how the various citations build a strong case for the desired goal.

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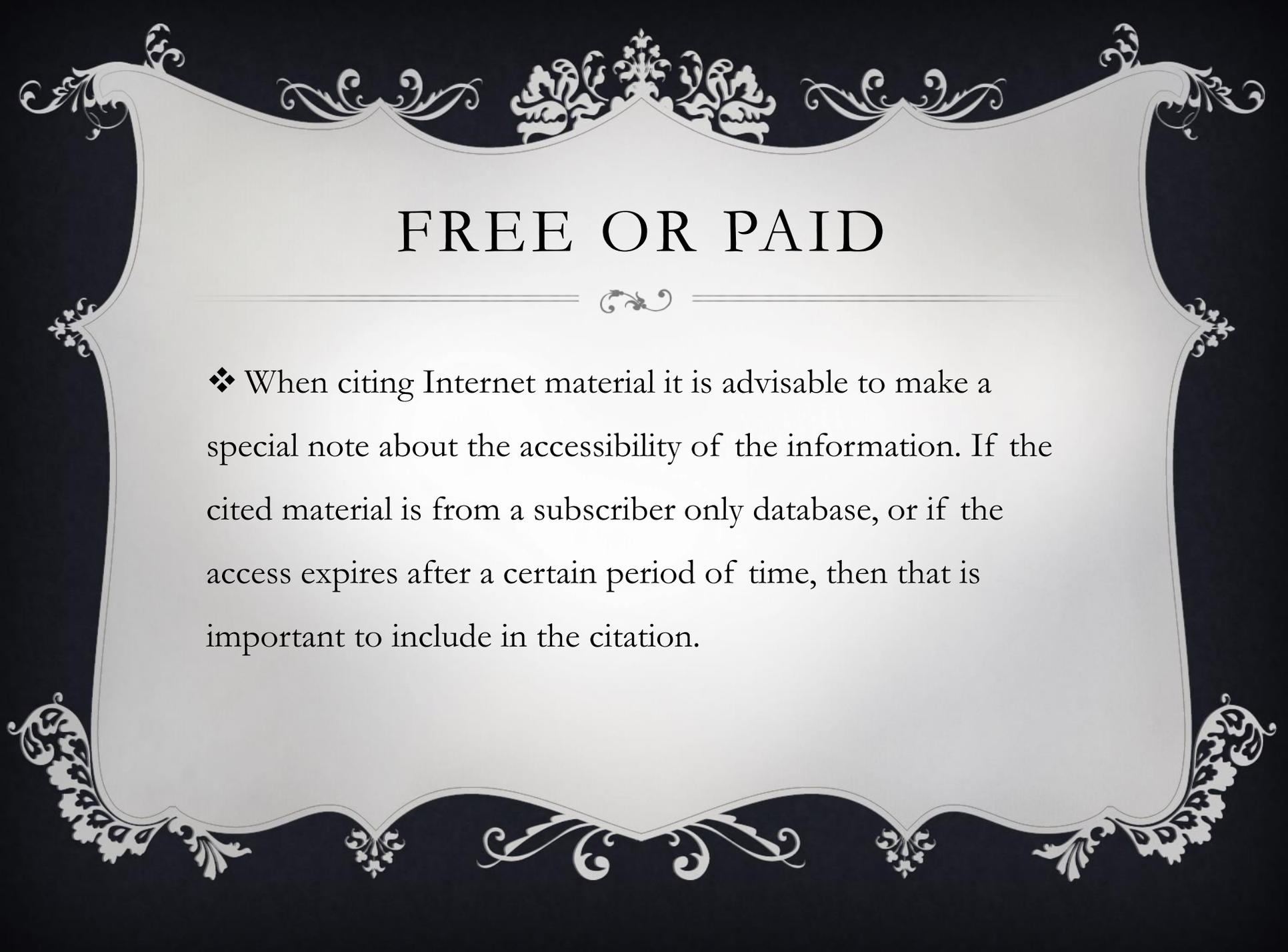
INTERNET CITATIONS

- ❖ Web pages are often transient in nature and material can be published and taken down, removed or edited. It is advisable that for whatever information you cite, you also print it.
- ❖ Even better is save the record to a PDF file

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IF YOU PUBLISH ONLINE

❖ If you are an Internet author, publisher or web developer, consider placing a full bibliographic citation reference at the bottom of your page to make it easier for individuals quoting your material or using it in their research to properly cite it.

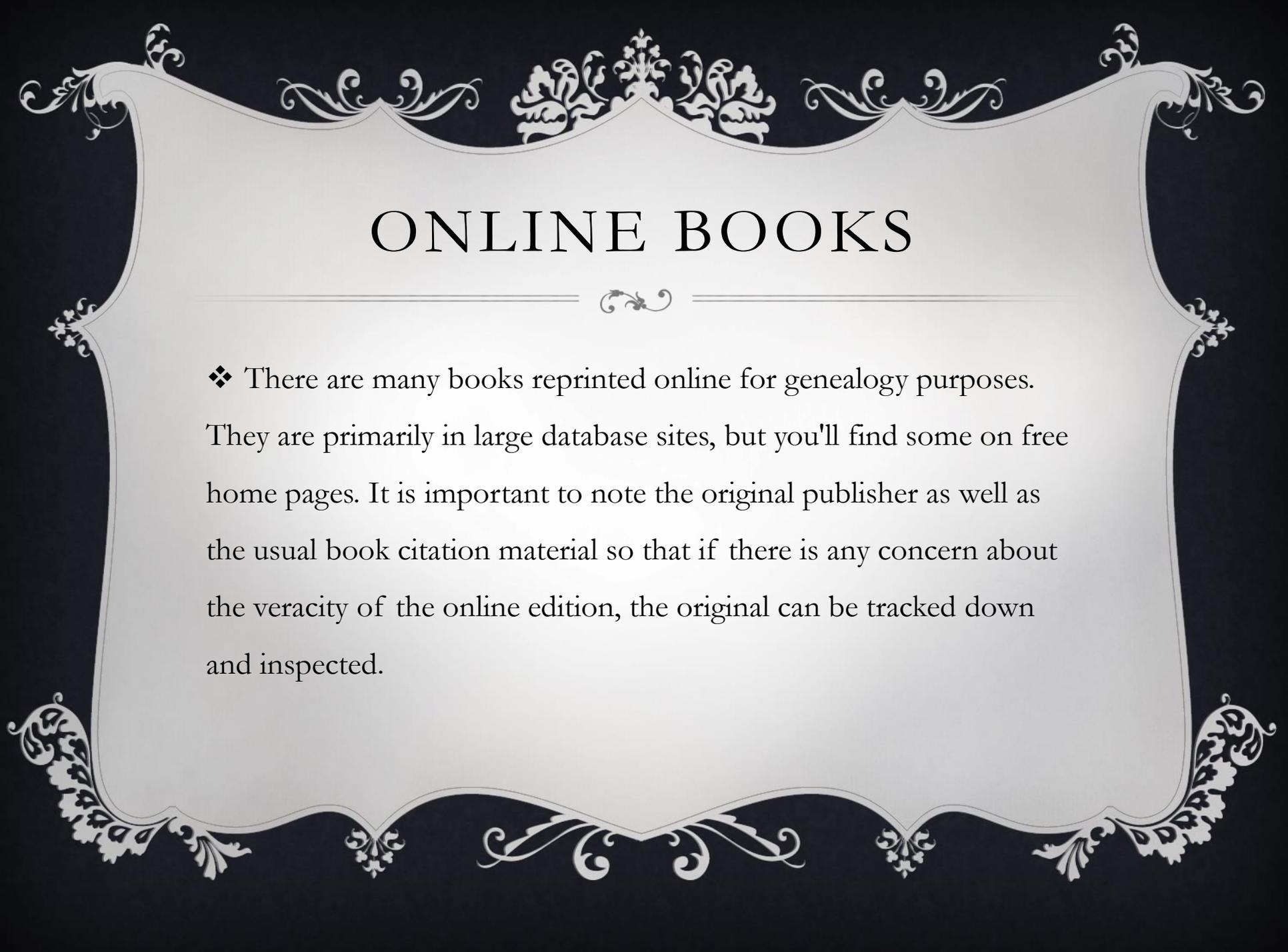
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FREE OR PAID

❖ When citing Internet material it is advisable to make a special note about the accessibility of the information. If the cited material is from a subscriber only database, or if the access expires after a certain period of time, then that is important to include in the citation.

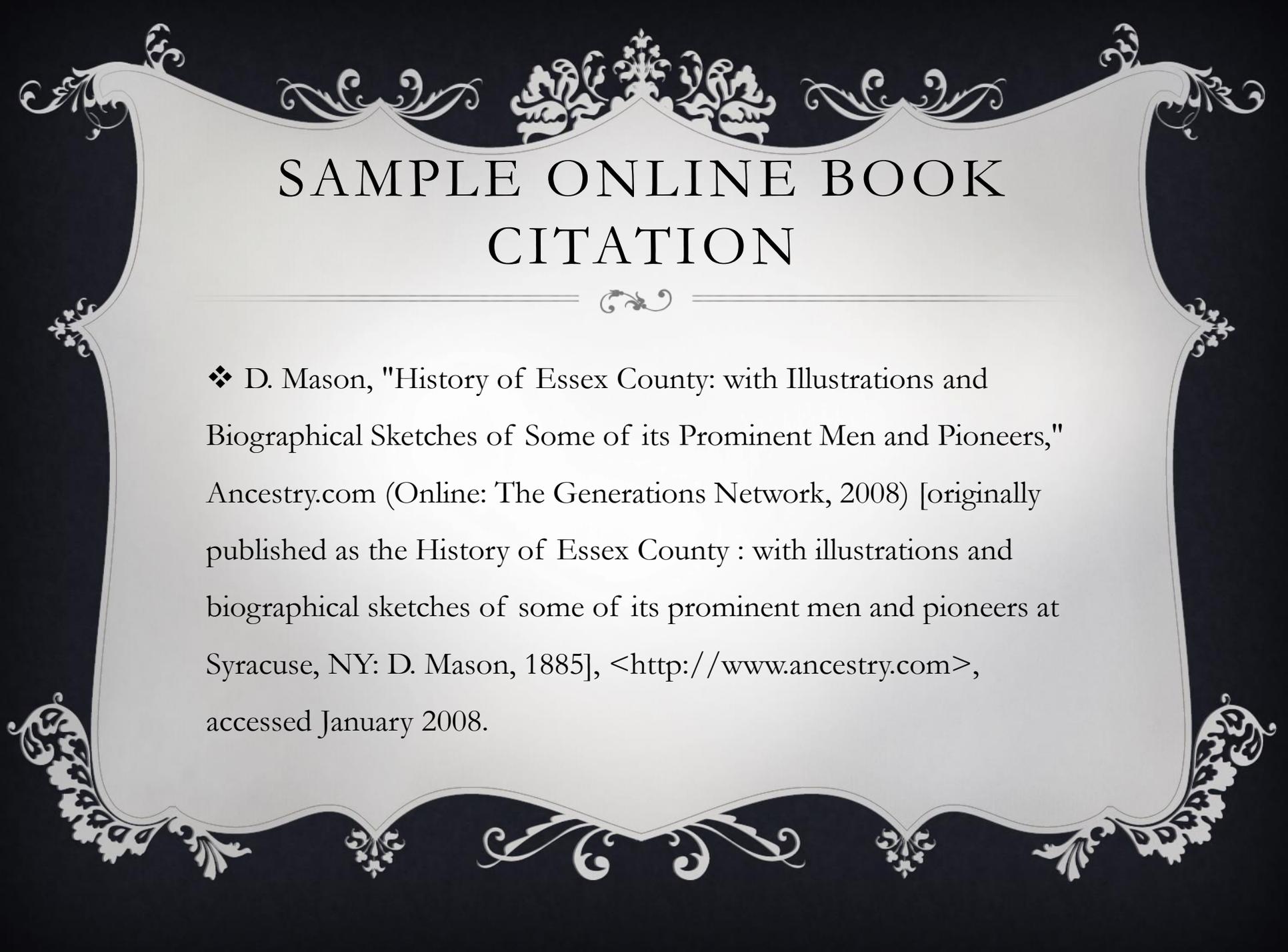
SAMPLE ONLINE CITATION

❖ Massachusetts Society of Mayflower Descendants, "The Complete Mayflower Descendant, Vols. 1-46 & Others Sources, 1600s-1800s," Genealogy.com [originally published in "Reports from State Societies" The Mayflower Descendant, Volume X, No. 1, January (1908), Page 255: available from the Genealogy.com subscriber databases, <http://www.genealogy.com/ifa/co_cd203.html>, accessed 28 December 2007.

A decorative border with intricate scrollwork and floral patterns surrounds the text. The border is white on a dark background, featuring a central crest-like element at the top and bottom, and smaller flourishes at the corners and midpoints.

ONLINE BOOKS

❖ There are many books reprinted online for genealogy purposes. They are primarily in large database sites, but you'll find some on free home pages. It is important to note the original publisher as well as the usual book citation material so that if there is any concern about the veracity of the online edition, the original can be tracked down and inspected.

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SAMPLE ONLINE BOOK CITATION

❖ D. Mason, "History of Essex County: with Illustrations and Biographical Sketches of Some of its Prominent Men and Pioneers," Ancestry.com (Online: The Generations Network, 2008) [originally published as the History of Essex County : with illustrations and biographical sketches of some of its prominent men and pioneers at Syracuse, NY: D. Mason, 1885], <<http://www.ancestry.com>>, accessed January 2008.



A MAGAZINE ARTICLE

❖ There aren't many genealogy magazines, which also publish articles online. But, for the time when you need to cite one, here's a sample.



SAMPLE MAGAZINE CITATION

❖ Emily Croom, "Group Thinking, Birds of a feather flock together—and so did your ancestors, leaving valuable clues with their clusters of family, friends and neighbors. Here's how "cluster genealogy" can get your research off the ground," Family Tree Maker Magazine, December 2001 Issue; available from the Family Tree Magazine Web Site, abbreviated edition,
<<http://www.familytreemagazine.com/articles/dec01/cluster.html>>,
accessed 15 December 2001.

A decorative white floral border with intricate scrollwork and leaf patterns surrounds the text. At the top center, there is a small crest-like floral emblem. Below the title, a horizontal line with a central floral flourish separates the title from the main text.

ONLINE DATABASE CITATION

❖ "Ohio Death Certificate Index, Searchable Database, 1913-1937" Ohio Historical Society (Online: Ohio Historical Society, 1998) [Original published Ohio Department of Health Division of Vital Statistics, 1970],
<<http://www.ohiohistory.org/dindex/search.cfm>>, accessed
23 December 2001.

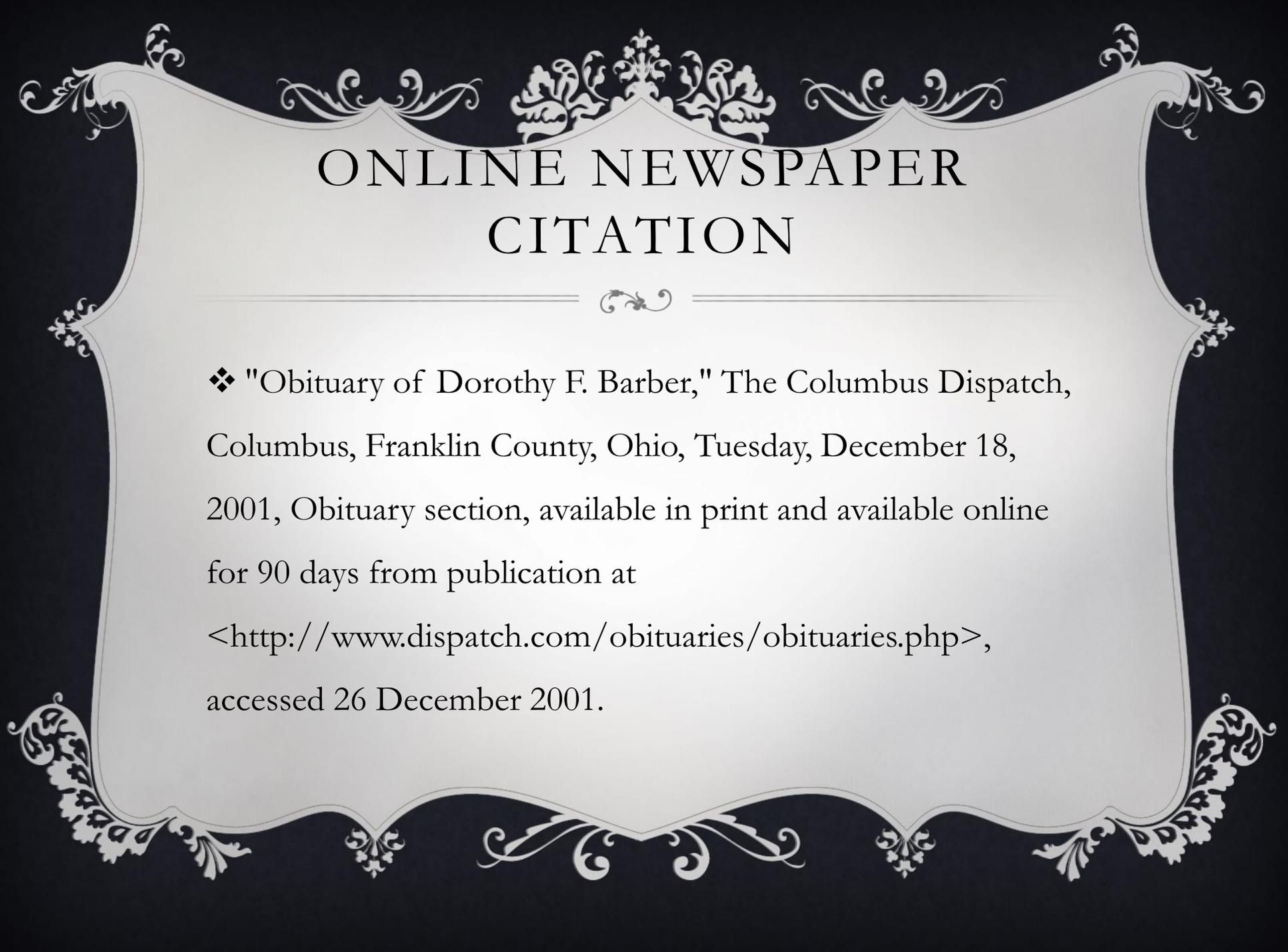
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ONLINE IMAGES

❖ Many personal and commercial web sites offer images online. As with all material, cite where you found the image published on the Internet. Then, if the original publication media and date are known, include that material as well. The logic behind this latter practice is so that the original can be consulted, if necessary, for clarification purposes.

AMPLE IMAGE CITATION

❖ 1870 U.S. Federal Census (Population Schedule), Concord Township, Clinton County, Missouri, Dwelling 134, Family 134, Virgil Dixon household," jpeg image, (Online: The Generations Network, Inc., 2001) [Digital scan of original records in the National Archives, Washington, DC], subscription database, <<http://www.ancestry.com>>, accessed 23 Dec 2001.

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ONLINE NEWSPAPER CITATION

❖ "Obituary of Dorothy F. Barber," The Columbus Dispatch, Columbus, Franklin County, Ohio, Tuesday, December 18, 2001, Obituary section, available in print and available online for 90 days from publication at
<<http://www.dispatch.com/obituaries/obituaries.php>>, accessed 26 December 2001.

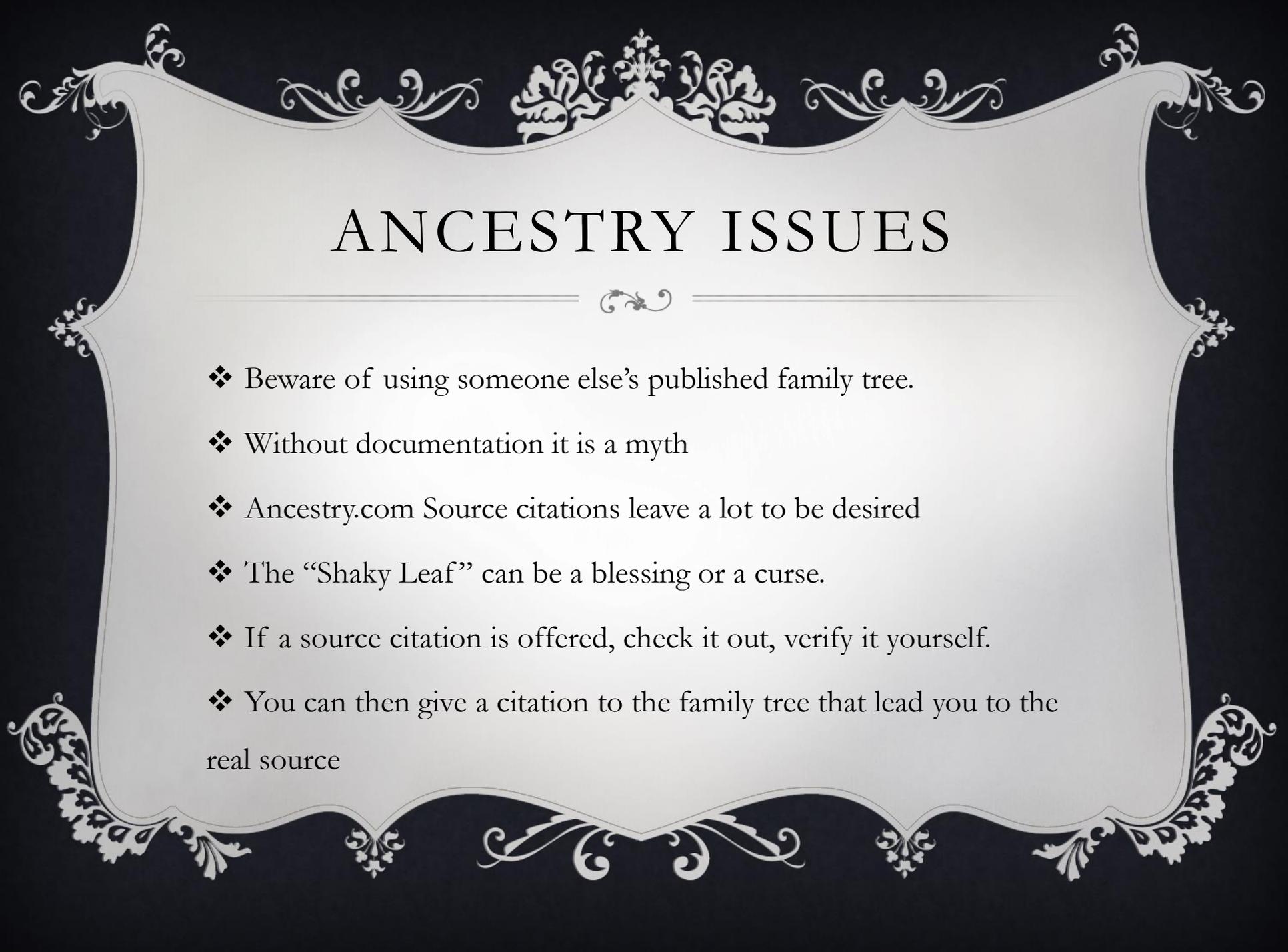
GENEALOGY FORUMS

❖ Millions upon millions of genealogy users have actively participated in online forums. Thus, there are many wonderful textual abstracts that can be used to assist your family history research. These should be cited and credited to the forum and mailing list author.

❖ Karen Harris, <paulroark@editedout.com>, "Charles E. McQuaid marriage 1884 SF CA," McQuaid Surname Forum, Online posting dated December 06, 2001 at 21:53:37 (Online: Genealogy.com, LLC., 1996-2001),

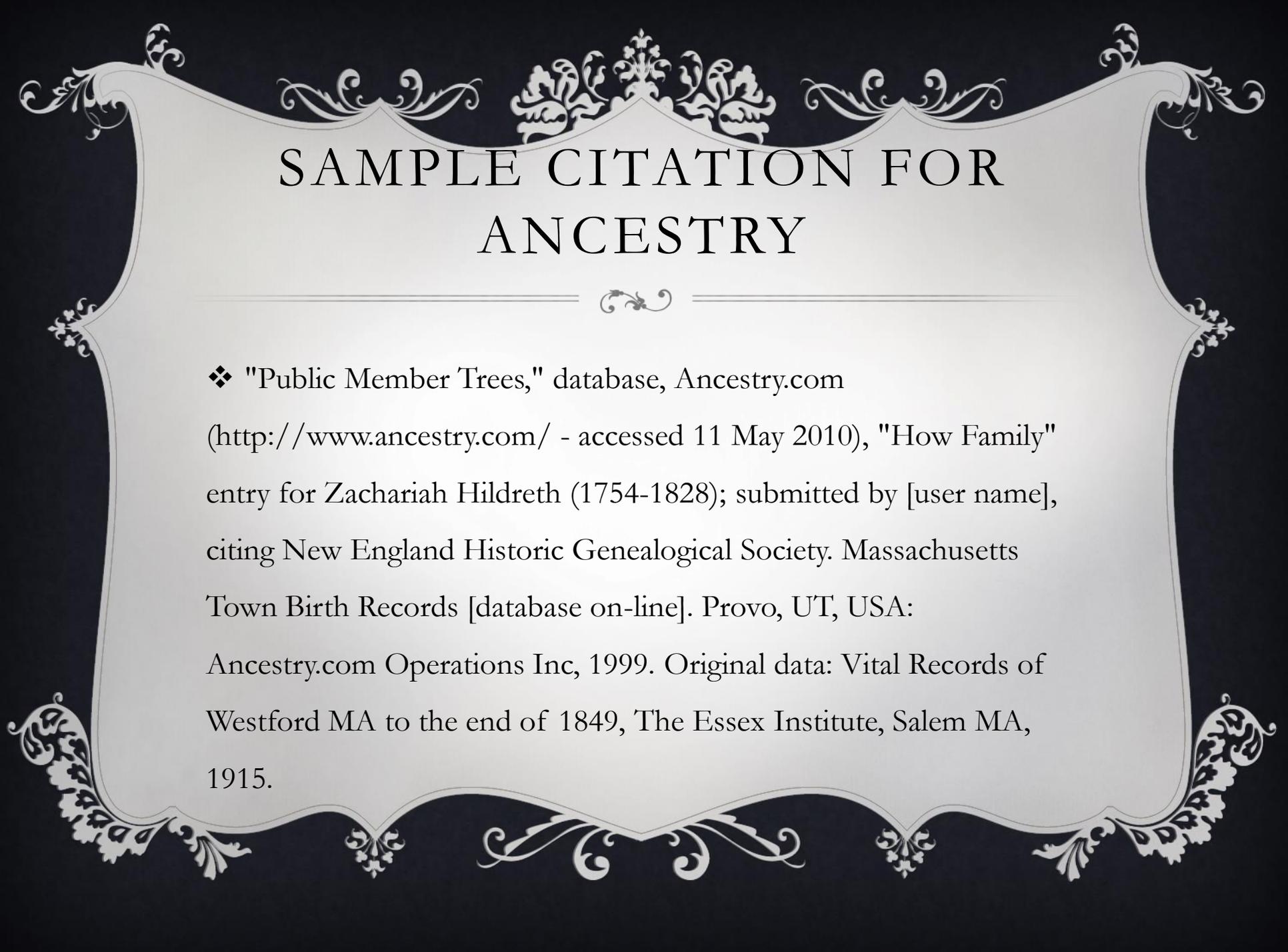
<<http://genforum.genealogy.com/mcquaid/messages/304.html>>

accessed 25 December 2001.

A decorative white scrollwork border frames the entire page. At the top center, there is a floral crest. Below the title, a horizontal line with a small scrollwork ornament in the center separates the title from the list.

ANCESTRY ISSUES

- ❖ Beware of using someone else's published family tree.
- ❖ Without documentation it is a myth
- ❖ Ancestry.com Source citations leave a lot to be desired
- ❖ The “Shaky Leaf” can be a blessing or a curse.
- ❖ If a source citation is offered, check it out, verify it yourself.
- ❖ You can then give a citation to the family tree that lead you to the real source

A decorative white floral border with intricate scrollwork and leaf patterns surrounds the central text. The border is symmetrical and features a central crest-like element at the top.

SAMPLE CITATION FOR ANCESTRY

❖ "Public Member Trees," database, Ancestry.com

(<http://www.ancestry.com/> - accessed 11 May 2010), "How Family" entry for Zachariah Hildreth (1754-1828); submitted by [user name], citing New England Historic Genealogical Society. Massachusetts Town Birth Records [database on-line]. Provo, UT, USA:

Ancestry.com Operations Inc, 1999. Original data: Vital Records of Westford MA to the end of 1849, The Essex Institute, Salem MA, 1915.



ADDITIONAL THOUGHTS

❖ If you print it

- Scan it and archive it
- JPG for photos
- PDF for documents

❖ If you find it

- Document it
- Digitize it
- Declare it

A decorative border with intricate scrollwork and floral patterns surrounds the text. The border is white and set against a dark background. The top and bottom features larger, more complex designs, while the sides have simpler, repeating scroll motifs.

FRIENDS OF IRISH RESEARCH

-
- ❖ Research computers
 - ❖ Access to paid subscriptions
 - ❖ Document and photo scanning stations



FRIENDS OF IRISH RESEARCH

- ❖ Friday evenings 7:30 – 9:30pm
- ❖ <http://www.friendsofirishresearch.org>
- ❖ friendsofirishresearch@gmail.com
- ❖ 899 N. Main St., Brockton. MA 02301