

## *Putting It All Together: Organizing, Sourcing, Relationships*

### **Research Helps**

- Organizing data
- Citing sources
- Determining relationships

### **Organizing Data**

A little extra time spent in the beginning will save hours later

- *Why should we do it?*
  - We can find things when we need to
  - We know what we've done and what we have yet to do
  - Tasks don't seem so overwhelming when things are organized
  - The finished product is better

### **Hints for Organization**

- Organize by family in an expandable file folder or hanging folder in file cabinet or egg crate or box
- For each family, begin with a family group sheet, completing as much information as you can
- Then, for each family or person, list on a piece of paper in the front of the file what documents or records you already have so you don't spend time getting duplicates. (This can also help point out what other sources you should pursue)
- Also, prepare a timeline for each person

(This helps us to follow our ancestor's migration as well as pointing out periods where we need more information)

### **Next Step**

- Enter the information you've found in a genealogy software program on your computer
  - Examples:
    - Roots Magic
    - Legacy
    - Family Tree Maker
    - Ancestral Quest
- Also, enter it into an online tree
  - Examples:
    - Familysearch.org
    - Ancestry.com
- IMPORTANT: Source anything you enter on your computer or put online

### **Hints for Organization**

- Log your successes & failures on a research log (create your own on Excel, download one free from [www.familysearch.org](http://www.familysearch.org), or check your genealogy software for blank forms) so you don't take time to repeat research you've already done
- It's also important to keep a separate online research log
- It's easier than writing searches on a piece of paper that takes space and can be lost
- Before searching, open the document and note the sites you've already searched. It's OK to go back to a site—information changes over time
- Keep the document open while doing searches and simply copy and paste the URL into the document, along with the date and your findings (or lack of findings)
- If the website includes a reference for the information posted, note that also so you can verify it later

### **Very Important!!!**

- Back up all records & pictures on a flash drive or external hard drive (at least 2 GB in size)
- Or, back up in the cloud
  - Examples: Barracuda; Dropbox; Sugarsync; MyPCbackup; Zipcloud; Carbonite; or Mozy

### **Citing Sources**

- What are our objectives?
  - 1. To know where the information came from
  - 2. To be able to return to that source
  - 3. To give credit as appropriate
  - 4. So that our work will have credibility

### **Resource: Evidence Explained by Elizabeth Shown Mills**

- Books & Magazines; Newspaper articles; Census records; Internet sites; Microfilm and fiche; Certificates (death, marriage, etc); Documents; Notes and journals; Bible pages; Conversations, emails and letters

### **Cautions**

- Do not cite a source so briefly that it cannot be correctly identified or gone back to later  
Only use acronyms (initial letters written & pronounced as a word) or initialisms (initial letters that are individually pronounced) that are widely known and accepted.

**Eg.** NARA = U.S. National Archives & Records Administration

FHL = Family History Library at Salt Lake City

### **Note**

- Some abbreviations are commonly used and are acceptable (eg. col = column; n = note; p = page; s = series; v = volume)
- Page numbers need not be preceded by “p” when citing books and articles but the “p” is needed for clarity when citing censuses, newspapers or other records that involve references to several types of numbers.  
(**Eg.** p.3, col. 2)

### **Remember**

- When citing a source that includes a state designation, copy it exactly as written. Do not change it to our current postal designation.  
(eg. If Indiana appears in a title as “Ind.”, do not change it to “IN.”)
- The first citation for a record should be complete. If another record uses the same citation, you can use a shorter version
  - If you are using citations in a software program, it is easy to pick up the complete citation entered originally and just change the variable (eg. page number)

### **Fidelity to Records**

- When citing an entry from any source, cite it exactly, even if you find errors in it (you can put a correction in square editorial brackets [ ] if you choose. Also you may wish to put the error in spelling or reading in quotation marks which shows that you are quoting exactly what the source says but you don't consider it correct.

### **The Good News**

- Most software programs have templates for sourcing
- You just put in the variables and the program will format it for you
- However, for online trees and to know what information is important to include in a software program citation, we have to know the rules of sourcing
- Also, it helps when we are in a library or archive and we have to write down the source of what we found

### **Books and Magazines**

- List the author's name first and his role (eg. editor, transcriber, etc.)
- Copy exactly from the title page—not the cover or spine. Underline titles of books or put in italics. Put titles of magazine articles in quotation marks and magazine name in italics. Do not abbreviate words.
- List the publisher and date
- Include the page number(s) where citation was found.
- **Examples:**

Nickell, Joe. Detecting Forgery: Forensic Investigation of Documents. Lexington: University Press of Kentucky, 1996. p. 123.

Munger, Donna Bingham. "New England Moves West Connecticut's Pennsylvania 'Colony'". *New England Ancestors Magazine*. New England Historic Genealogical Society. Holiday 2007, vol. 8, nos. 5-6. pp. 21-25.

### **Newspaper Articles**

- List author or editor (if known)
- Put title in quotation marks
- Put name of newspaper in italics
- List the edition if appropriate
- Identify by exact date of publication
- List page number as well as column number if necessary for clarification
- If the clipping is undated and/or the newspaper is unknown, indicate that information and include the identity of the current owner
- **Examples:**

O'Connor, Anahad. "When the Barn is the Battlefield." *The New York Times*, national edition, 30 October 2006, page A24

"Mrs. Celestine Grelck." Undated clipping ca. 1920s, from unidentified newspaper. Privately held by Linda Serna, Huntington Beach, California, 2010

### **Census Records**

- Include both the year of the enumeration and the visitation date (the specific date on which the household was visited)
- Use the same spelling as in the census (you can put corrections in brackets [ ] if you wish)
- Include any information that will enable you to go back to the record
- Include where the census record was found
- Census records can be cited chronologically or geographically.
- **Example:**

Census. 1850. U.S. New Mexico. Rio Arriba County. Enumerated on 23 Dec 1850. Ramon Cerda [Serna]. Line 1. Source: [www.ancestry.com](http://www.ancestry.com) database, referenced on June 10, 2008.

### **Web Addresses (URLs)**

- Cite the home page, along with keywords in the path to the proper site. Include your access date in case the path changes later.
- Addresses are case sensitive.
- Hyphens (-), tildes (~), and underlines ( \_ ) are critical and cannot be substituted for each other
- Sometimes "copy and paste" can be the best way to cite the address accurately.
- If the address is long and has to be put on two lines, break it between syllables, or after a colon, slash, or double slash. Never use a hyphen to indicate you've broken the address. At the end of the address, skip a space, then put a colon and a space, then the appropriate date.

- **Examples:**

South Carolina. Beaufort District. 1790 U.S. census. Digital images. *Ancestry.com*. <http://www.ancestry.com> : 2007. Accessed July 10, 2007.

Davis, David Brion. "The Importance of History." Oxford University Press. *OUPblog*, 20 April 2006.

[http://blog.oup.com/oupblog/2006/04/on\\_the\\_importan.html](http://blog.oup.com/oupblog/2006/04/on_the_importan.html)

: 2007. Accessed Feb 21, 2007.

### **Microfilm and Microfiche**

- Important to include creator of the film or fiche (the publisher or filming agency), the name or number of the publication, and the roll number
- If there are multiple rolls, indicate specific roll on which data is found
- Include frame or page number, if known

- **Example:**

Registres paroissiaux, 1828-1859. Eglise catholique. Sainte-Marie-des-Batignolles (Paris, Seine). 20 films. FHL INTL Film 1,552,835 Mariages 1828-1830. Item 1: "Baptisms & Marriages 1791-1802 St. Benoit Church." pp. 1163-1164.

### **Certificates**

- These can be listed either by church name or by type of certificate
- Use any information which will identify the certificate
- Include issue date
- Include name of owner and where certificate is held

- **Example:**

Grelck-Millas marriage certificate (1871 marriage). Issued 19 August 1871. St. Athanasius Episcopal Church (Los Angeles, California). Privately held by Linda Serna, Huntington Beach, California, 2010

### **Documents**

- When citing a specific document, you would want to identify four particular elements:
  - The key individuals
  - The title or nature of the document
  - The date of the document (if known)
  - Where the document is located

### **Use whatever will help you to identify the source later**

- **Examples:**

Celestine Millas. Handwritten copy of original Baptismal record, dated May 28, 1858. Privately held by Linda Serna, Huntington Beach, California. 2008.

Helen Raphaela Treppa. Copy of passport application, dated May 31, 1922. Digital image from [www.ancestry.com](http://www.ancestry.com) Site accessed Jun 26, 2008. Privately held by Linda Serna, Huntington Beach, California. 2008.

Amarante Serna and Delfina Lucero. Copy of "Wedding Announcement." Privately held by Linda Serna, Huntington Beach, California, 2008. Original held by Jane Serna, granddaughter of Amarante Serna and Delfina Lucero, Hernandez, New Mexico, 2008.

### **Notes and Journals**

- When you cite copied material in your own possession but the originals are held by someone who supplied the copies to you, you should credit the supplier of the material.
- If you cite material owned by someone else who allowed you to look at it but did not give you a copy, use the phrase "privately held by."
- If you cite material that you created yourself, you would also use the "privately held" phrasing, identifying yourself as the owner.

- **Examples:**

Miguel, Mignonette. "Journal." Los Angeles, California, early 1900s. Privately held by Linda Serna, Huntington Beach, California, 2008. Serna is 1st cousin, once removed from author.

Grelck, Johannes. "Note" written by Jeannette Grelck, dated 1990s. Privately held by Linda Serna, Huntington Beach, California, 2008. Serna is daughter of originator of note and great-granddaughter of Johannes Grelck.

### ***Bible Pages***

- It's important to note the date of the Bible from the title page so you can verify the accuracy of the dates of the entries.
- Cite the time span of the entries.
- Include the identity of the original owner (if known) as well as the identity and location of the current owner.
- **Example:**

Bingham Family Bible Records, 1852-1961. The Catholic Edition of the Holy Bible. New York: John J. Crawley & Co., Inc., 1953. Original owner: Julia Bingham. Privately held by Linda Serna, Huntington Beach, California, 2008.

### ***Conversations, Emails and Letters***

- Citing from conversations, emails, or letters should contain the following:
  - Identify each source by type, writer, recipient, date, and location for each of you
  - State why this source deserves to be considered an authority for the information it provides
- **Examples:**

Treppa, Martin. Conversation between Jeannette Grelck, granddaughter of Martin Treppa, and Linda Serna, on June 26, 2008 in Newport Beach, California

Freda research. Email from Ceil Wendt Jensen, licensed researcher, ([cjensen@mipolonia.net](mailto:cjensen@mipolonia.net)), to Linda Serna. January 3, 2006. Privately held by Linda Serna, Huntington Beach, California. 2008.

Garey family. Letter dated June 19, 2006, from Madeleine Stock, direct descendant of Garey family, to Linda Serna. Privately held by Linda Serna, Huntington Beach, California. 2008.

### ***Determining Relationships***

#### ***Using a Relationship Chart***

- Sibling = brother or sister
- Cousin = people who have two of the same grandparents as you
- Second Cousin = people who have the same great-grandparents as you, but not the same grandparents
- Removed = indicates two people are from different generations
- Once Removed = a difference of one generation
- Twice Removed = a two-generation difference

### ***Recap***

- Make it easy on yourself.
- Take steps that will help you.
- Use organization tips and citations that will save you time and effort later.

***But Always Remember—Genealogy Should Be Fun!!!***

O	P	1GP	2GP	3GP	4GP	5GP
P	S	N	GN	2 GN	3 GN	4 GN
1GP	N	1C	1C 1R	1C 2R	1C 3R	1C 4R
2GP	GN	1C 1R	2C	2C 1R	2C 2R	2C 3R
3GP	2GN	1C 2R	2C 1R	3C	3C 1R	3C 2R
4GP	3GN	1C 3R	2C 2R	3C 1R	4C	4C 1R
5GP	4GN	1C 4R	2C 3R	3C 2R	4C 1R	5C