

# BOUSE GENIES



[From the SKP Genies Newsletter Fall 2013]

How many times have you heard *They say...* in your life? Teenagers are notorious for using that phrase when stating a “fact” they want to share or a position they want to defend. Journalists have another take on the phrase—*a reliable source has told us...* Friends say, *well, I read it on the Internet*. Do you know others who use a variation of *They say...*? Some genealogists do! Are you one of them?

Have you used an ancestor’s information that was recorded on another’s database or posted on an Internet site even when there was no explanation as to where the person got the data they documented as a “fact”?

Have you found transcriptions or clippings of obituaries with no notation as to the newspaper’s name, location and publication date, but still entered the information into your family history program?

Have you made digital or paper copies of source documents found at a genealogical repository, or downloaded images of records from the Internet—then failed to write down the details about the sources?

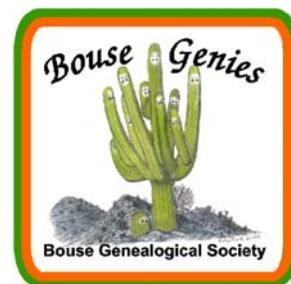
Have you discovered valuable evidence and entered it on your lineage database only later to realize you don’t remember where you got the data because you didn’t state the source of information?

For your further research and for those genealogists who will follow you, it is important to annotate where you obtained the evidence that either proves or disproves a name, relationship, event, date or location. In other words, you should always cite your sources.

The basic information you should record is:

- Author/creator/compiler/interviewer;
- Complete title of the record/document;
- Where it was published/created;
- Who published it and the date it was created;
- Where the record/document is located (i.e., FHL or NARA film number; the URL; the name and address of the repository; or name and contact information of the person holding the original).

However, with so many types of traditional and non-traditional sources now available to us—coupled with ever-evolving Internet resources—a proper source citation may not be quite so simple. Thus, in this edition of the newsletter we have compiled articles and bibliographies that may help you, because we don’t want you to be one of those “*They say...*” genealogists. 🐼



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## Contents

Beginners' Pitfalls .....	10
Bibliography .....	14
Bits & Bytes .....	2
Bouse Genies Meeting Schedules ...	15
Bouse Genies News .....	12
Bouse Genies Officers .....	15
Citing Microform & Digital Sources ...	9
Documenting Your Words .....	3
Evidence Explained .....	4
Family Tree .....	15
From the Computer Desk .....	2
From the Editor's Desk .....	13
Just Thinking .....	11
Legacy 8 Updates .....	11
Source Citation Format .....	6
Tips & Hints .....	5
What's Happening? .....	15

## Bouse Genealogical Society

### Electronic Newsletter

Published 4 times a year for the members of the Bouse Genealogical Society

Please send all general correspondence to:

Bouse Genealogical Society

P.O. Box 624

Bouse, AZ 85325

or e-mail

[BouseGenies@gmail.com](mailto:BouseGenies@gmail.com)

The Bouse Genies meet every other Friday at the Bouse Community Building next to the Library. The schedule of meeting is posted in this newsletter.

The Bouse Genies Website is: <http://bousegenies.weebly.com>

## FROM THE COMPUTER DESK

### PAF RETIRES AT 29—LEAVES WORK TO THE NEXT GENERATION

By Barbara A. H. Nuehring [From the SKP Genies Newsletter Fall 2013]

Since 1984 Personal Ancestral File (PAF) has been a free lineage database available from the Family History Library (FHL). It was one of the first software programs designed for recording and organizing genealogy research results and printing reports in the standard Family Group Sheet and Pedigree Chart formats. The first three versions were written for DOS. In 1999 PAF was released as a Windows freeware and was updated annually until 2002. This summer PAF was retired and is no longer available for download. To quote the FHL “Advances in technology, strong alternatives from third parties, and the need to focus on the latest Family Search initiatives have diminished the need for PAF as part of the FamilySearch offering.” Two of those initiatives are the development and refinement of the FamilySearch Family Tree, and the indexing and digitalization of source documents, both which are more important to a much larger population.

Although PAF users can continue to use the version they have downloaded, the program will not be supported or updated and does not integrate with FamilySearch Family Tree. However, FamilySearch has developed a “Tree Share” Certification program for commercial software developers to take over the work started by PAF.

#### THE NEXT GENERATION

Three programs are currently FamilySearch certified: Ancestral Quest, Legacy Family Tree and Roots Magic. You can directly import your data from PAF and then, if you wish, copy your data into FamilySearch Family Tree. Each program contains all the PAF features plus a lot more. However, each program is a bit different and you should take advantage of the companies’ free or trial programs to see which is best for you.

*Ancestral Quest* (AQ) <[www.ancquest.com/paf/](http://www.ancquest.com/paf/)> is a product of Incline Software which created the code for the Windows versions of PAF, so the learning curve will be slight.

*Legacy Family Tree* <[www.legacyfamilytree.com/paf.asp](http://www.legacyfamilytree.com/paf.asp)> has a video demonstrating how to import data from PAF to Legacy and a mailing list for sharing ideas and getting help with the program.

*Roots Magic* <[www.rootsmagic.com/paf/](http://www.rootsmagic.com/paf/)> is offering PAF users a discounted price for a limited time and a *Roots Magic for PAF Users Guide*.

More about PAF’s retirement is at <<https://familysearch.org/paf/?icid=home-PAF-Retire>> with links to the programs with “Tree Share” Certification. More programs may get certification in the future. Stay tuned. 🐼



#### WEBSITES FOR MORE INFORMATION ON SOURCE CITATIONS

Instructions for entering Source Citations for the FamilySearch Family Tree:

[https://familysearch.org/learn/wiki/en/How\\_to\\_Create\\_Source\\_Citations\\_for\\_the\\_FamilySearch\\_Family\\_Tree](https://familysearch.org/learn/wiki/en/How_to_Create_Source_Citations_for_the_FamilySearch_Family_Tree)

Format for Source Citations in FamilySearch Historical Records Collections:

[https://familysearch.org/learn/wiki/en/Help:Format\\_for\\_Source\\_Citations\\_in\\_FamilySearch\\_Historical\\_Records\\_Collections](https://familysearch.org/learn/wiki/en/Help:Format_for_Source_Citations_in_FamilySearch_Historical_Records_Collections)

A comprehensive list and explanation of the Standard Elements of a Citation:

[www.progenealogists.com/citationelements.htm](http://www.progenealogists.com/citationelements.htm)

Internet Citation Guide for Genealogists includes formats you can cut and paste into your word processor:

[www.progenealogists.com/citationguide.htm](http://www.progenealogists.com/citationguide.htm)

Chicago-Style Citation Quick Guide is a great little reference guide:

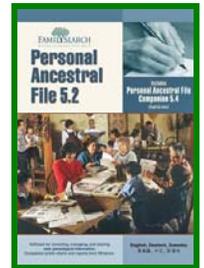
[www.chicagomanualofstyle.org/tools\\_citationguide.html](http://www.chicagomanualofstyle.org/tools_citationguide.html)

*Citing Records in the NARA* is a free download PDF pamphlet put out by the National Archives:

[www.archives.gov/publications/general-info-leaflets/17-citing-records.pdf](http://www.archives.gov/publications/general-info-leaflets/17-citing-records.pdf)

Detailed steps for creating a bibliography in MS Word is on Microsoft’s website:

<http://office.microsoft.com/en-us/word-help/create-a-bibliography-HA102809686.aspx?CTT=1> 🐼



## DOCUMENTING YOUR WORDS

[From the SKP Genies Newsletter Fall 2013]



**DOCUMENTATION** is the act of recording where you found the information you have entered into your genealogy database and/or written in your family history. It is an audit trail of your research and a record of the sources that led you to your findings, conclusions and statements of facts.

**SOURCE** is the generic word used for the wide variety of materials that provide us data about our ancestors. Every piece of information in your lineage database has a source—you got it from somewhere. It is vital to the health of your family tree that you record the source when you enter the ancestor's name or an event in his/her life. The various types of sources and the information they provide were explained in the article "Evidence Analysis" in the previous edition of the Bouse *Genies Newsletter* (Vol. 7, No 3, Pg. 4).

**MASTER SOURCE LIST** is a term used by some lineage databases to refer to an all-inclusive list of used sources.

**WORKING SOURCE LIST** is a complete list of sources to be consulted or which were consulted during the research process. It is a working inventory that may also contain notes, analysis and other pertinent information. Only those sources which, in the final analysis, are valid and support a stated fact should be included in a published genealogy.

**CITATIONS** are comprehensive notes identifying the source from which the information was obtained and the exact place in that source where the information can be found. Citations allow other genealogists to locate and examine the sources you consulted. They also convey the quality and credibility of your research.

**CITATION FORMATS** vary. When citing your sources, be consistent in form and format. In addition to those specifically formatted for genealogy research and publications, there are three commonly used formats in the book editing business and academic fields:

**CMS** (Chicago Manual of Style) is the most popularly recognized authority on writing and source citation formats. Referred to as the "Editor's Bible", it is the "default" when no other format is specified. CMS is online and free at [www.chicagomanualofstyle.org/home.html](http://www.chicagomanualofstyle.org/home.html).

**MLA** (Modern Language Association) style is often used in the liberal arts and humanities fields. An explanation and examples can be found on [www.library.cornell.edu/resrch/citmanage/mla](http://www.library.cornell.edu/resrch/citmanage/mla).

**APA** (American Psychological Association) style is used within the social sciences. An explanation and examples can be found on [www.library.cornell.edu/resrch/citmanage/apa](http://www.library.cornell.edu/resrch/citmanage/apa).

If you are submitting a family history to a genealogical publication, applying for membership in a lineage society, or seeking certification in a professional group, check their style guides. Make sure your citation format conforms to their requirements.

**FOOTNOTES** consist of citations at the bottom of the page on which the fact or statement it supports is made. Footnotes are usually in a smaller font and separated from the main text by a solid thin line. Lengthy footnotes may take up more than half the page. For ease of reading, endnotes are a good alternative.

**ENDNOTES** are source citations listed at the end of the article or in an appendix of a book in the order of the statements/facts they are supporting. See the article "Source Citation Formats" on page 6 for specifics on content and format.

**IBID** is the abbreviated form of the Latin word *ibidem* meaning "in the same place." If a single source is cited consecutively two or more times, Ibid is used. If the source is identical but a different page number is cited, then Ibid is followed by a comma and the new page number(s).

**BIBLIOGRAPHY**, a list of general reference materials, is usually placed at the end of the work so others may know where additional information on the subject may be found. In genealogical publications a bibliography is sometimes referred to as a Source List. Bibliographic entries are usually arranged alphabetically by the last name of the author, compiler, translator or editor; but other groupings are acceptable. The type of publications found in a bibliography would be background materials of historical events, cultural traditions and general information used to "add meat to the bones of an ancestor" and round out a family history. 🍖

## *EVIDENCE EXPLAINED*

By **Carolyn H. Brown** [From the SKP Genies Newsletter Fall 2013]

Many past published genealogies leave a lot to be desired in the quality of the research and the way research has been recorded. We all wish the early published genealogies provided the source for every fact. Thousands of published family histories have information in them which has been disproved, and we don't know where the original data came from. It is up to us to correct these mistakes, cite our sources and publish our discoveries.

As genealogists, we have to make a concerted effort to record the source for every fact we discover and follow the acceptable format to record our source information.

*The Chicago Manual of Style 16<sup>th</sup> Edition*, Chicago, The University of Chicago Press, 2010, is a textbook widely used by writers, editors and publishers. Unfortunately, for genealogists this publication covers the methods to be used as a general guide. It is not specific enough for the genealogical community which deals with a multitude of records from all over the world and in many different formats.

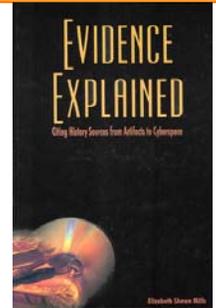
Elizabeth Shown Mills came to our rescue when she updated her 1997 publication *Evidence! Citation & Analysis for the Family Historian*. She expanded the text to include *Fundamentals of Evidence Analysis*, which follows the Genealogical Proof Standard. The new edition of *Evidence Explained: Citing History Sources from Artifacts to Cyberspace*, Baltimore, Genealogical Publishing Company, 2007, takes us through the process of recording every source we encounter so others can look at the information we have recorded and feel confident they can locate the exact document we used.

Mrs. Mills is so clear in her explanations that we, the users, know when and how to record sources correctly when we follow her instructions. She has filled the book with examples of almost every type of item or document we will encounter in our research, no matter what format it is in when we use it. She explains in Chapter 2 "Fundamentals of Citation" the types and terms of citation:

- 2.11 Citing Derivatives & Imaged Sources
- 2.12 Citing Indexes & Finding Aids
- 2.13 Citing National Archives Materials
- 2.14 Citing Page Numbers, Etc.
- 2.15 Citing Personal Knowledge
- 2.16 Citing Personal Names
- 2.17 Citing Personal Titles, Credentials & Degrees
- 2.18 Citing Published vs Unpublished Materials
- 2.19 Citing Repositories
- 2.20 Citing Several Sources for a Single Fact
- 2.21 Citing the Source of a Source
- 2.22 Citing Titles, Basic Rules
- 2.23 Citing Titles of Foreign Languages

But this valuable information doesn't stop there. The following chapters explain and provide examples of each type of item used as a source, from grandma's quilt we can hold in our hands to online databases in the cloud.

- 3 Archives & Artifacts
- 4 Business & Institutional Records
- 5 Cemetery Records
- 6 Census Records
- 7 Church Records
- 8 Local & State Records: Courts & Governance
- 9 Local & State Records: Licenses, Registrations, Rolls & Vital Records
- 10 Local & State Records: Property & Probates
- 11 National Government Records
- 12 Publications: Books, CDs, Maps, Leaflets & Videos
- 13 Publications: Legal Works & Government Documents
- 14 Publications: Periodicals, Broadcasts & Web Miscellanea



Those of us who have tried to determine how to record the source for the US Federal Censuses, which changed so drastically over the last three hundred years, can feel comforted that she has provided us with examples for each census year showing the differences over time.

I can hear some of you now saying, "I will never read that whole book; it's 885 pages long." Well, you don't have to. Read the two lead-in chapters so you understand the basic concepts, then selectively reference the other chapters which focus on the individual types of documents and artifacts as needed.

Each of the resource-type chapters starts with an index to the "QuickCheck Models," followed by several pages of examples of the sources covered. Within the "Guidelines & Examples" section of each chapter, the basic issues concerning the particular type of source are discussed. These are followed by several sub-headings directly relating to the particular source type being presented. They are not the same for all chapters. Within every sub-heading several sub-topics are discussed with examples for "Source List Entry," "First Reference Note," and "Subsequent Note." At the back of the book is a glossary of terms used in the book, followed by a full index.

Many of the current versions of genealogical software have expanded their programs to better handle source citation. *Legacy Family Tree* <[www.legacyfamilytree.com](http://www.legacyfamilytree.com)> has gone so far as to design the "source writer" option. It walks the user through all of the many different citation formats based on this new edition of *Evidence Explained*.

Do you need to own this book? It all depends on your plans to compile your genealogical research beyond a printout from your genealogy program. If your genealogy program does not provide a source citation area which will walk you through the citation process, then the answer is probably "yes." If you are going to compile your research into book form and add information not contained in your genealogy program using your word processor, then the answer is "yes." Even if you are not planning to publish your research, it will be helpful to you to check out a copy at the local library and read the first two chapters.

*Evidence Explained: Citing History Sources from Artifacts to Cyberspace* is the quintessential guide for citing every conceivable type of genealogical source we can uncover. I think you will find—as I have—this tome is absolutely indispensable. 🐾

## Tips & Hints

### **CITING U.S. CENSUS RECORDS**

For pre-1850 returns, cite page and line numbers; for 1850 and later, cite page and family/dwelling numbers.

### **CITING ONLINE SOURCES**

You probably noticed that there is a space before and after the colon following a URL (website address) in source citations; i.e., *Ancestry.com* (<http://www.ancestry.com> : accessed 10 September 2011). If there was not a space before the colon, it would look like the colon belongs to the URL, when it does not.

### **LENGTHY CITATIONS AND DISCURSIVE NOTES**

The very nature of historical materials are lengthy. Citations of digital publications can be even longer. To help control the length of a citation, the matters that relate to your subject should be discussed within the narrative of the document. Do not include information in the source that does not pertain to the text.

### **PRIVACY WITHIN CITATIONS**

Citations that reference living people must respect their privacy. The names should be retained in our working notes; however, when published, their personal contact information should not be included in the citation.

### **A QUICK WAY TO CAPTURE SOURCE INFORMATION**

When making photocopies or scanning a book, copy the book's title page and/or other pages with the book's identifying information. It will provide all the necessary information for citing the source, except the repository. You may also want to copy/scan forwards, introductions and keys to abbreviations, which may prove useful in the future. 🐾

## *SOURCE CITATION FORMATS*

By **Carolyn H. Brown** [From the SKP Genies Newsletter Fall 2013]

Sources appear in three basic formats—source lists, reference notes and source labels. Each have their own place in the documents we create.

### **SOURCE LISTS:**

Used interchangeably with bibliographies, source lists do not document any particular fact. As genealogists we often make these lists as a reminder to ourselves of the sources we plan to use or have already used. The lists generally omit descriptive data when used as a key list of materials. However, when you use a source list as a bibliography in a document of many historic facts, it may help explain the type of information gathered from that source, how reliable you consider the source in relationship to the topic of the document, and relevant idiosyncracies within the source.

Source lists can be arranged by: Author-Title; Collection; Geographic Order; Repository; or Source Type. The authors' names are entered starting with the last name of the first author followed by that person's given name. This entry is followed by the names of co-authors using the standard format with their given names first.

#### ◆ **FORMATTING OF A SOURCE LIST:**

Author's name—names of the authors or title of the source when no author exists.

Indentation—formatted with a hanging indent, making the alphabetized element easy to spot. The first line of each entry is flush with the margin; the carry-over lines are indented.

Separation of elements—major elements describe the source and are separated by periods.

#### ◆ **EXAMPLE OF A SOURCE LIST BY AUTHOR:**

Abercrombie, Janice L. and Richard Slatten, *Virginia Publick Claims: Charles City County*. Athens, Georgia, Iberian Publishing Company, 1992.

———. *Virginia Publick Claims: Fauquier County*. Athens, Georgia, Iberian Publishing Company, 1997.

Tyler, Sherry Brown, *80% Heaven Bound: Death & Burials in Charles City County, Virginia*. Charles City, Virginia, Cadwell Printing and Advertising, 2000.

#### ◆ **EXAMPLE OF A SOURCE LIST BY GEOGRAPHIC LOCALE:**

##### **California**

California Board of Health, Certificate of Birth, Sacramento.

State of California Department of Health, Death Certificate, Sacramento.

##### **Virginia**

Charles City County, Court Minutes Book 3. County Clerk's Office, Charles City.

———. Deed Book 6 (1816-1824). County Clerk's Office, Charles City.

### **REFERENCE NOTES:**

Used to reference individual statements in either footnotes or endnotes using a logical numbering system to reference a specific statement. They may provide additional relevant details about the source. When making a statement of truth or assumption which is taken from a source document, the source is identified at the point of use by a reference number in superscript; i.e.<sup>1</sup> More than one source may be included with the same reference element, and are separated by a period. In this case, the reference numbers are all placed one behind the other separated by a comma. However, Mills teaches us that two reference notes are better identified when each source is referenced separately.<sup>2</sup>

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<sup>1</sup> Sherry Brown Tyler, *80% Heaven Bound: Death & Burials in Charles City County, Virginia*, (Charles City, Virginia, Cadwell Printing and Advertising, 2000), 420, Charles Collawn.

<sup>2</sup> *Ibid.*, 431, Francis Bullifant

Your computer word processing program has the option for you to enter a footnote or endnote. As I have shown on the previous page, I have entered two footnotes using the same source document, where they follow each other in sequence on the same page of the document. If the same source for two citations appear on different pages, or with another citation between the two, then the subsequent citation format is used.

When a statement is made in a sentence followed by an explanation or other statement not related to the source, the reference element is placed directly behind the statement, not at the end of the sentence.

Endnotes will appear at the end of the document or chapter as you choose.

Reference notes are used in two formats: (1) First Reference Note; and (2) Subsequent (or Short) Reference Note.

◆ **FIRST REFERENCE NOTE FORMAT:**

The first time a reference note is used, the full identification of the source is entered in paragraph structure. It may be helpful to discuss the source's quality or evidentiary value.

Place the reference number at the left margin with one tab space for first line indentation.

*SEPARATIONS OF ELEMENTS:*

■ **Name**—Author/creator/compiler/interviewer's names are written in ordinary sequence.

■ **Title**—Complete title of record/document.

Title of published book, journal, website, CD, etc. Exact title in italics.

Title of named part (article, chapter, database) of published book, journal, website, CD, other. Exact title enclosed in quotation marks.

Title of unpublished manuscript, register, etc. Exact title enclosed in quotation marks.

Untitled, unpublished manuscript, register, etc. Create your own generic description. Do not italicize or enclose in quotation marks.

Any additional identification of the specific document follows the title.

■ **Publication information**—Where and when it was published/created.

■ **Publisher information**—Who published it and the date it was created.

■ **Location of Original**—Where the record/document is located.

◆ **EXAMPLE OF FIRST REFERENCE NOTE:**

1. Sherry Brown Tyler, *80% Heaven Bound: Death & Burials in Charles City County, Virginia*, (Charles City, Virginia, Cadwell Printing and Advertising, 2000), 420, Charles Collawn.

◆ **SUBSEQUENT (OR SHORT) REFERENCE NOTE FORMAT:**

An abridged identification of a source that is used to conserve space, once a source has been cited in full in the first reference note. Typically, the short form is created by repeating the author's surname and the first few words of the title. That short form should be one that is easily matched to the full citation preceding it. An abbreviation may be used in subsequent reference notes.

*SEPARATION OF ELEMENTS:*

■ **Name**—Surname of first author

■ **Title**—May be truncated to initial title; dates and title extension may be excluded if the work can be identified with the reference above without them.

■ **Book, page, line numbers, etc.**—Which identify the specific entry within the source document.

◆ **EXAMPLE OF SUBSEQUENT (OR SHORT) REFERENCE NOTE:**

1. Tyler, *80% Heaven Bound*, 431, Francis Bullifant.

**SOURCE LABELS:**

Citations must be added to paper copies of documents, transcriptions or abstractions. Write or type the citation into the margin of the front of the photocopy. If an adequate margin does not exist, use the photocopier's reduction feature to allow enough margin for a source citation on each photocopied page, not just the first page, as the additional pages of the same source may be separated.

*SEPARATION OF ELEMENTS FOR TRANSCRIPTS AND ABSTRACTS:*

- Name(s) of person(s) of interest—Enough information to identify the major person involved.
- Document identification—Will, deed, court order, etc.
- Volume, page, line—Sufficient to identify the document.
- Document date—When the document was originally created.
- Document original location—Where the original was originally located—city and state, etc.
- Place and date accessed—All information which identifies the exact location of the copy viewed, whether in hard copy or online.

When transcribing or abstracting any document, always start the document being created with the full citation.

◆ **EXAMPLE OF SOURCE LABEL FORMAT FOR TRANSCRIPTS OR ABSTRACTS:**

Source: Thomas Spraggins' will, recorded 15 January 1795, "Charles City County, Virginia, Will Book, vol. 1, 1789-1808, pages 200-1", US/CAN Film 30984, Family History Library, Salt Lake City, Utah, accessed 1985.

**REAL-TIME DEALING WITH SOURCE CITATION FORMATS**

In an effort to make myself record the information concerning the documents located while researching in libraries and courthouses, I create a page of labels for each of the various formats. Some information which should be entered for a transcript or abstract can be omitted as it is evident within the document being copied. I take these label sheets with me on my research trips. I fill in the blanks and affix a label to each page of the document copy, taking care not to cover any pertinent information.

<p><i>CENSUS:</i></p> <p>Year: _____ State: _____</p> <p>County: _____ ED: _____</p> <p>Township/Town: _____</p> <p>Page #: _____ Film #: _____</p>	<p><i>BOOK:</i></p> <p>Book Title: _____</p> <p>Author: _____</p> <p>Page #: _____ Pub. Date: _____</p> <p>Repository: _____</p>	<p><i>LEGAL DOCUMENT:</i></p> <p>Document Type: _____</p> <p>Year: _____ State: _____</p> <p>County: _____ Book #: _____</p> <p>Page #: _____ Film #: _____</p>
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I also take along a few sheets of blank labels and a flash drive with the files in PDF format to print the labels. This way I can print just the sheets I need at that time from any computer I can access connected to a printer. I can't stress enough that these should be placed on the front of each page of the document copy, insuring that every time the document is copied, the source information is retained with each page of the copy.

I use standard address labels 3 rows of 10 labels that are 2.53" x 1" each for my copy labels.

Source citations legitimize your genealogical story or book, or any other document based on historical facts. From experience, I know how hard it is to get used to including the sources in the documents. However, the more I use them the easier it is to do, and the more others will trust my research and believe what I have recorded. 🍷

**GENEALOGY WITHOUT DOCUMENTATION IS MYTHOLOGY.**

## *CITING MICROFORM AND DIGITAL SOURCES*

By **Carolyn H. Brown** [From the SKP Genies Newsletter Fall 2013]

There are some major differences to be aware of when citing sources for microforms (film and fiche) and digital formats as opposed to original documents and published items.

### **CITING SOURCES OF MICROFORM MANUSCRIPTS FOR PRESERVATION OR PUBLICATION**

The microform may have been created to preserve original documents or provide access to a larger audience. These citations have a triple requirement:

- ◆ To identify the original document and its owner.
- ◆ To identify the film and the film maker.
- ◆ To describe both the document and the film so others may locate and evaluate the source.



### **CITING SOURCES FOUND IN THE FAMILY HISTORY LIBRARY**

When citing sources found on microfilm and microfiche in or through the Family History Library (FHL) they fall into a special group. The process of creating the historical document images by the Genealogical Society of Utah, which are housed and distributed through the Family History Library operated by the LDS Church is unique. Because these are not published beyond the LDS community, special consideration is given to citing these items. When citing FHL sources in "Source Lists" or the "First Reference Note" both the source of the original document and the source of the FHL need to be included. In all cases, the original source is entered before the FHL source. The FHL call number, item number, and/or page number(s) should be included.

#### *EXAMPLE—FIRST REFERENCE NOTE FORMAT:*

1. Charles City County, Virginia, Will Book 1 (1789 -1808): 546, will of James Bullifant, 1802. County Clerk's Office, Charles City, microfilm reel 30984, FHL, accessed 1985.

### **CITING SOURCES FOR NARA MICROFILM RECORDS**

NARA has their own style for citing federal censuses published by the US National Archives and Records Administration. If you use these microfilms somewhere else such as the Family History Library, you do not use the roll number assigned by the library.

#### *NARA EXAMPLE—FIRST REFERENCE NOTE FORMAT:*

1. Entry for Jacob Bullifant, sheet 7, line 25, enumerations district 105, Independent City of Petersburg, Virginia; Census of Population (National Archives Microfilm Publication T623, roll 1736; Twelfth Census of the United States, 1900); Records of the Bureau of the Census, Record Group 29, National Archives-Washington, DC.

In *Evidence Explained*, Mrs. Mills has devised a simpler format for microfilmed censuses:

#### *MILLS EXAMPLE—FIRST REFERENCE NOTE FORMAT:*

1. 1900 U.S. census, Independent City of Petersburg, Virginia, population schedule, ED 105, p 197 A (stamped), sheet 7, dwelling 157, family 209, Jacob Bulifant; National Archives microfilm publication T623, roll 1736.

### **CITING SOURCES FOR ONLINE MATERIALS**

When citing an online digital image as a source, the following items must be included:

- ◆ Identity of the original document and its owner.
- ◆ Name of the creator(s) of the image(s).
- ◆ Website name.
- ◆ The full website address (URL).
- ◆ The publication date (the year created or posted; if neither can be found, record the date you accessed it).



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## CITING SOURCES FOUND IN ONLINE MATERIALS

There are similarities between citing microform sources and online sources in that they both previously occurred in another format. They have the same core elements as print publications, therefore are equivalent to books.

In this case, cite the author/creator/owner of the website's content; website title; item type; publication data; place (URL); date (posted, updated, copyrighted, or accessed—specify which) and specific detail for that citation (page, section, paragraph, keywords, entry, etc.).

*EXAMPLE—FIRST REFERENCE NOTE FORMAT:*

2. 1850 U.S. census, Pike County, Missouri, population schedule, Indian Creek Township, p. 253 (stamped), dwell. 1247, fam. 1247, Nancy Wright; digital image, *Ancestry.com* (<http://www.ancestry.com> : accessed 10 September 2011); citing NARA microfilm publication M432, roll 209, page 253A.

When citing an online database rather than the digital image of the document, the citation is different.

*EXAMPLE—FIRST REFERENCE NOTE FORMAT:*

3. "1880 United States Census and National Index," database LDS, *FamilySearch* (<http://familysearch.org> : accessed 10 February 2010), entry for W. J. Bullifant (age 45), Charles City, Charles City County, Virginia.

Websites like *FamilySearch* and *Ancestry* make citing your sources relatively easy. When a page is printed from the *FamilySearch* website the source is included in the printout. When printing a document from the *Ancestry* website the source can be omitted, printed on the same page as the document, or printed on a separate page at the time the document is printed. I personally prefer to print the source on the same page as the document. No matter where you gather the information, make sure the source is printed at the time the information was obtained, even if you have to hand write it on the printed document. Better yet, you can use the labels discussed in the article *Source Citation Formats* on page 6 of this issue. 🐼

## **BEGINNERS' PITEFALLS FALLS**

By Carolyn H. Brown [From the SKP Genies Newsletter Fall 2013]

### **I KNOW WHERE I GOT THE INFORMATION. WHY DO I NEED TO "CITE MY SOURCES"?**

Sure, today you know where you found the information, but will you remember a year from now?

If you have only visited one library, researched online in one database, corresponded with one family member, or researched in one courthouse, then you may get by without citing your sources. However, the hobby of genealogy leads us to research in multiple libraries and courthouses, write to all of the family members we can find, and search online until our eyes glaze over. There is no way you can remember where every scrap of information you gather came from.

Citing your sources is not only for someone else to know where you found the information, it's for you to be able to determine which piece of data is correct when you have conflicting information about the same event.

Also, you may need to re-visit the document or book at a later date, and you need to know where you found it in the first place. If you don't know where you found it, you may not find it again.

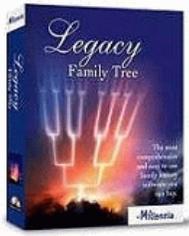
It is very important to record the source of every fact found in each of the documents you have used. This information should also be put into your genealogy program. When you share your information, the source should be included.

Record the details about the document's or book's title, creator/author and publisher; but don't stop there! Note the specifics down to the page number. Church books, civil registers and many older books don't have indexes and finding the information may be very hard the second time around.

When recording the source for censuses and other lists, record the information down to the page and line number, if available.

Five or ten years from now you will be really glad you took the time to cite every source you used. 🐼

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## LEGACY 8 SOURCE WRITER UPDATES REVEALED

By Carolyn H. Brown [From the SKP Genies Newsletter Fall 2013]

*Legacy Family Tree 8* is in beta and is expected to be released before the end of 2013. There are many new features, but the following list falls right in with the theme of this issue of the *SKP Genies Newsletter*. For those of us who use *Legacy* and have lauded the excellent SOURCE WRITER which was released in *Legacy 7*, we can hardly wait for the newest updates in *Legacy 8* which carry electronic sourcing to a new level.

### PRINT SOURCES ON PEDIGREE CHARTS

This new and better version of *Legacy* contains major updates to the SOURCE WRITER which follows Elizabeth Shown Mills', *Evidence Explained: Citing History Sources from Artifacts to Cyberspace*. With the new updates you will now be able to record your detailed analysis of each source and print source reference numbers on your Pedigree Charts. The corresponding source information will be printed on the pages that follow, including the complete citations in combined paragraph form following the standards in *The Chicago Manual of Style*.

### LEGACY SOURCE LABELS

*Legacy 8's* new ASSIGNED SOURCES screen will allow the user to print a single source label or a page of source labels listing all of the sources assigned to an individual. You define your favorite label type and print. Geoff Rasmussen suggests you apply the source label to the protector sheet in which the original is stored.

### SOURCE CLIPBOARD

*Legacy 8* expands the use of the SOURCE CLIPBOARD to load up to five different citations that can be assigned at the click of a button. In the SOURCE CLIPBOARD, click on the OPTIONS button, and then select "Allow multiple sources on the clipboard." The SOURCE CLIPBOARD provides the capability to access a source from the MASTER SOURCE LIST and import it to the clipboard. Once the source is available on the clipboard, give it a short title. Access the edit screen of each individual sharing the same source and enter the appropriate information from the source. The same source can be added to each relevant individual with one click of the appropriate SOURCE CLIPBOARD icon.

### SHARED EVENT

Also updated in *Legacy 8* is the capability to share an event with others in your database. This means you only have to enter the event with its source once and select the other individuals who share the same event, i.e., 1880 census, and the event is added to the other individuals' events list. An icon is provided so you can see a list of everyone who shares the event specified.

### AUTOMATIC SORTING

Now there is the capability to automatically sort the children, marriages, individual events, and marriage events list and everything stays in order. Never fear, if you have added children, spouses, or events to a couple in the order you believe is correct, and dates are not associated with the entry, you can choose not to sort the children, spouses, or events if there are one or more blank dates in the group.

There are several more wonderful updates in *Legacy 8*, and you can rest assured all current users will be ready to upgrade to the new version as soon as it is released. 🐻



No one ever says, "It's only a game" when their team is winning.

If a cow laughed, would milk come out of her nose?

Whatever happened to Preparations A through G?

If lawyers are disbarred and clergymen defrocked, doesn't it follow that electricians can be delighted, musicians denoted, cowboys deranged, models deposed, tree surgeons debarked, and dry cleaners depressed?

"I am" is reportedly the shortest sentence in the English language. Could it be that "I do" is the longest sentence? 🐻

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# BOUSE GENIES NEWS

## WHAT'S HAPPENING IN BOUSE?

The Bouse Genies has continued to grow. We gained two new member over the summer months. We now have 53 paid members for 2013.

Our first meeting for the fall season was held on 27 September. We had six members present, and covered several issues left over from last May. We have been asked by the Bouse Library to please let them know how many people attend each meeting, as this information can be added to their volunteer list for the library. There is a check-in sheet which will be left beside the name tag box at each meeting. Please place a check by your name for the meetings you attend.

Harry Jensen has been working on the programs for the coming season. He is calling on members to give talks on their research. Several of our members will be giving classes at the 2014 Workshop in February, and they will have an opportunity to try out their presentations in front of the group before the Workshop. We are taking your suggestion and will limit the program to one presentation or webinar per meeting. These will be given or shown following the business meeting. After lunch we will have an open or structured session based on input from members. *Legacy 8* should be released before the end of the year and it is chock full of wonderful new features. We will spend some of the afternoon sessions reviewing the new features. We will be working with the library to try to have more sessions in the library working on Ancestry. Harry is also working on plans for a Christmas party and will need your help. Please contact him if you are interested in helping with the party.

At the NGS Conference in Las Vegas we purchased four new books for the library. They are: (1) *Family History Detective* : An all ages introduction to genealogy : a step-by-step guide to investigating your family tree, by Desmond Walls Allen. This is book directed at beginning genealogy; (2) *Family Treasures* : 15 Lessons, Tips, and Tricks for Discovering Your Family History, by Barry J. Ewell. This book is for intermediate level researchers. It covers many areas of genealogy research in detail and advanced users may find some information of interest; (3) *The Family Tree Problem Solver* : Tried-and-True Tactics for Tracing Elusive Ancestors : Overcome the burned courthouse, navigate the problem years before 1850, and separate people of the same name, by Marsha Hoffman Rising. This book is for both intermediate and advanced users and contains information not found in other places; and (4) *Mastering Genealogical Proof*, by Thomas W. Jones. This workbook is for intermediate and advanced users. It helps you understand and work with the Genealogical Proof Standard. There are exercises for every chapter. You will not be allowed to write in the exercises in the book, so we have provided copies of the exercises on the Bouse Genies website. There is a binder with a copy of the exercises on the book shelf with the book, so you can make copies of the exercises if you can't download the PDF file.

We had a break-in to the La Paz Community Building over the summer and our storage cabinet was broken into. The cabinet handle was so badly damaged it had to be replaced. They stole our computer microphone that we use for webinars, and the cash box which was empty. These items were replaced and a much better cash box was purchased. The locks on all of the doors to the building were changed by the county and it may happen that the door is locked when you arrive. Please knock. If someone is there they will let you in. We will try to remember to unlock the door, but it is tricky to be able to leave it unlocked for the meeting.

In the next month or so many of you will be returning to the desert. We are looking forward to having you join us to spend time with other genealogists discussing your issues with your research or your genealogy program. We are here to help you expand your knowledge of researching your genealogy, and help you decide where to research next if you have a problem. If you are new to genealogy and need help, all you need to do is ask someone at the meeting. We don't do the work for you, but we will help you find the answers for yourself. Don't forget to bring your lunch and drink. Lunch time is a great time to bring up issues you may have with your research. We are a sharing group and want all of our members to take part in the meetings.

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## 2014 GENEALOGY WORKSHOP - 15 FEBRUARY 2014

We are working with Billie Bess Jewett and her workshop committee at the LDS church in Lake Havasu City. The date is set for 15 February 2014 at the Lake Havasu City LDS facility. All of the required forms have been created and approved by the committees of both groups. The cost will be \$12 per person, before 1 February or \$15 per person after that. The LDS committee will provide a salad bar lunch which is included in the registration fee.

The format for this workshop is totally different from all other workshops we have sponsored. The LDS facility has five rooms we can use for classes, meaning that we can provide 20 different classes throughout the day. All funds remaining after expenses will be split evenly between BGS and LDS.

A report on the decisions made by the 2014 Workshop Committee will be issued to the Yahoo Group shortly.

## GENEALOGY STUDY GROUP

The Bouse Genealogical Society - Genealogy Study Group (GSG) meeting scheduled for 16 September was cancelled because we did not have enough members of the group here. Other group members will not be back in the area until later and want to be part of the continuing review of the Jefferson-Hemings Case from Volume 89, No. 3, September 2001 issue of the NGS Quarterly. The next topic to be discussed is Indentured Servants of the Chesapeake area.

The group will study an article from the National Genealogical Quarterly at each meeting. By understanding how professional genealogists gather, analyze, and record information concerning a particularly difficult genealogical problem, we can learn how to become better genealogists ourselves.

The next meeting will be on 21 October 2013, which is the third Monday of the month, from 10 AM - 12 NOON at the Bouse Community Building. This group is open to all members. If you wish to join, please contact us at the e-mail address above.

## From the Editor's Desk

By Carolyn H. Brown



The last few issues of this newsletter have focused on gathering more information on the individuals in your family so you can put more meat on their bones. We have also discussed techniques for analyzing the data you have discovered, as well as methods for citing the sources you have used. In the next couple of issues, we will continue the process of learning how to record and share what you have discovered. You worked so hard to compile what you have found, you don't want it to get lost when you are no longer able to work with those wonderful bits of family lore.

We are also looking for our members to send us articles on their research experiences for the *Great Journeys Into the Past* article. This will be a great way to get started writing your family history.

If you have written a book or manuscript about your family, we would love to have you share your story with us. How did you create the document? Did you publish a book? Is it a manuscript you shared with your family? Your experiences may help others decide what format they may want to use to share their research. We have an excellent newsletter editorial staff to help you share your knowledge. Please send your article to: <[GenieCarol@gmail.com](mailto:GenieCarol@gmail.com)>.

**JAN-FEB-MAR 2014:** *Leave your Legacy; Write your Family History.* What to include, what not to include, selecting the family, deciding whether or not to use your genealogy program. Other topics we will address include: working with photographs, adding information not maintained in our genealogy software, organization and layout, and copyright laws. (Deadline is 1 December 2013.)

**Apr-May-Jun 2014:** *Sharing and Publishing Your Family History.* Sharing a file or publishing a book. Document layout; self-publish or use a publisher; and paper or digital book format. (Deadline is 1 March 2014.) 🐼

## *BIBLIOGRAPHY*

Throughout this newsletter we have used multiple sources for information and explicit citation structure. Most of the information was taken from the second and third listings under Elizabeth Shown Mills.

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### *THE MENU AT OUR COLONIAL ANCESTORS' THANKSGIVING FEAST*

**By Barbara Nuehring** [From the SKP Genies Newsletter Fall 2013]

In November we will sit down to a special meal with friends, family or a significant other to give thanks for our RVing lifestyle and the numerous riches we enjoy. Quite a bit different than the reasons our colonial ancestors celebrated in 1621. Nearly half of the 103 Mayflower passengers who landed at Plymouth Rock in 1620 died during that first winter. Those who did survive planted crops in the spring; regained their health and strength during the summer; and had a decent harvest in the fall. There was much for them to be thankful for. It called for a feast. And feast they did! It lasted three whole days.

We don't know the exact menu consumed by the 53 colonists and their 90 Wampanoag guests, but we do know what was available and likely served. Venison, fish, duck, geese and turkey would have been cooked on a spit over an open fire. Side dishes were probably apples, berries and late season vegetables (i.e., squash, turnips, peas, beans, onions).

While they didn't have pumpkin pie, they did enjoy the new fruit that had been introduced to them by the Native Americans. Using the pumpkin as a cooking vessel the pilgrims cut off the top; scooped out the seeds replacing them with cream, spices, eggs and honey; put back the top; and placed the pumpkin in the coals to roast. When it was finished cooking they mixed the contents and cooked flesh creating a custard. If you would like to make a modern-day version of our ancestors' pumpkin recipe it is on <[http://forkandbottle.com/cooking/recipes/pumpkin\\_pie\\_in\\_a\\_pumpkin.htm](http://forkandbottle.com/cooking/recipes/pumpkin_pie_in_a_pumpkin.htm)>.

The colonists didn't eat in courses. All the food was placed in large serving bowls on the table at the same time, and people ate in any order they pleased. Table manners were also different in the late 1600s. They ate with their fingers since forks were unknown in England at that time. And if a knife was used, it was a multipurpose tool that earlier in the day may had whittled a toy or butchered a deer. Napkins were scraps of rags and were used to pick up hot food as well as to remove remains from fingers, face and shirt fronts.

The colonists' impromptu harvest celebration eventually lead to our annual official holiday. I'm thankful for that. I'm also thankful that I can have pumpkin pie! 🐣



## WHAT'S HAPPENING?

It may be Fall, but knowledge does not fall out of the sky. You must pursue it. These genealogy society sponsored conferences and seminars may be in your backyard or on your route. Check them out.

13th Annual British Institute  
7–11 October in Salt Lake City, Utah  
<http://isbgfh.org/>

Alabama Genealogical Society  
NCIS: Names, Clues and Indirect Sources  
12 October in Montgomery, Alabama  
<http://algensoc.org/main/seminars.html>

New England Historic Genealogical Society  
Preserving and Using Images  
17–19 October in Boston, Massachusetts  
[www.americanancestors.org/events/](http://www.americanancestors.org/events/)

Czechoslovak Genealogical Society International  
14<sup>th</sup> Genealogical and Cultural Conference  
23–26 October in Lombard, Illinois.  
[www.cgsi.org/](http://www.cgsi.org/)

Texas State Genealogical Society  
Blazing the Family History Trail Conference  
31 October – 2 November in Round Rock, Texas  
[www.txsgs.org/about/conference](http://www.txsgs.org/about/conference)

Swedish American Genealogist Workshop  
3–10 November in Salt Lake City, Utah  
[www.augustana.edu/x19446.xml](http://www.augustana.edu/x19446.xml) 🐻



My family tree is a few branches short! All help appreciated.

I looked into my family tree and found out I was a sap.

A new cousin a day keeps the boredom away.

If only my ancestors came with pull-down menus and on-line help.

Any family tree produces some lemons, some nuts, and a few bad apples. 🐻

## Bouse Genies 2013-14 Meeting Schedule

All meetings are held in the Bouse Community Building from 9:30 AM -2 PM unless otherwise specified.

### 2013

11 & 25 October

8 & 22 November

6 & 20 (Christmas Party) December

### 2014

3, 17 & 31 January

14 & 28 February

15 Feb - Workshop LHC LDS

14 & 28 March

11 & 25 April

9 & 23 May 🐻

## GENEALOGY STUDY GROUP 2013–14 MEETING SCHEDULE

All meetings are held in the Bouse Community Building from 10 AM -12 NOON unless otherwise specified.

### 2013

21 October

18 November

16 December

### 2014

20 January

17 February

17 March

21 April

21 May 🐻

### CURRENT BGS OFFICERS:

Chairman - Carol Brown

Treasurer - Ann Kimble

Vice-Chairman - Barbara Weber

Assistant Treasurer - Brenda Dixon

Secretary - Gloria Freeman

Librarian - Nikki Mackey

Corresponding Secretary - Nikki Mackey

Webmaster - Dennis Chapman

Historian - Gloria Freeman

Newsletter Editor - Carol Brown

Webinar Librarian - Shirley Baker

GSG Moderator - Carol Brown