



Genealogists' Guide to Documentation and Citing Sources

by Emily A. Croom

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This eBook is provided to guide and assist you in citing genealogical sources and to encourage and promote quality and accuracy in our family histories. Documentation of facts is a principle underlying our research and a necessary part of any compiled family history or family tree. The process of citing sources is somewhat flexible, is not difficult, and is not optional. This guide contains tips, advice, and examples of citations from numerous genealogical sources.

For your convenience, the table of contents (TOC) provides links to corresponding pages. You may wish to print out the TOC for reference each time you consult the online guide.

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**For Reference:****National Archives M and T Publication Numbers for U.S. Census Records**

1790	M637	1870	M593; part of Minnesota T132
1800	M32	1880	T9
1810	M252	1890	M407
1820	M33	1890	Civil War Union Vets and Widows, M123
1830	M19	1900	T623
1840	M704	1910	T624
1850	M432	1920	T625
1860	M653	1930	T626
		1930	Census of Merchant Seamen M1932



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Part I: Introduction

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.

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.

Who Documents Their Research?

Legitimate researchers in any endeavor keep track of the evidence they have and where they got it. Each discipline has certain standards to follow in the process. Archaeologists record the depth at which each artifact is found and in which pit. They often photograph or map each pit floor in which important items rest, before taking them out of the ground. Then they bag or box together everything that comes from each level in the pit so they can study the artifacts in the context of where they were found.

In genealogy, we too must keep track of our artifacts—our land records, wills, and censuses—and record where they rested before we put our copies of them into our notebooks, folders, genealogy software, or thumb drives. This means that genealogists who want to join a lineage society, or share what they find with any other person, or leave a legacy of family history for children and grandchildren—in other words, all of us—need to document what we find. Only then can we, or someone else, study and evaluate what we've found in the proper context and know that our conclusions are backed up with legitimate facts.

What Does It Mean to Document Your Work?

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.”



On the most basic level, documenting means naming your sources in detail. Sources are the books, documents, interviews, letters, websites, tombstones, or anything else from which you get genealogical or historical information. On the next level, documenting means backing up your conclusions with specific pieces of evidence from these sources. Then, documenting means systematically matching each piece of evidence with its source in the form of footnotes (or endnotes) as you fill out charts or write up your project. See the biographical excerpt and its footnotes on page 39 of this guide.

If you are new to genealogy or would like a refresher course, please read Croom's *Unpuzzling Your Past* (4th edition, 2001) or Appendix A in Croom's *The Sleuth Book for Genealogists*. Both books are available through this website.

Why Do You Need to Document Your Genealogy?

- 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
- 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

Where and When Do You Cite Your Sources?

In short, everywhere. To be more specific:

- On notes as you research—any time you add information to your fact base or database, whether from the library, courthouse, cemetery, interviews, internet, or wherever you get information.
- On charts and forms where you record your results, such as family group sheets, chronologies, or pedigree or lineage charts.
- On any set of compiled information that you share with anybody else or that others may read and use. This includes any information that you post or share on the Internet, in an article, or in a book.

How Can You Cite Your Sources?

Citations should tell you, or anyone else, exactly where you found each piece of information. An important part of success in genealogy is being methodical. In documenting, we have to train ourselves to write down the specifics *first*, before we take notes. Of course, we may get in a hurry because we suspect that the book or microfilm we hold in our hands is about to reveal new facts about an elusive ancestor for whom we've searched high and low. However, if we don't get the details of the source first, we're likely to forget to do it at all. **I like to record the citation details at**



the top of each page of notes or photocopy. If you're organized enough to keep a research log or calendar, write the citation details there as well. If you print a record from an online source, check the printout for (or write on the page yourself) any identifying information about the record, the database within the site, the name and URL of the site, and the date you accessed it.

Some researchers keep a list of sources, number each source, and code the page of notes to the source. I personally want the citation details on my notes, regardless of where else they may appear.

In practice, most of us cite our sources with different degrees of formality. (1) If you are taking notes at a research facility, the form you use in recording your sources doesn't really matter, as long as you record all the necessary finding or identifying information. This may include notes about the appearance or condition of the source: blurry film, dark or stained pages, ink smeared on a given word, a name hard to decipher, unnumbered pages, pages not numbered consecutively, a page torn and words missing, etc.

(2) If you are updating a source list for study, for a progress report, or for recording on a family group sheet, you probably need to adhere to a consistent style so that you or those with whom you share it can tell readily and exactly what you used. **Consistency and thoroughness also tend to give someone else an impression of the care with which you've done your research.** This step also represents the second level of documentation: backing up each conclusion (each event, name, date, place, or relationship) with specific evidence from the sources you consulted.

(3) If you decide to arrange your research into a formal presentation, published or not, you need to use a consistent form at least similar to that recognized by major publications and style manuals. This step represents the third level of documentation: systematically matching each piece of evidence with its source in the form of footnotes or endnotes as you fill out charts or write up your project.

In recording your sources, you need to answer the question, "Where did I get it?" In which census? In which book? In whose will? In whose family Bible? On the back of a photograph and in Grandpa's handwriting? This is the beginning of the process. You'll need enough information about the source to write a footnote or bibliography entry. For published materials, this means author, title, publication information, and what part of it you used. Obviously, many genealogical sources don't have authors, titles, or publication information, but they do have identifying characteristics of source, date, and location. You need whatever it takes to identify the exact source so that you, or anyone else, can find it again. Although not usually used in footnotes and bibliographies, this identification, at least in your notes, may also include the place you used it, its call number in that facility, and the date of your research. This last level of detail is entirely your choice.

Two Types of Citations: Footnotes & Bibliography

Footnotes (or endnotes) and bibliographies, the two common types of citations, usually have slightly different forms. A footnote and a bibliography entry for the same source generally contain the same basic information but differ in some ways because they serve different functions. When gathering your citation details, you need to get enough information for both kinds of citations.



Footnotes

Genealogists often benefit from reading the footnotes in articles, books, and case studies. Not only do footnotes name the specific sources that provide particular information, but they also give the rest of us ideas for our own research. One friend found in a book an interesting footnote about a county where her ancestors lived. She looked up the article cited in the footnote and found there another footnote that mentioned one of her ancestral surnames in that county. This led her to some county courthouse records where she got new information on her specific family.

The parts of a footnote are usually separated by commas. Here is the standard form for published books: Author's given name and surname, *Title in Italics* (place of publication: publisher, date of publication all in parentheses), page number(s) from which your information came. For example: David Ludlum, *Early American Winters, 1604–1820* (Boston: American Meteorological Society, 1966), 65.

Even in the kinds of special sources genealogists use and cite, commas usually separate the various elements. For example, a citation of a census record could read like this: U.S. Census of 1860, roll 1263, New County, Tennessee, Newburg District, p. 196, family 187, household of Newman Newberry. This citation tells exactly where the information is and gives researchers and readers enough information to find the same record and same facts again. Note that most words are spelled out so there is no confusion or ambiguity.

Bibliography

Whereas the footnote matches the specific information with its source, the bibliography is a general list of sources used and cited, sometimes with recommendations for further reading or reference. Genealogists may find a bibliography at the end of a full-length family history rather than a case study or article. In a short work, with good footnotes, a reader may not need a separate bibliography.

In standard form, the parts of each bibliography entry are usually separated by periods. Often, the order is the same as in the footnote—only the punctuation differs, and the most specific items are omitted. An entry for a book would be this: Author's last name, first name. *Title in Italics*. (Place of publication: Publisher, date of publication). The footnotes examples above could be altered for bibliographic entries in this way:

Ludlum, David. *Early American Winters, 1604–1820*. Boston: American Meteorological Society, 1966.

U.S. Census of 1860. Population Schedule. National Archives microfilm M653. Roll 1263, New County, Tennessee.



Style Manuals

Good manuals of style, such as *The Chicago Manual of Style* (Chicago: The University of Chicago Press, 1993 or later edition), hereafter called CMS, give examples of standard form for footnotes and bibliography entries that cite published books and articles, newspapers, letters, interviews, and some unpublished documents. Genealogists use these recommendations. In addition, three authors have dealt with some of the specialized sources genealogists use:

- Croom, Emily Anne. *The Sleuth Book for Genealogists*. Cincinnati: F&W Publications, 2000. Reprint, Baltimore: Genealogical Publishing Co., 2008.
- Lackey, Richard S. *Cite Your Sources: A Manual for Documenting Family Histories and Genealogical Records*. Jackson, Miss.: University Press of Mississippi, 1980.
- Mills, Elizabeth Shown. *Evidence Explained: Citing History Sources from Artifacts to Cyberspace*. Baltimore: Genealogical Publishing Co., 2007.

Part II: Citing Sources That Genealogists Use

Standard Elements of Footnote Style

The style of footnotes may vary from researcher to researcher although certain standard elements are usually included. The examples on page 6 identify (1) the ancestor(s) in the record, (2) the exact source of the record, and (3) the form in which the record was used. These forms can include microfilm or microfiche, record books or document files in a courthouse, photographs of homes or tombstones, published books, documents in family papers, images or abstracts in an electronic format, or manuscripts housed in an archive. By recording the form of the record you actually used, another researcher potentially could find the same record to use it or evaluate its reliability.

On page 6 are a few examples of genealogical footnotes not usually discussed in style manuals such as CMS. These are based on standard style manuals and the way various researchers have treated sources that genealogists use. If you have a particular type of source to cite, check below for ideas on form. Later examples illustrate footnote and bibliography styles for books, articles, electronic sources, newspapers, letters, interviews, and a variety of unpublished documents and family papers.

Note that all dates used in examples in this guide are in international style, which is the accepted standard in genealogy: day-month-year. For example, we'd write 12 November 1867 instead of November 12, 1867 or 11-12-1867.

Some genealogists begin footnotes with the name of the person who created the record or the name of the ancestor involved in the record. The following are examples of this style. (FHL refers to the Family History Library, Salt Lake City, Utah. Book 8: 300 refers to Book 8, page 300.)



¹ Huckleberry Greenapple, deed of gift to son Elderberry Greenapple, 12 June 1835, Old County, Virginia, Deed Book 8: 300, FHL microfilm 012345.

² Elderberry Greenapple and Marietta Thorne, original marriage license, 15 June 1835, file G-036, New County, Virginia, County Clerk's Office, Courthouse, Newtown, photocopy held by compiler.

³ Charity Ball tombstone, Pearly Gate Cemetery, Oldville, Old County, Kentucky, photographed by the compiler, June 2003.

Other genealogists prefer to write footnotes that name the record first. Examples are as follows:

⁴ Will of Peter Piper, dated 4 July 1776, Old County, Virginia, Deed and Will Book 3: 27, County Clerk's Office, Courthouse, Oldville, photocopy held by compiler.

⁵ Marriage record of Green Cash and Petina Brown, license and return dated 4 April 1844, New Parish, Louisiana, Marriage Book 4: 44, Parish Clerk's Office, Courthouse, Newburg.

⁶ Jury list showing both Logan Berry and Pleasant Hays on jury no. 2, Middle County, Georgia, Superior Court Minute Book A: 1 January 1824 (pages not numbered), microfilm at Georgia Department of Archives and History, Atlanta.

The specific form to use isn't dictated by hard-and-fast rules. The key is to record all the necessary information as you research, choose the style that makes sense to you, and use it consistently. This basically means that you use the same format for all census records, the same format for all tombstones, probably the same format for all courthouse records, and so forth. As long as you're consistent within a given report or family history, you can change to a different footnote style in the next project. The choice is yours.

You could keep a set of index cards or a master list to remind yourself of the form you prefer, but it won't take long to get used to your system if you use it regularly. We all must train ourselves to get enough information when we use the source the first time, and even the most experienced among us sometimes forget something and have to go back to the source in order to complete the citation.

Form for footnotes is a decision you need to make for yourself. In addition, if you're writing a family history with chapters for different ancestors and multiple generations, you probably don't want to have a footnote number at the end of every sentence or several in the middle of sentences. Thus, you need to decide whether to footnote certain sentences or footnote the paragraph. Your choice depends on how many sources you need to cite for a certain portion of text and what will be the least distraction for your readers. Another choice to make is whether to use endnotes at the end of each chapter or at the end of the book, or footnotes at the bottom of each page. You want your source citations to be readily available so your readers can refer to them fairly quickly and easily. Below is an example of a footnote that had its number placed at the end of a paragraph. The text



for the footnote mentioned several facts and records. In such footnotes, I like to underscore the sources so they can be spotted easily. When citing census records used online, I like to list the microfilm roll number as well as the online source so that readers can find the record in either form.

³ Birth certificate of Walter Oliver Carroll, born 10 September 1871, Orleans Parish, Louisiana, in Orleans Parish Birth Records, 1819–1907, Vol. 116: 605, photocopy from Louisiana Secretary of State, Baton Rouge, showing parents' names and address as of 25 February 1872 when Walter's mother recorded his birth; U.S. Census of 1880, roll 1305, Galveston County, Texas, Galveston, e.d. 66, sheet 18, 118 Post Office Street, dwelling/family 136, household of A. Dexter (his mother's 2nd husband), line 14 naming Walter as son "Waller" Dexter, age 9, accessed online at Ancestry.com, 6 February 2006; marriage record of Walter O. Carroll and Lillian Bender, 27 March 1895, Harris County, Texas, Marriage Bk. M: 437, FHL microfilm 0025226; U.S. Census of 1900, roll 1642, Harris County, Texas, Houston, e.d. 82, sheet 2A, 508 Dowling St., family 51, household of Bradley Whittier (his mother's 3rd husband), line 27 listing son Walter Carrol (*sic*)*, married for 5 years, but the entry missed his wife, Lillie; accessed online at Ancestry.com, 1 March 2006.

* *Sic* (Latin, meaning *thus*) indicates that you are listing the item (spelling, name, date, etc.) exactly as in was in the record, even though it is incorrect.

Citing Standard Genealogical Sources: Examples of Style

Introduction

The examples below are posted as a guide. They contain general information about citing typical genealogical sources (books, articles, newspapers, CD-ROM material, websites, documents, etc.) and provide examples of footnotes (or endnotes), shortened-form footnotes, and bibliography entries. The general considerations in each section answer, with help from style manuals, some of the frequently asked questions about citing works within that category. Refer to a style manual to answer other questions about form and details.

The first two sections below, on published books and articles, use a standard form found in most style books. The section on electronic sources is based on the fifth edition of the *MLA Handbook for Writers of Research Papers* (New York: Modern Language Association of America, 1999). Newspapers, interviews, and letters are also sources genealogists often use. Although style manuals address the citing of these sources, genealogical standards often ask for more detail in the citations than most style manuals give. Thus, this section uses genealogical examples of these sources. Suggested formats (1) are based on suggestions in the style manuals (CMS, Croom, Lackey, Mills, or MLA), or (2) are variations of their suggestions, or (3) are genealogical applications of the general principles of citing sources.

The remaining sections deal with types of genealogical sources not always, or not usually, addressed in style manuals. For ideas in citing family sources, see the examples in VI (p. 35) below. Genealogists have options in the ways to cite various records and documents. Whatever form you choose, the important thing is to use it regularly and consistently.



1. Published Books.

General considerations for citing books:

- Basic standard elements of footnotes or bibliography entries are author, title, and publication information (place, publisher, year). *Author* may instead be an editor, compiler, translator, transcriber, or abstractor. Footnotes include the volume and page numbers from which specific information comes. Bibliographies generally omit these details.
- If no author, editor, or compiler, etc., is given on the title page and you can't find the information in the introduction or library catalog, begin the citation with the title.
- If no place of publication, no publisher, or no publication date is given on the title page and you can't find the information in the introduction or library catalog, insert *no place* or *n.p.*, *no publisher* or *n.p.*, or *no date* or *n.d.* where that information would normally be found.
- If the author or compiler published the book, put *the author* or *the compiler* in the place of the publisher. If the book was privately printed instead of commercially published, and it isn't clear who was responsible, put *privately printed* in the space for the publisher. If the book was typed, as were some older books of genealogical abstracts or indexes, in place of a publisher, you could use *typescript*.
- If the place of publication is well known, such as Chicago, Baltimore, or New York, you don't need to use the name of the state in which it is located. If the town is less widely known, identify the state with the full name or an accepted abbreviation. If you aren't sure how well known the city is, use the state name.
- **The shortened form of footnote** (for citations of a work after the first time it's cited) gives the author's surname, the shortened but not changed title, and the page numbers.
- To create shortened forms of the title, for subsequent citations, use key words from the title, as shown in the examples below. This isn't a rearranged or changed title. The short version needs to be so clear that the work is not confused with other similar titles or other works by the same author. Usually, titles of fewer than five words are not shortened.
- Many library catalogs are searchable online. You can often supply missing information in your own notes by consulting catalogs of libraries with genealogical collections. Get the website addresses for the catalogs of your local public and university libraries and keep them handy for this and other uses. The catalog for the renowned Clayton Library, Center for Genealogical Research, Houston, Texas is at http://www.hpl.lib.tx.us/clayton/clayton_holdings.html.
- It is a matter of personal or publisher choice whether to spell out or abbreviate *volumes* (*vols.*), *editor* (*ed.*), *edition* (*ed.*), *revised edition* (*rev. ed.*), *Company* (*Co.*) in a publisher's name, *United States* (*U.S.*), and other such details. Consistency within the entire set of footnotes and



bibliography is the important point. Spelling out words is more formal and would be a better choice if there is any chance of confusion on the part of the reader. For example, “hh” in your notes may refer to “household” in a census record, but to be sure that your readers understand your meaning or intention, write out the word.

- When citing a volume and page number, current usage suggests 5: 45 for Vol. 5, p. 45.
- Current style books do not promote the use of *p.* or *pp.* before page numbers in footnotes or endnotes. However, the practice can be used (*Chicago Manual of Style*, 14th ed., paragraph 15.189). Such usage would be an author’s choice in a genealogy compiled primarily for the family, to prevent confusion on the part of readers not familiar with current styles or those who learned different forms when they were in school. Again, consistency in usage is important.
- **Ibid.** (*ibidem*, “in the same place”) can be used in the note immediately following a reference to refer to the same work (author and title) again. If more than one work is listed in a footnote, you cannot use “Ibid.” in the following note. Current style does not italicize “Ibid.”
- Elements of footnotes are generally separated by commas; elements of a bibliography entry, by periods.

Examples of Style

Book with one author

- footnote, first appearance

James W. Hagy, *Directories for the City of Charleston, South Carolina* (Baltimore: Clearfield Company, 1997), directory for 1835–1836, 52.

- shortened form for subsequent citations of the same work

Hagy, *Directories for the City of Charleston*, 1835–1836, 64.

- use of same source (same author and title) in the next note, example with a different page number

Ibid., 45.

- bibliography entry

Hagy, James W. *Directories for the City of Charleston, South Carolina*. Directories for 1830–1841. Baltimore: Clearfield Company, 1997.

Book with two authors

- footnote

Barbara R. Langdon and Shirley P. Langdon, *Chester County Marriages 1778–1879 Implied in Chester County, S.C. Probate and Equity Records* (Columbia, S.C.: Langdon & Langdon Genealogical Research, 1985), 120.

- shortened form for subsequent citations of the same work

Langdon and Langdon, *Chester County Marriages*, 41–42.

- bibliography entry

Langdon, Barbara R., and Shirley P. Langdon. *Chester County Marriages 1778–1879 Implied in Chester County, S.C. Probate and Equity Records*. Columbia, S.C.: Langdon & Langdon Genealogical Research, 1985.

**Book with compiler (comp.), editor (ed.), translator (trans.), etc.**

- footnote, with explanatory note, as is common in genealogical citations
Sherida K. Eddlemon, comp., *Genealogical Abstracts from Tennessee Newspapers 1791–1808* (Bowie, Md.: Heritage Books, Inc., 1988), 154–155, 24 May 1806, giving Wall’s age as 24.
- shortened form for subsequent citations of the same book
Eddlemon, *Tennessee Newspapers*, 50.
- bibliography entry
Eddlemon, Sherida K. *Genealogical Abstracts from Tennessee Newspapers 1791–1808*. Bowie, Md: Heritage Books, Inc., 1985.

Book with organization as “author”

- footnote
Hardeman County Historical Commission, *Hardeman County Historical Sketches* (Bolivar, Tenn.: Hardeman County Historical Commission, 1979), 84.
- shortened form for subsequent citations
Hardeman County Historical Commission, *Historical Sketches*, 123.
- bibliography entry
Hardeman County Historical Commission. *Hardeman County Historical Sketches*. Bolivar, Tenn.: Hardeman County Historical Commission, 1979.

Book from multi-volume set

- footnote
Territorial Papers of the United States (Washington, D.C.: Government Printing Office, 1934–1975), 5 (Mississippi Territory): 294.
- shortened form for subsequent citations
Territorial Papers, 5 (Mississippi Territory): 232.
- bibliography entry
Territorial Papers of the United States. 28 vols. Washington, D.C.: Government Printing Office, 1934–1975. Volume 5, Mississippi Territory. (Such an added note suggests that Volume 5 was the only volume consulted for this particular project.)

2. Published Articles

General considerations:

- A typical note citing an article in a journal uses this order: author of article, title of article in quotation marks, title of journal in italics, volume number, issue number or date of the issue in parentheses, and pages number(s) referred to in the text.
- Footnote and bibliography entries use the journal title, volume, issue or date, and page number(s) as one element, not separated by commas or periods. Example: *Genealogy Magazine* 55 (May 1925): 100–105. A colon and space precede the page number(s). See more examples below. The bibliography entry gives the inclusive page numbers of the article.
- Authors and titles are handled basically the same in citations for articles as in citations for books.



- If the journal is published in a foreign city or has a title similar to another journal, it is advisable to include the place of publication to prevent confusion. In genealogy, with so many journals published by local societies, it is helpful to identify the place of publication if it isn't already in the title.
- If a title ends with its own punctuation mark (Ex: *Heavenly Days!*), no comma or period would be necessary to separate the title from the next element of the citation.

Journal article with one author

– footnote

Nancy Simons Peterson, "Guarded Pasts: The Lives and Offspring of Colonel George and Clara (Baldwin) Bomford," *National Genealogical Society Quarterly* 86 (December 1998): 288.

– shortened form

Peterson, "Guarded Pasts," 293.

– bibliography entry

Peterson, Nancy Simons. "Guarded Pasts: The Lives and Offspring of Colonel George and Clara (Baldwin) Bomford." *National Genealogical Society Quarterly* 86 (December 1998): 283–305.

Journal article with place of publication

– footnote

Trevia Wooster Beverly, "Do You Have an 'Urban' Ancestor? Check out that City Directory!" *The CLF Newsletter* (Houston, Texas) 13 (February 1999): 8.

– shortened form

Beverly, "Do You Have an 'Urban' Ancestor?" 7.

– bibliography entry

Beverly, Trevia Wooster. "Do You Have an 'Urban' Ancestor? Check out that City Directory!" *The CLF Newsletter* (Houston, Texas) 13 (February 1999): 6–10.

Article in reference book or edited book

– footnote

Joseph W. McKnight, "Family Law," in *Encyclopedia of Southern Culture*, Charles Reagan Wilson and William Ferris, editors (Chapel Hill: The University of North Carolina Press, 1989), 807.

– shortened form

McKnight, "Family Law," 808.

– bibliography entry

McKnight, Joseph W. "Family Law." In *Encyclopedia of Southern Culture*, Charles Reagan Wilson and William Ferris, eds. Chapel Hill: The University of North Carolina Press, 1989. 806–809.



3. Electronic and Internet Sources

The citations illustrated below basically follow the style suggested in *MLA Handbook for Writers of Research Papers*, by Joseph Gibaldi, 5th ed. (New York: Modern Language Association of America, 1999). This work is cited as *MLA* when its formats are used below. The footnote styles have been adapted from the MLA bibliography forms since this handbook uses parenthetical citations in the text instead of footnotes or endnotes. **Parenthetical citation** is inadequate for genealogy because it gives no details or explanatory notes but usually cites only an author and year of publication. This system sends the reader to a master list of sources for the details. The purpose, nature, and quantity of genealogy citations, along with the level of detail we often need in our citations, make the parenthetical citations unhandy, impractical, and inadequate for our purposes.

However, the *MLA Handbook* offers valid suggestions for the style of citations for electronic sources. In the first example, *TSHA* stands for the Texas State Historical Association.

Because online items and websites come and go, it is wise to print out whatever you find and want to keep. Otherwise, it may not be there when you need it again. At least you have your print-out as your source. On your printout, record the site name and/or URL and the date you accessed it.

Article in online book

– footnote (based on TSHA suggested form)

“Peter Powell,” *The Handbook of Texas Online*, Texas State Historical Association, online <<http://www.tsha.utexas.edu/handbook/online/articles/view/PP/fpo35.html>>, accessed 31 May 2004.

– shortened form

“Peter Powell,” *Handbook of Texas Online*.

– bibliography entry (TSHA format)

“Powell, Peter.” *The Handbook of Texas Online*. <<http://www.tsha.utexas.edu/handbook/online/articles/view/PP/fpo35.html>> [Accessed 31 May 2004]

Article from journal on CD-ROM

– footnote (based on MLA)

“Benjamin Fuller Bible Record,” *National Genealogical Society Quarterly* 16 (March 1928): 11, *National Genealogical Society Quarterly*, Vols. 1–85, 1600s–1900s, CD-ROM, disc 1, Family Tree Maker’s Family Archives CD #210 (Novato, CA: Broderbund Software, 1998).

– shortened form

“Benjamin Fuller Bible Record,” *National Genealogical Society Quarterly*.

– bibliography entry (based on MLA)

“Benjamin Fuller Bible Record.” *National Genealogical Society Quarterly* 16 (March 1928): 11. *National Genealogical Society Quarterly*, Vols. 1–85, 1600s–1900s. CD-ROM. 2 discs. Family Tree Maker’s Family Archives CD #210. Novato, CA: Broderbund Software, 1998.

**CD-ROM publication, previously a published book**

- footnote, source first

Genealogies of Virginia Families from the William and Mary College Quarterly Historical Magazine (Baltimore: Genealogical Publishing Co., 1982), 4: 257, Ambrose Ransome will, CD-ROM, *Family History: Virginia Genealogies #2 1600s–1800s from GPC*, Family Tree Maker's Family Archives CD #186 (Novato, CA: Broderbund Software, 1997).

- footnote, name first

Ambrose Ransome will, in *Genealogies of Virginia Families from the William and Mary College Quarterly Historical Magazine* (Baltimore: Genealogical Publishing Co., 1982), 4:257, CD-ROM, *Family History: Virginia Genealogies #2 1600s–1800s from GPC*, Family Tree Maker's Family Archives CD #186 (Novato, CA: Broderbund Software, 1997).

- shortened form, one possibility

Ambrose Ransome will, *Virginia Genealogies #2*. (If the short form citation refers to a different page, put the page number after the shortened title.)

- bibliography entry

Genealogies of Virginia Families from the William and Mary College Quarterly Historical Magazine. 5 vols. Baltimore: Genealogical Publishing Co., 1982. CD-ROM. *Family History: Virginia Genealogies #2 1600s–1800s from GPC*. Family Tree Maker's Family Archives CD #186. Novato, CA: Broderbund Software, 1997.

CD-ROM publication, original publication

- footnote

Family Quest Archives, *Illinois 1870 Census Index*, CD-ROM, #ACD-0013 (Bountiful, UT: Heritage Quest, 1998), surname Nutter.

- shortened form

Illinois 1870 Census Index, CD-ROM.

- bibliography entry

Family Quest Archives. *Illinois 1870 Census Index*. CD-ROM. #ACD-0013. Bountiful, UT: Heritage Quest, 1998.

Database online

- footnote, name first

Nice Blaydes entry, *1798 Direct Tax, List 2a, Berkeley Parish, Spotsylvania County, Virginia*, Gary Stanton, comp., 21 July 1996, accessed 13 March 1999, online at <www.mwc.edu/~gstanton/hispinfo/1798l2a.htm>.

- shortened form, name first

Nice Blaydes entry, *1798 Direct Tax, List 2a*, . . . *Spotsylvania County, Virginia*, online.

- bibliography entry

1798 Direct Tax, List 2a, Berkeley Parish, Spotsylvania County, Virginia. Gary Stanton, comp. 1996. Accessed 13 March 1999. <www.mwc.edu/~gstanton/hispinfo/1798l2a.htm>.

Database online—Censuses

- footnote, document first

U.S. Census of 1920, roll 1812, Harris County, Texas, Houston, 1st Ward, e.d. 32, sheet 2A,



1606 Shearn St., family 33, household of Thomas P. Burns [Sr.], line 32, showing son Thomas P. Jr., age 10, accessed online at Ancestry.com, 15 December 2006.

- citation that includes NARA (National Archives) publication number*

U.S. Census of 1920, NARA microfilm publication T625, roll 1812, Harris County, Texas, Houston, 1st Ward, e.d. 32, sheet 2A, 1606 Shearn St., family 33, household of Thomas P. Burns [Sr.], accessed online at Ancestry.com, 15 December 2006.

- shortened form, one possibility

U.S. Census of 1920, Harris County, Texas, household of Thomas P. Burns, cited in endnote 7.

- shortened form, another possibility

U.S. 1920 Census, Harris County, Tex., e.d. 32, sheet 2A, family 33, household of Thomas P. Burns.

- bibliography entry

See examples below. Format depends on the style and content of the bibliography.

- ***Note:** I cite census records by telescoping from the largest entity (U.S. Census) to the smallest [family or line number, or name of head of household] because that format makes sense to me. I don't always list the NARA M or T microfilm publication number because it's not necessary for finding the record online or in libraries, but it is valid publication information and you can cite it if you choose. Likewise, I don't always identify the record as the "population schedule" because the footnote makes it obvious, but I do list the schedule type and the NARA M or T publication number for other censuses, such as agriculture schedules. For clarification, I often use the explanatory "key" shown at the top of [page 21](#) below. For the M and T publication numbers of U.S. population schedules, see [page ii](#) of this guide.

E-mail message

- footnote (from MLA)

Jane Doe, "Bethel Primitive Baptist Church records," e-mail to author, 1 May 2006.

- shortened form

Jane Doe, e-mail to author, 1 May 2006.

- bibliographic entry (from MLA)

Doe, Jane. "Bethel Primitive Baptist Church records." E-mail to author. 1 May 2006.

Social Security Death Index

- footnote, name first

Jane Doe, SS no. 123-45-6789, Social Security Death Index, *FamilySearch* (Salt Lake City: Family History Library), 1994. [If you use the SSDI in a different source, cite that source.]

- footnote, record first

Social Security Death Index (SSDI) entry for Daniel Bailey, 1888–1970, SS# 217-07-7553, accessed online at Ancestry.com, 19 November 2006.

- shortened form, name first

Jane Doe, no. 123-45-6789, SSDI entry.

- shortened form, record first

SSDI entry for Daniel Bailey, SS# 217-07-7553.

- bibliography entry

Social Security Death Index. Ancestry.com.



4. Newspapers, Letters, and Interviews

Two reasons for citing sources are (1) to show where you got your information and (2) to let other researchers find the same information. For many genealogical citations, there are no requirements for particular form. We must simply give enough information to accomplish these two purposes. This section illustrates several ways of creating these citations. The point is not to quibble over form but to get all of us to document our research in a reasonable, meaningful way. The sources discussed in this section are important parts of the genealogist's repertoire.

General considerations:

- In citing newspapers, use the complete date of the paper. If the newspaper published more than one edition a day, name the edition you used (morning, evening, city, etc.). If page numbers aren't given, you can count over to the referenced page and assign it a number, saying *pages not numbered but on third page*. If the paper was published in sections, identify the section and page number.
- For a bibliography entry, use the newspaper name and date range of the issues you used—for example, 1891–1898. Individual news items are rarely shown in a bibliography. Clippings from unidentified newspapers could be cited in the bibliography by their headline.
- Italicize the name of the city with the name of the newspaper for American newspapers. If the title, in English, begins with *The*, it is omitted in notes and bibliography. If the city is not widely known or could be confused with another city, add the name of the U.S. state or Canadian province, italicized in parentheses: *Bolivar (Tennessee) Bulletin*. If this is awkward, given the name of the paper, the city and state can be identified after the name of the paper.
- For foreign papers, if the city is not part of the title, add the city in parentheses, but not in italics. If the city is part of the title, italicize it along with the paper name.
- The city is omitted when citing national newspapers, such as the *Wall Street Journal*.
- If possible and/or pertinent, we can cite where we used the paper so that others will know where they might use it as well. Many newspapers are available online or on microfilm via interlibrary loan, but the original newspapers we used years ago are often no longer available to the public.
- Letters are identified by sender and receiver, and date, if given. Further explanations can be made to authenticate the ownership and history of the document.
- For newspaper clippings and letters (as well as anything else), if the date is not given but can be determined, it can be cited in brackets. A note can be added to explain how the date was determined.
- Interviews are identified by the parties involved, medium, location, and date.



Because style books don't address all the sources genealogists need to cite, we create our own style, based on what the style books say and what we need to convey in our citations. Alternate forms in the examples below are based on the styles suggested primarily in CMS, Croom, Mills, and MLA, or combined ideas from these books. Among these references, bibliography style differs somewhat. CMS would put the most specific identifying details only in the footnote and use the bibliography to list the more general identifying information. Croom prefers this CMS style. Lackey does not deal with bibliographies at all, but his footnote components can be applied to them.

Headlined clipping, article, or news item from identified newspaper

– footnote

"Mrs. Fletcher E. Metcalfe, 83 former Georgetownite, dies Monday," *Williamson County Sun*, Georgetown, Texas, 30 December 1976, sec. 1, p. 9; hereafter, Fletcher Metcalfe obituary.

– shortened form, with name of newspaper added for clarity if two newspapers published the notice.

Fletcher Metcalfe obituary, *Williamson County Sun*.

– bibliography entry that includes the specific details

"Mrs. Fletcher E. Metcalfe, 83 former Georgetownite, dies Monday." *Williamson County Sun*, Georgetown, Texas, 30 December 1976.

– bibliography entry

Williamson County Sun, Georgetown, Texas, 30 December 1976. [CMS would put all other specific information in the first footnote; this CMS form makes sense since the other specifics are in the footnote.]

Headlined clipping, article, or news item from identified newspaper online

– footnote

Article "Boyhood Friends Meet," *Santa Cruz Daily Surf*, 19 March 1917, p. 8, transcription, accessed 26 February 2006 through the Santa Cruz (California) Public Library website, www.santacruzpl.org/history/films/sefilms/surf/3-19-17.shtml.

– shortened form

"Boyhood Friends Meet," *Santa Cruz Daily Surf*, 19 March 1917, online.

– bibliography entry

Format depends on whether you are listing every article you used or simply listing the titles and dates of the newspapers you consulted. Pertinent details are already in the footnotes.

Headlined newspaper article online, another example

– footnote, with added note in brackets

Article "Marie Dodo [*sic*, should be Doro] Wed to Actor," *New York Times*, 14 December 1915, p. 5, in online database *The New York Times (1851–2001)*, accessed through ProQuest Historical Newspapers, 25 April 2005.

– shortened form for subsequent citations

"Marie Dodo Wed to Actor," *New York Times*, 14 December 1915, online.

– bibliography entry

Format depends on whether you list every article you used or only the titles and dates of the newspapers you consulted.

**Undated clipping from unidentified or unnamed newspaper**

- footnote, with explanatory notes that might go in the text instead

“H.O. Metcalfe Appointed Judge; Marfan Since 1917,” clipping from unnamed newspaper (Marfa, Texas, January, 1941), p. 1, 8, original in possession of the author, Bellaire, Texas. The clipping mentions the January term of court beginning “here” on Monday, January 27, that Judge Metcalfe came in 1917 and has been “here more than twenty-three years,” and that the judge was conducting the January term of court in Fort Davis within an hour after being sworn in; a perpetual calendar identifies the year as 1941 and supports the date clues in the article.
- shortened form

“H.O. Metcalfe Appointed Judge,” Marfa, Texas, newspaper.
- bibliography entry with full information

“H.O. Metcalfe Appointed Judge; Marfan Since 1917.” Undated clipping from unnamed newspaper (Marfa, Texas, January, 1941). Original in possession of the author, Bellaire, TX.

News, advertisement, or other item from newspaper

- footnote

New-York Evening Post, 14 April 1821, 2nd page, col. 4.
- footnote

Houston Post, 14 April 1907, Society News, p. 40.
- bibliography entry, when listing only the newspapers consulted and their dates.

New-York Evening Post, 14 April 1821.

Letter in published book

- footnote

Emily Dickinson to Abiah [—], from Mount Holyoke Seminary, South Hadley, Massachusetts, 6 November 1847, in *The American Reader: From Columbus to Today*, Paul M Angle, ed. (New York: Rand McNally & Co., 1958), 271–273, reprinted from Arthur C. Cole, *A Hundred Years of Mount Holyoke College* (New Haven: Yale University Press, 1940), 391–393; the letter is a delightful description of college life.
- shortened form. [—] means the surname was not given.

Emily Dickinson to Abiah [—], 272.
- bibliography entry (*based on CMS*)

Dickinson, Emily. Letter, 6 November 1847. In *The American Reader: From Columbus to Today*, Paul M. Angle, ed. New York: Rand McNally & Company, 1958. Reprinted from Arthur C. Cole, *A Hundred Years of Mount Holyoke College* (New Haven: Yale University Press, 1940), 391–393.

Letter in manuscript form

- footnote, a possibility with basic information

Albert Croom to Dr. S.N. Hopper, 28 September 1902, original letter in possession of author.
- footnote with notes added

Letter from Albert Croom, Whiteville, Tennessee, to Dr. S.N. Hopper, Telephone, Texas, 28 September 1902, original in possession of author, 2008, sent to author by Mary Jo Phillips, granddaughter of Dr. and Mrs. Hopper, about 1974; Mrs. Hopper was Albert Croom’s sister.



- shortened form, one possibility
Letter, Albert Croom to Dr. S.N. Hopper, 28 September 1902.
- bibliography entry (from CMS)
Croom, Albert. Letter to Dr. S.N. Hopper, 28 September 1902. [CMS would put other specific details in the first footnote rather than the bibliography; Croom likes this form.]
- bibliography entry with details given
Croom, Albert, letter. 28 September 1902, from Whiteville, Tennessee, to Dr. S.N. Hopper, Telephone, Texas. Original in possession of the author, 2008.

Letter to author or compiler

- footnote, one style
Virginia Guthrie Loyd to author, 11 February 1972, original in possession of the author.
- footnote, another style
Letter from Virginia Guthrie Loyd, Natural Bridge Station, Virginia, to author, Houston, Texas, 11 February 1972.
- shortened form, name first
Virginia Guthrie Loyd, letter to author, 11 February 1972.
- shortened form, another style
Letter, Virginia Guthrie Loyd to author, 11 February 1972.
- bibliography entry
Loyd, Virginia Guthrie. Letter to author, 11 February 1972. [CMS & Croom would put the other details in the first footnote.]
- bibliography entry, with more detail
Loyd, Virginia Guthrie, letter. 11 February 1972, from Natural Bridge Station, Virginia, to author, Houston, Texas. Held by author, 2008.

Interview or conversation by telephone

- footnote
Henry Turner (H.T.) Coleman, Blanket, Texas, telephone conversation with the author, Bellaire, Texas, 26 August 1996, notes of conversation held by the author.
- shortened form
H.T. Coleman, telephone conversation, 26 August 1996.
- bibliography entry
Coleman, Henry Turner (H.T.). Telephone conversation with the author, Bellaire, Texas, 26 August 1996.

Interview in person

- footnote, one style
Interview with Claude Blalock, at his home, near Whiteville, Tennessee, by Robert Shelby, 18 August 1997. Audio tape recording and transcription in Shelby's possession, Bellaire, Texas, 2006.
- footnote, another style
Interview with Claude Blalock, 20 August 1997, by Robert Shelby, near Whiteville, Tennessee, notes in possession of Shelby, Bellaire, Texas.



– shortened form

Interview, Claude Blalock, 18 August 1997.

– bibliography entry, basic, leaving details in the footnote

Blalock, Claude, interview. 18 August 1997.

– bibliography entry, one style with details repeated

Blalock, Claude, interview. 18 August 1997, at Blalock home, near Whiteville, Tennessee.

Audio tape and transcription held by interviewer, Robert Shelby, Bellaire, Texas, 2006.

Interview in person

– footnote

Sue Mood McMichael, interview by author, tape recording, Houston, Texas, 11 May 1980. [If you use the tape at a research facility that holds it, mention it here.]

– shortened form

McMichael, interview. [Cite full name and date if interviewing more than one person of the same surname or if interviewing the same person more than once.]

– bibliography entry

McMichael, Sue Mood. Interview by author. Tape recording. Houston, Texas, 11 May 1980. [If you use the tape at a research facility that holds it, mention it here.]

5. Public or Unpublished Documents and Records

Genealogists must pay attention to details. If we want to give our efforts credibility, we have to be meticulous about our evidence and how we cite it. For a more thorough consideration of the details of citing specialized genealogical sources, this section is divided into two parts: footnotes or endnotes, and bibliography.

Footnotes/Endnotes

General considerations for footnotes/endnotes and shortened form notes:

- For notes citing documents, we use the name of the country (if other than U.S.), state, county or parish, city or town that issued or created the document, and in some cases the name of the agency within the government from which the document originated.
- Notes also include title or type of document, the date of its creation, and any other identifying details that help a researcher find it, especially volume and page numbers. Cite what you actually used: a published abstract, an original document, a county-level copy in a county court record book (deeds, wills, court minutes, etc.), microfilm of a county record book, a document in an archives collection, etc.
- If the document used and cited is not widely available, include the facility, institution, or agency where other researchers could find the document for research. Since microfilm materials are often available in multiple research facilities or on interlibrary loan, you can but wouldn't necessarily need to cite where you used them.



- In footnotes, it's necessary to include enough detail to find the record and identify it as a distinct entity, apart from other similar records. It's superfluous and perhaps "overkill" to include every conceivable detail in the citation unless (1) such detail is necessary for finding the record or (2) such detail is part of the discussion in the text. "Overkill" items could include the volume number for federal census records. Since census microfilm is arranged by state and county, the volume number isn't necessary for finding the correct roll of film or finding the record online.
- Examples in this guide and others include a number of details. Not all sources of the same kind will have all the same details. Some pages of census microfilm name the local post office and others don't. You can't always assume the location is the same as what is on the previous or following page. Some tax rolls and court records are dated and others aren't; some have numbered pages and many don't. You can't cite what isn't in the record you use.
- Depending on the need and the situation, sometimes it's helpful to mention what's missing, such as family numbers, the local post office name, or page numbers.
- It's useful to name the head of household in a census citation or the parties to a deed or marriage record, especially when you (1) have a number of different citations of the same document type or about the same people and (2) want to make your meaning absolutely clear.
- Most footnote entries for books, articles, letters, and interviews (as discussed in previous sections above) begin with the name of the author or person who created the record. Sometimes this form works well for genealogical documents and records. Sometimes, however, the note seems to read more smoothly and logically when it begins with the type of document. The examples below illustrate both formats. Consistency is important, in that all your footnotes for books and articles use standard form, all of your citations of letters conform to the same style, and all your footnotes for census records have the same format.
- If your written report is relatively short and you don't have a separate bibliography, you need to put all the finding material in the footnote. Refer to discussion below for bibliography ideas.
- Genealogists often create their own style for footnotes. Doing so is fine as long as you provide the necessary details and your format is consistent. Choosing a format may depend on how you think when filing your research materials—by name, by type of document, or by location. Footnote style may also depend on what is logical to you. Some citation examples in this guide begin with the name of the person who created the document or caused it to be created; some, with the type of source or record. Below are illustrations of both approaches.
- If you cite more than one source in a footnote, it is common practice to separate the citations with a semicolon. Therefore, it's common practice to separate the elements within each citation with commas. If you have in one sentence several facts that need citations, it's less cluttered and confusing to the reader to group the citations into a single footnote rather than have several footnote numbers interrupting the sentence. When such a footnote is necessary, you need to identify which source gives which piece of information. For example:



²³ Marriage license no. 234 and minister's return, dated 18 March 1874, for Jane Powell and Sam Nutter, New County, Texas, County Clerk's Office, Courthouse, Newtown, Marriage Book 2: 12; newspaper wedding story in *Five Corners (Texas) Star*, 25 March 1874, p. 3, col. 2, gives the same wedding date and adds the bride's middle name as Eugenia and the place of the wedding as the home of her grandparents, Sam and Eliza Powell.

- Although many genealogists abbreviate words in their document citations, a formal presentation looks and reads better when key elements are spelled out. Many family histories are written for a broad, general audience of relatives as well as other researchers. As presenters, we must make our citations as clear to the non-genealogy readers as to the genealogists who study our efforts. When in doubt, spell it out.
- If your work is thorough, it may have numerous citations. You can help your readers by stating in a foreword or in a **"key" at the beginning of the endnotes** whatever your readers will need to know in order to understand your citations, including abbreviations that may not be obvious to some readers. For example, the following notes apply to the citation examples below:
 1. All U.S. federal census records cited are population schedules unless otherwise identified.
 2. Enumeration districts in U.S. census records are abbreviated *e.d.*
 3. The U.S. National Archives and Records Administration in Washington D.C. will be shortened to National Archives or NARA.
 4. The Family History Library in Salt Lake City is abbreviated as FHL.

For purposes of illustration only, when two examples below come from the identical source, the second one may begin in a different style and conclude with an ellipsis (. . .) to indicate that the rest of the citation remains the same as the previous example. This is a space-saving device for these examples. This is not the same as the use of "Ibid." in footnotes. Use **"Ibid."** to indicate that your citation is from the exact source as the previous one. An example is below. You cannot use "Ibid." if the previous footnote contains several different sources.

Several styles of footnotes are illustrated below. Other styles are legitimate as well. As in the case of previous examples, the shortened form citations are for use in footnotes or endnotes when the same source is cited any time after its original note (footnote or endnote). The first citation is complete; subsequent citations give enough to identify the source and/or refer back to the first note. Some forms illustrated below are suggested in the style books already mentioned (CMS, Croom, Lackey, and Mills) or use the general principles of documentation.

American State Papers

– name first

Alexander Armstrong entry, Land Claims in Mississippi Territory, 1806, *American State Papers* (Washington, D.C.: Gales and Seaton, 1832–1861), Class 8: *Public Lands, 1789–1837*, 1: 1902.

– record first

Entry of Alexander Armstrong, Land Claims ... [continue as in previous example]

– shortened form, for subsequent footnotes

Alexander Armstrong, *American State Papers: Public Lands* 1: 1902.

**Archives document**

- typical order: title and date of document, series title if applicable, name of collection if applicable, name of depository.
- document first
Petition to create a new county, 28 June 1870, from citizens of Falls, Robertson and Limestone counties to Texas legislature (cover sheet labeled no. 87, Box 30, F), Texas State Archives, Austin, photocopy in author's possession.
- shortened form
Petition to create a new county (1870), Texas State Archives, Austin.

Birth record, county level

- document first
Birth record of David J. Coleman, Mills County, Texas, Birth Record Book 1: 19, County Clerk's Office, Courthouse, Goldthwaite.
- name first
David J. Coleman birth record, Mills County, Texas, . . . [continue as above]
- shortened form
David J. Coleman birth record, Mills County, Texas, Birth Record Book 1: 19.
- birth information in record other than vital registration
Record of birth dates for Mary Ann and Joseph Mason, in "Account of children returned for the year 1848," in the Poor School Records, 1825–1859, no page or frame numbers, but under 1848 records, Court of Ordinary, Putnam County, Georgia, FHL microfilm 0401835.
- name first, microfilm record
Sarah Elizabeth LaMay birth record, 1888, Iron County, Michigan, Birth Index and Record, L–R, 1885–1971, p. 1, no. 306, County Clerk's Office, Courthouse, Crystal Falls, FHL microfilm 1017858.

Birth record, state level, see "Death record"**Census record (federal, population schedule) on microfilm, pre-1850* (note below)**

- document first
U.S. Census of 1810, roll 68, Cumberland County, Virginia, p. 12, line 13, household of Elliott Coleman. [If accessed online, identify the website as in previous examples.]
- name first
Elliott Coleman household, U.S. Census of 1810, roll 68, Cumberland County, Virginia, ... [continue as above]
- shortened form, one possibility, showing alternate style
1810 U.S. Census, Cumberland County, Virginia, p. 12, Elliott Coleman household.

Census record (federal, population schedule) on microfilm, 1850–1870* (note below)

- document first
U.S. Census of 1850, roll 83, Talbot County, Georgia, p. 253, family/dwelling 422, household of Alfred Hudson.
- name first with alternate usages
Alfred Hudson household, 1850 U.S. Census, roll 83, Talbot County, GA, p. 253, family 422.



- shortened form, one possibility
1850 U.S. Census, Talbot County, Georgia, p. 253, Alfred Hudson household.
- shortened form, with explanatory note
Birthdate estimated from 1850 U.S. Census, Greenup County, Kentucky, p. 224, household of Moses Bragg, showing Chaney, age 60.

* Before 1850, households were not numbered; thus we cite the page number and can list the line number(s) for the family or head of household. In and after 1880, census entries were grouped by enumeration districts (e.d.) with sheet numbers and/or stamped page numbers. Include these details in citations.

Census record (federal population schedule) on microfilm, 1880 forward

- document first
U.S. Census of 1880, roll 453, Grant Parish, Louisiana, e.d. 27, sheet 10, family 77, household of Mitchel Rostow.
- shortened form, one possibility
U.S. Census of 1880, Grant Parish, Louisiana, Mitchel Rostow household, cited in endnote 6.
- name first
Louis Roshto household, U.S. Census of 1900, roll 453, Grant Parish, Louisiana, Ward 7, e.d. 67, sheet 10, family 159.

Census record (federal) on microfilm, supplemental schedule

- document first
U.S. Census of 1850, Agriculture Schedule, National Archives microfilm T1135, roll 1, Fayette County, Tennessee, district 2, p. 853, line 1, farm of Isaac S. Patton.
- name first, alternate style
John L. Marshal, slave owner, 1850 U.S. Census, Slave Schedule, National Archives Microfilm M432, roll 22, Monroe County, Alabama, p. 271 (pages not numbered consecutively).
- shortened form, one possibility
U.S. Census of 1850, Mortality Schedule, NARA T655, Caddo Parish, Louisiana, roll 21, p. 89.

Census record (state) on microfilm

- document first
1865 New York state census, Tompkins County, Danby, p. 2, visitation no. 17, family no. 17, lines 36–40, household of Noah Hollister, FHL microfilm 0856514.
- name first
Noah Hollister household, 1865 New York state census, Tompkins County, town of Danby, p. 2, lines 36–40, family no. 17, FHL microfilm 0856514.
- name first, supplemental schedule
James H. McWhorter entry, 1865 New York state census, schedule for “industry other than agriculture,” Tompkins County, town of Caroline, election district 2, p. 63, line 7, FHL microfilm 0856514.
- shortened form, one possibility
James H. McWhorter, 1865 New York state census, industry schedule, Tompkins County, town of Caroline, p. 63.

**Church record (confirmation, membership, business)**

- confirmation, document first
Confirmation record of Elsie Mae (Williamson) Shelby, Records of the (Episcopal) Church of the Good Shepherd, Vol. 3: 116 (1956), in 1999 records held at St. Andrews Episcopal Church, 1819 Heights Blvd., Houston, Texas.
- membership, document first
Membership list, 28 November 1817, Salem Baptist Church, Monroe County, Alabama Territory, photocopy of original minutes book, in archives of the Monroe County Museum, Old Courthouse, Monroeville.
- church business, name first
Samuel D. Williamson, subject of church conference, 25 August 1832, Salem Baptist Church, Monroe County, Alabama, photocopy . . . [continue as above]
- shortened form, one possibility
Salem Baptist Church, Monroe County, Alabama, minutes, 14 March 1833.

Church vital record (baptism, marriage, burial)

- baptism record, name first, in a published book
Polly Steele McFadden baptism record, 1810, Fishing Creek Presbyterian Church, Records of the Session, 1799–1859, p. 29, facsimile reproduction in Brent H. Holcomb and Elmer O. Parker, compilers, *Early Records of Fishing Creek Presbyterian Church, Chester County, South Carolina 1799–1859* (Bowie, MD: Heritage Books, Inc., 1991).
- marriage record, document first
Marriage record, Elam Bennett to Marie Basco, 22 March 1866, St. John the Baptist Catholic Church, Cloutierville, Natchitoches Parish, Louisiana, Record Book 8: 51, photocopy of original in Basco-McKinney collection, family file 16 (Bennett), Natchitoches Genealogical and Historical Association Library, Old Courthouse, Natchitoches, Louisiana.
- marriage record, microfilm
Marriage record, Bradford-Pemberton, 1703, Abington Monthly Meeting, Society of Friends, Montgomery County, Pennsylvania, in volume labeled *Miscellaneous Montgomery County Friends Meeting*, Records of Monthly Meeting-Abstract of Marriage Certificates, pages unnumbered, 8th page, Collections of the Genealogical Society of Pennsylvania, FHL microfilm 0383428.
- burial record, name first
C.C. Delhomme burial entry, June 1924, Book of Burials January 1922–September 1933, pages unnumbered but chronological, (Episcopal) Church of the Good Shepherd, Houston, Texas, in 1999 records held at St. Andrews Episcopal Church, 1819 Heights Blvd., Houston.
- shortened form, one possibility
Bradford-Pemberton marriage record, Abington Monthly Meeting, Montgomery County, Pennsylvania.
- shortened form, alternate
Bradford-Pemberton marriage record, Abington Monthly Meeting, Abstract of Marriage Certificates, 8th page.

**City directory**

– source first

The Charleston Directory; and Register, for 1835–1836, in James W. Hagy, *Directories for the City of Charleston, South Carolina* (1835; reprint, Baltimore: Clearfield Company, 1997), 60, John C. Sigwald entry.

– name first

Rev. Elias Dibble entries, *Houston City Directory for 1866* (reprint, Dallas: R.L. Polk and Company, n.d.), 19, 112.

– shortened form

Dibble, *Houston City Directory for 1866*, 112.

City government record

– document first

Appointment of W.D. DeVolin as city commissioner, 18 January 1938, City Commission, The City of Marfa Minutes Book 4: 2, City Secretary's Office, City Hall, Marfa, Texas.

– name first

W.D. DeVolin, appointment as city commissioner, 18 January 1938, City Commission, The City of Marfa Minutes Book 4: 2, . . . [continue as above]

– shortened form

W.D. DeVolin, Marfa City Commission, Minutes Book 4: 2.

City tax record, see Tax roll**Claims (state level)**

– document first

Claim of Leeman Kelcey, administrator, on behalf of estate of Dr. Amos Pollard, claim no. 348, 2 January 1837, Audited Republic Claims Series, microfilm roll 083, frame 0664-0665, Texas State Library and Archives, Austin.

– name first

Leeman Kelcey, administrator of Dr. Amos Pollard, claim no. 348 (1837), . . . [continue as above]

– shortened form

Kelcey, claim 348, Audited Republic Claims Series.

Court records, see also divorce record and legal case

– name first

Benjamin W. McCarmack, application for letters of administration on the estate of Andrew J Glasscock, Jasper County, Missouri, Probate Court Minutes, Vol. B (1851–1855): 138, 5 October 1852, FHL microfilm 0932616.

– name first

Jacob J. Hollingsworth, defendant, Putnam County, Georgia, Superior Court Minutes, 21 September 1838, FHL microfilm 0400927, pages unnumbered but court sessions dated.

– name first

Thompson Robinson, Putnam County, Georgia, Court of Ordinary, Guardianship Records, FHL microfilm 1851814, frame 0433.



– document first

Application of Benjamin W. McCarmack for letters of administration on the estate of Andrew J. Glasscock, Jasper County, Missouri, Probate Court Minutes, Vol. B (1851–1855): 138, 5 October 1852, FHL microfilm 0932616.

– shortened form

Benjamin W. McCarmack, Jasper County, Missouri, Probate Court Minutes, B: 138.

Death record, county level

– name first

N.W. Brelsford death record, Gonzales County, Texas, Death Register 4: 99, County Clerk's Office, Courthouse, Gonzales.

– record first

Death record of N.W. Brelsford, Gonzales County, Texas ... [continue as above]

– name first, microfilm record

John G. Clawson death record (1871), Huron County, Ohio, Death Record, Vol. 1 (1867–1893): 14, line 45, Probate Court, Norwalk, Ohio, FHL microfilm 0410483.

– shortened form, one possibility

John G. Clawson death record, Huron County, Ohio.

Death (or birth) record, state level

– death (or birth) certificate, document first

Death certificate of Ruthan Benett [sic], no. 14206 (dated January, 1924; died December, 1923), Louisiana State Board of Health, Bureau of Vital Statistics, in Vital Records Section, Louisiana State Archives, Baton Rouge.

– death (or birth) certificate, name first

Mary Liles, death certificate no. 6250 (25 Jan 1929), certified copy from Texas Department of Health, Bureau of Vital Statistics, Austin.

– death certificate, microfilm, Texas and perhaps other states

Death certificate of Elam J. Oldham, 26 Aug 1962, certificate no. 57366, McLennan County, Texas. (Note: Texas death certificates on microfilm are arranged by year/month first, then county & certificate number; online indexes usually provide at least the date and county. The state's microfilm index provides all the finding information.)

– shortened form

Ruthan Benett, Louisiana death certificate 14206 (1924).

Deed record

– document first

Deed of gift, Allison to Allison, 3 June 1816, Shelby County, Kentucky, Deed Book N: 400, County Clerk's Office, Courthouse, Shelbyville.

– names first

Allison to Allison, deed of gift, 3 June 1816, Shelby County, Kentucky, Deed Book N: 400, County Clerk's Office, Courthouse, Shelbyville.

– shortened form, two options

Shelby County, Kentucky, Deed Bk. N: 400, Allison to Allison.

or



Allison to Allison, Shelby County, Kentucky, Deed Bk. N: 400.

– microfilm record, alternate form

Deed, Rose to Bradberry, Irwin County, Georgia, Deed Book F: 491, dated 1833, recorded 1888, FHL microfilm 0177098.

Divorce record

– in court minutes book, microfilm

Sarah Heath vs. Guilford Heath, libel for divorce, Putnam County, Georgia, Superior Court Minutes, 1829–1839, March term of court, 1832 (pages unnumbered but terms are dated), carried over from March term, 1831, FHL microfilm 0400927, includes evidence of the missing husband's bigamy.

– in court case files, courthouse

Angie Carpenter vs. Ed Carpenter, divorce case, District Court, Leon County, Texas, case no. 2228, 10 November 1896, case file in Court Clerk's Office, Courthouse, Centerville.

– shortened form, one possibility

Carpenter vs. Carpenter, case no. 2228, District Court, Leon County, Texas.

Journal, autobiography, memoirs, diary, or scrapbook

– published

Stella M. Drumm, ed., *Down the Santa Fe Trail and Into Mexico: The Diary of Susan Shelby Magoffin 1846–1847* (1926; reprint, Lincoln: University of Nebraska Press, 1982), 67 (6 August 1846).

– unpublished manuscript

Sallie Glasscock Giberson (1884–1966), “A Record of My Family,” unpublished journal and scrapbook, p. 71, in possession of her great-niece, Gay E. Carter, Houston, Texas.

– shortened form

Giberson, “A Record of My Family,” 113.

Land patent certificate (federal), online database

– document first

Land patent certificate #573, patentee Evan Shelby, Augusta Land Office, Mississippi, 5 Jan 1841, online at Bureau of Land Management, General Land Office Records, Accession/Serial # MS0630__046, accessed online at <www.glorerecords.blm.gov>, 20 July 2008.

– shortened form

Land patent certificate #573 of Evan Shelby, 1841, from BLM-GLO database online.

Land patent file (federal)

– document first, with specific part of file cited

“Affidavit for Actual Settlement & Cultivation,” dated 4 January 1860, in land entry case file 16123 of Michael Rosto, patented 1 October 1860, Natchitoches land office, Records of the Bureau of Land Management, Record Group 49, National Archives, Washington.

– name first

Michael Rosto, land entry case file 16123, 1 October 1860, Natchitoches land office, Records of the Bureau of Land Management, Record Group 49, National Archives, Washington.



- shortened form, one possibility

Rosto, land entry case file 16123. (Specific parts of the file can also be cited here.)

Land grant or patent (state)

- document first

Conditional headright certificate of Isaac Croom, 2 December 1839, file NAC-3-527, Texas General Land Office, Archives and Records Division, Austin.

- name first

Isaac Croom, conditional headright certificate, 2 December 1839, file NAC-3-527, ... [same]

- shortened form, one possibility

Isaac Croom headright certificate, Texas General Land Office, file NAC-3-527.

Lecture

- cited as author, title, date, location

Mary McCampbell Bell, “Virginians on the Land: Patents, Probate, Taxes, Court Minute Books,” lecture, 24 October 1998, Houston Genealogical Forum seminar, Houston, Texas, the compiler’s notes.

Legal case, see also divorce record

- in minutes book, county level, with note

The State vs. Guilford Heath (on charge of bigamy), Putnam County, Georgia, Superior Court Minutes, 1829–1839, March term of court, 1832, FHL microfilm 0400927; pages are unnumbered, but terms are dated; since any surviving records from this court from this period are in storage, not catalogued, and not readily accessible (per court clerk), the minutes may be the only information available on the case.

- shortened form, one possibility

State vs. Guilford Heath, Putnam County, Georgia, Superior Court, 1832, on microfilm.

Map

- in the order of a book with author

Henry F. Walling, *Map of the town of Haverhill, Essex County, Mass.* (n.p.: A.B. Jacques, 1851), facsimile copy by unnamed publisher, 24x29 inches, map no. Mass 5-1, at Clayton Library, Center for Genealogical Research, Houston, Texas.

- state map

Alabama Department of Archives and History, *Historic Roads and Trails* (Montgomery: State of Alabama Highway Department, 1975), 18x24 inches, from Alabama Department of Transportation, 1409 Coliseum Blvd., Montgomery, AL 36130.

- county map

General Highway Map, Maury County, Tennessee (Nashville: Tennessee Department of Transportation, 1991), 18x24 inches, from Tennessee D.O.T., James K. Polk Bldg., Suite 300, 505 Deaderick St., Nashville, TN 37243.

- shortened form, one possibility

General Highway Map, Maury County, Tennessee.

- topographic map

Kendleton Quadrangle, Texas, topographic map, 7.5 minute series, U.S. Department of the



Interior, U.S. Geological Survey, photo-revised 1981.

Marriage record, church, see Church record

Marriage record, county level

– record first

Marriage record of William Augustus Lowe and Rutha Ann Bennett, 5 October 1849, Natchitoches Parish, Louisiana, Notarial Record Book 41: 48, Parish Clerk's Office, Courthouse, Natchitoches.

– names first

Lowe-Bennett marriage record, 5 October 1849, Natchitoches Parish, Louisiana, Notarial Record Book 41: 48, Parish Clerk's Office, Courthouse, Natchitoches.

– original document

Marriage license of Bryant Bennett and Alice Carter, 2 February 1898, Natchitoches Parish, Louisiana, in file of original licenses that survived a 1933 fire, Natchitoches Historical and Genealogical Society Library, Old Courthouse, Natchitoches, Louisiana.

– record on microfilm

Robertson-Williams marriage record, 12 May 1836, Putnam County, Georgia, Marriage Book D: 259, FHL microfilm 0394053.

– shortened form

Lowe-Bennett marriage record, Natchitoches Parish, Notarial Record Book 41: 48.

Marriage notice, newspaper

– record first

Marriage notice, S.H. Holmes and Nannie Brelsford, *Gonzales (Texas) Inquirer*, 10 December 1887, p. 3.

– names first

Holmes-Brelsford marriage notice, *Gonzales (Texas) Inquirer*, 10 December 1887, p. 3.

– shortened form, one possibility

Holmes-Brelsford marriage notice, *Gonzales (Texas) Inquirer*, 1887.

Membership application, lineage society

– footnote (DAR format)

Membership application of Donna Jean Wilson (103778) on Elliott G. Coleman (c.1764–1823, Virginia), National Society, Children of the American Revolution, Office of the Registrar General, Washington, DC, n.d., copy sent to author by preparer, Thyrsa McCollum, circa 1971.

– shortened form

Membership application of Donna Jean Wilson (103778), NSCAR.

Military discharge record

– document first, public record

World War I military discharge, William Taylor Oldham (private, serial no. 1034675), Discharge Records, 1: 375, County Clerk's Office, Courthouse, Franklin, Robertson County, Texas.



- shortened form, one possibility
WWI military discharge, William Taylor Oldham, Robertson County, Texas
- name first, privately-held record
Isaac Heldreth, Civil War military discharge (private, Co. B, First Regiment of Engineers, Missouri Volunteers), original once in possession of his son, Frank Smith Heldreth, copy in possession of Dory (Heldreth) Graham, Houston, Texas, 2001.

Military bounty land or pension application, see Pension

Military service record

- name first, published record
Stephen J. Ford, compiled military service record (private, sergeant, Co. K, 1st Louisiana Cavalry), in Andrew Bradford Booth, comp., *Records of Louisiana Confederate Soldiers and Louisiana Confederate Commands*, 3 vols. in 4 (New Orleans: n.p., 1920), 2: 893.
- name first, unpublished record
William T. Walter, compiled military service record (private, Co. K, 22nd Mississippi Infantry), *Compiled Service Records of Confederate Soldiers Who Served in Organizations from the State of Mississippi*, National Archives microfilm M269, roll 307 (22nd Infantry, S–We).
- document first
Compiled military service record of William T. Walter (private, Co. K, ...) ...[as above]
- shortened form, one possibility
William T. Walter, *Compiled Service Records ... Confederate ... Mississippi*, roll 307.
- shortened form, alternate form
Compiled military service record, William T. Walter, Confederate, Mississippi.

Naturalization record

- document first
Petition for naturalization of Benjamin Wolf, 3 October 1911, Superior Court of Berkshire County, Massachusetts, Vol. 4, no. 422, Clerk of the Court, Court House, 76 East St., Pittsfield, Massachusetts 01201.
- name first, microfilm
John Shannon, petition for naturalization, September court, 1832, Putnam County, Georgia, Superior Court minutes, 1829–1839, pages unnumbered but terms of court dated, FHL microfilm 0400927.
- shortened form
John Shannon, petition for naturalization, 1832, Putnam County, Georgia.

Passenger list

- document first
Passenger Lists of Vessels Arriving at Baltimore, 1820–1891, list no. 110, arrivals 31 August 1847, on ship *Stephen Lurman* from Bremen, lines 8–13, Andrew Schmidt and family, National Archives microfilm M255, roll 6, FHL microfilm 0417388.
- name first
Andrew Schmidt and family, arrivals in Baltimore, 31 August 1847, on ship *Stephen Lurman*



from Bremen, passenger list no. 110, lines 8–13, in Passenger Lists of Vessels Arriving at Baltimore, 1820–1891, National Archives microfilm M255, roll 6, FHL microfilm 0417388.

– shortened form, name first

Andrew Schmidt, passenger list no. 110 (1847), arrivals at Baltimore.

Passenger list online

– document first, with added note

List or Manifest of Alien Passengers for the United States, arriving in New York from Cherbourg, 11 March 1946, on the *Walter Forward*, page/list 1, line 3–4, Ladislav and Elizabeth Krausz (*sic*), the record confirming their Hungarian origin, last residence in Paris, and his occupation as a jeweler, accessed in “New York Passenger Lists, 1820–1957,” online at Ancestry.com, 15 July 2008; no children were listed with them in the passenger list.

– name first

Ladislav and Elizabeth Krausz (*sic*) entries, List or Manifest of Alien Passengers for the United States, arriving in New York from Cherbourg, 11 March 1946, on the *Walter Forward*, page 1, lines 3–4, in “New York Passenger Lists, 1820–1957,” accessed online at Ancestry.com, 15 July 2008; no children were listed with them in this list.

– shortened form, one possibility

Ladislav and Elizabeth Krausz, New York passenger list entries, 11 March 1946, previously cited.

Pension and bounty land application (federal, military)

– document first, microfilm

Revolutionary War pension application of John Blakeney (private, North Carolina), W2716, and Nancy Blakeney, his widow, file BLWt 34506-160-55, in “Revolutionary War Pension and Bounty Land Warrant Application Files, 1800–1900,” Records of the Veterans Administration, Record Group 15, National Archives microfilm M805, roll 95.

– name first (National Archives, paper copies)

John Blakeney, Revolutionary War pension application (private, North Carolina), W2716, Revolutionary War Pension and Bounty Land Warrant Application Files, 1800–1900, Records of the Veterans Administration, Record Group 15, National Archives, Washington.

– shortened form, one possibility

John Blakeney pension application, no. W2716, Veterans Administration, National Archives.

– shortened form, alternate possibility

John & Nancy Blakeney, Revolutionary War pension applications, no. W2716.

Pension and bounty land warrant application files (federal, military), online

– Revolutionary War Pension application of John Blakeney (private, South Carolina) and widow

Nancy Blakeney, no. W2716, file BLWT34506-160-55, Revolutionary War Pension and Bounty-Land-Warrant Application Files, 1800–1900, page 8 being a register of the births of 6 of their children, showing daughter Susannah Blakeney, born 12 Sept. 1789, accessed online at HeritageQuestOnline, 15 May 2007.

– shortened form, one possibility

John and Nancy Blakeney, Revolutionary War pension applications, no. W2716, online at HeritageQuestOnline.

**Pension application (state, Confederate)**

– document first

Widow's Application for Confederate Pension, no. 41387, for Elizabeth N. Shelby, 8 June 1925, Texas State Archives, Austin.

– name first

Elizabeth N. Shelby, Widow's Application for Confederate Pension, no. 41387, 8 June 1925, Texas State Archives, Austin.

– name first

A. S. Coleman, Confederate pension application, no. 05762, 26 June 1899, Texas State Archives, Austin.

– shortened form, one possibility

Elizabeth N. Shelby, Widow's Application for Confederate Pension, no 41387, Texas.

Polling (voting) list

– document first

Poll Book, presidential election, 4 November 1868, First District, Caldwell County, Kentucky, p. 3, County Clerk's Office, basement, Courthouse, Princeton, accessed in June 1976.

– name first

Stephen Trent entry, poll for members to Congress, 24 April 1809, Cumberland County, Virginia, Deed Book 11: 204, County Clerk's Office, Courthouse, Cumberland.

– shortened form, one possibility

Poll Book, 1868, First District, Caldwell County, Kentucky.

Probate file, microfilm

– document first

Temporary letters of administration for Isaac Robertson, administrator of Zachariah Robinson, probate file 105R, Putnam County, Georgia, FHL microfilm 0394042.

– name first

William Eakin, guardian, probate file 106R, estate of James T. Robinson, Putnam County, Georgia, FHL microfilm 0394042.

– shortened form, one possibility

James T. Robinson estate, probate file 106R, Putnam County, Georgia.

Probate file, county record

– document first

Bill of Dr. C. McGarity to estate of E.G. Coleman, 1892, probate case 354, Hays County, Texas, County Clerk's Office, Courthouse, San Marcos.

– name first

Lizzie Brady, bill to estate of E.G. Coleman, 1892, probate case 354, Hays County, Texas, County Clerk's Office, Courthouse, San Marcos.

– shortened form, one possibility

Lizzie Brady, bill to E.G. Coleman estate, probate case 354, Hays County, Texas.

– shortened form, depending on the part being cited

E.G. Coleman estate, probate case 354, Hays County, Texas.

**Probate file, other than death record**

– document first

Record of insanity and arrest of Ora Shelby, 28 April 1911, case no. 1304, file 39, Probate Court files, Robertson County, Texas, County Clerk's Office, Courthouse, Franklin.

– name first

T.O. Shelby, appointment as guardian, May 1914, case 1441, file 43, Probate Court files, Robertson County, Texas, County Clerk's Office, Courthouse, Franklin.

– shortened form, one possibility

T.O. Shelby, appointed guardian, probate case 1441, file 43, Robertson County, Texas.

Serial Set document

– document first, with standard Serial Set format, written out

Petition of Alfred Moore and Sterling Orgain, Senate Document 34 (18th Congress, 1st session), Vol. 2, Serial 90.

– name first

Alfred Moore and Sterling Orgain, petition and supporting documents, Senate Document 34 ... [continue as above]

– shortened form, using standard Serial Set format "shorthand"

Moore and Orgain, S.doc. 34 (18-1) 90.

Social Security application

– document first

Social Security Application (SS-5) of Alfred Thomas King, 28 November 1936, microprint copy from Freedom of Information Office, Social Security Administration, Baltimore, Maryland.

– name first

Alfred Thomas King, Social Security Application (SS-5), 28 November 1936, . . . [continue as above]

– shortened form

Alfred Thomas King, SS-5, 1936.

Tax roll

– document first, original record

Tax roll for 1907, T.O. Shelby entry, City of Calvert, Levington Addition, block 115, lot 5, City Secretary's Office, City Hall, Calvert, Texas.

– name first, microfilm

George Nickerson entry, Tax Assessment Book, 1801, Dover, Kent County, Delaware, p. 42, FHL microfilm 0006497.

– shortened form

George Nickerson, 1801 tax assessment, Kent County, Delaware, p. 42.

Tombstone

– record first

Tombstone of Rebecca B. Cocke, Evergreen Cemetery, front section to right of gate, Vine at Red River Streets, Victoria, Texas, recorded by the author 18 June 1993.



– name first

Matilda W. Allison tombstone, Elmwood Cemetery, Owensboro, Kentucky, data copied by author, 11 July 1976.

– shortened form

Rebecca B. Cocke tombstone, Evergreen Cemetery, Victoria, Texas.

Vital registration in church record, see church record

Vital registration, county level, see birth, marriage, death

Vital registration, state level, see birth, marriage, death

Vital record, in another source

– record first

Birth date of Susannah Blakeney, reported as 12 Sept. 1789, in Revolutionary War pension application of John Blakeney and widow Nancy Blakeney, no. W2716, in Revolutionary War Pension and Bounty-Land-Warrant Application Files, 1800–1900, page 8, accessed online at HeritageQuestOnline, 15 May 2007.

– name first

Susannah Blakeney birth date, 12 Sept. 1789, reported in Revolutionary War pension application of John Blakeney and widow Nancy Blakeney, no. W2716, ... [same as above].

– record first

Birth date of Amelia Caroline Schickhaus, born 5 July 1835, baptism on 30 August 1835, reported in Record of Baptisms, United German Lutheran Churches, New York City, 1835, p. 69, FHL microfilm 1901796.

– shortened form

Amelia Caroline Schickhaus, birth/baptism record, 1835, United German Lutheran Churches, New York City.

Will recorded in will book

– document first

Will of Elizabeth Daniel, dated 6 February 1800, probated 22 March 1802, Cumberland County, Virginia, Will Book 3:194, photocopy from County Clerk's Office, Cumberland.

or

Will of Elizabeth Daniel (1800), Cumberland County . . . [Depending on the text being cited, you may not need the full dates.]

or

Cumberland County, Virginia, Will Book 3: 194, will of Elizabeth Daniel, County Clerk's Office, Cumberland.

– name first

Elizabeth Daniel will (1800), Cumberland County Will Book 3: 194, County Clerk's Office, Cumberland, Virginia.

– shortened form, name first

Elizabeth Daniel will, Cumberland County, Virginia, Will Book 3: 194.

**Will in probate file**

– document first

Will of Chloe Allen, 23 June 1841, Putnam County, Georgia, Estate Records, case 46-A, frames 0198-0201, FHL microfilm 1832253.

– name first

Chloe Allen will, 23 June 1841, Putnam County, Georgia, . . . [continue as above]

– shortened form, one possibility

Chloe Allen will, Putnam County, GA, frame 0198.

World War I draft registration card

– document first

World War I draft registration card for Abe Goodman, 12 September 1918, Pittsfield, Massachusetts, National Archives microfilm M1509, FHL microfilm no. 1674425.

– name first

Abe Goodman, World War I draft registration card, 12 September 1918, . . . [continue as above]

– online source

World War I draft registration card for Adelbert Elliott Dexter, 12 September 1918, Los Angeles, California, accessed online at Ancestry.com, 22 January 2006.

– shortened form, one possibility

Adelbert Elliott Dexter, World War I draft registration card, previously cited.

6. Sources in the Family

The examples below illustrate some kinds of records held within families that may provide ancestral information not found in public records. Such records may help you form conclusions about ancestral lives and activities by showing specific dates, places, and events from an ancestor's life. These examples begin with the type of record that provided the information being cited. If it makes more sense to you to begin the ancestor's name, use that form. Just be consistent.

¹ Operator's license, issued 13 September 1939, to Susan Pope by the Texas Department of Public Safety, Drivers License Division, Austin, Texas, original in compiler's possession.

² Letter from T.J. Mathews, registrar of the University of Texas, Austin, to the Board of U.S. Civil Service Examiners, Washington, D.C., 20 October 1936, typed carbon copy in the compiler's possession; the letter is on university letterhead stationery, embossed with the university seal.

³ Official transcript of Lester Mitchell, University of Texas, Austin, 3 January 1936, prepared by the office of the registrar, T.J. Mathews, with the university seal, photocopy in the compiler's possession.

⁴ Encampment Record Card of Barbara East, dated 1 August 1931, from the Flatland Methodist Assembly, Flatland, Texas, photocopy in the compiler's possession; the card identifies Barbara as a Methodist and is a record of activities she attended during the week-long camp meeting.



⁵ Graduation invitation of Newtown (Texas) High School, May 1932, printed in the name of Jane Elise Taylor, original in the compiler's possession; printed in art-deco style on parchment-like paper, the original invitation is enclosed in its own parchment-like envelope and then in a mailing envelope.

⁶ Report cards of Alice Jean Sutton, 1925–1928, Newtown, Texas, Grammar School, and 1928–1932, Newtown, Texas, High School, privately held in Sutton family papers, Newtown, Texas; the white cards are 5 x 7 1/4 inches, preprinted with subject names, filled out in a teacher's handwriting, and signed monthly on the back by a parent; the 1926, 1928, and 1932 cards give Alice's full name.

⁷ Affidavit of Hal Morgan, notarized by Thalia Crenshaw, Newtown, Texas, 16 July 1936, a carbon copy but with the notary's seal, in the compiler's possession; its purpose was to record his son Maynard's 1915 birth date since, "for cause unknown to the affiant," the birth was not recorded at the time; according to Morgan family tradition, the "cause unknown" was that the doctor was drunk at the time of delivery.

⁸ *The News Outline: An Elementary Current Events Lesson, Weekly* (Columbus, OH: The News Outline, weekly), issues from October 1927 through June 1928, booklet in R.J. Clarkston family papers, privately held, Houston, Texas; the booklet is about 6 x 9 inches, with card stock cover and held together with brads; inside are the weekly news items and various student assignments, including a census of classmates.

⁹ *Holy Bible*, American Standard Version (New York: Thomas Nelson & Sons, 1901 edition), gift to Mildred Ann Devon, 1905; title page inscribed in ink by one of the parents, probably the father, this judgment made by a comparison of handwriting in family letters; photocopy of inscription page in compiler's possession.

¹⁰ *My Memory Book*, album and scrapbook of Mary Ella Sutton, album privately held with Sutton family papers, Houston, Texas, photocopy of pertinent page in compiler's possession; the album of black cover and black pages is 7 x 11 1/4 inches and filled with autographs, photographs, and memorabilia dating from 1923 to about 1934; the inside cover is inscribed as a gift to Mary Ella from Miss Gertrude McCall, a family friend, of San Antonio, Texas, Christmas, 1924.

¹¹ Hazel (Sutton) Hartman, Georgetown, Texas, telephone conversation with the compiler, Houston, Texas, 20 May 1995, explaining several inscriptions in her sister's *My Memory Book* and talking about Miss Gertrude McCall; notes of the conversation held by the compiler.

¹² Birth entry for Margaret Richardson Mood, in Dr. Francis Asbury Mood family Bible, *Holy Bible, . . . with a perpetual genealogical Family Register*, new edition (Nashville: Southern Methodist Publishing House, 1859), p. 18 of the family register, held in the Special Collections of the A. Frank Smith, Jr., Library Center, Southwestern University, Georgetown, Texas; Dr. Mood's descendants have kept the Bible current for many years; when Dr. Mood's grandson, Dr. Robert G. Mood of Wichita, Kansas, died in 1994, at age 95, his son R.G. Mood of Houston, Texas, gave the Bible to its present caretakers at the university.



7. Bibliography

To Bib or Not To Bib

A short account may not need a bibliography. The footnotes may give the necessary details; anything more would serve little purpose. Many formal articles do not include a bibliography.

If the items in the written account need to be listed individually in a bibliography, you could simply use the necessary elements from the footnote and separate them by periods rather than commas. If the date is essential to the bibliography, it is usually combined with another element. Detailed descriptions of individual items would not appear in the bibliography.

General considerations on bibliographies:

- For a relatively short article, progress report, or family group sheet, you probably don't need a separate bibliography. Footnotes or endnotes should be sufficient.
- Bibliographies can make good master source lists, either on index cards or on sheets at the front or back of a file or notebook.
- Usually, a bibliography lists the general sources used, without the small details, such as page numbers or names of specific ancestors. Footnotes and endnotes give the details.
- If you are writing a book-length family history, a long article, or a formal report, a bibliography is desirable as a master source list.
- Most style books use basically the same form for footnotes and bibliography except for punctuation. Elements in a footnote are usually separated by commas. Elements in the bibliography entry are separated by periods. Once you decide on your style, you can use your footnotes, such as the ones above, to create your bibliography entries.

The following are examples of bibliography form, listing the titles or subject ancestors in alphabetical order.

1. Format: Name. Document and date. Collection. Location.

Mitchell, Lester. Official college transcript, University of Texas, Austin, 1936. Mitchell family papers. Privately held, Houston, Texas. Photocopy held by compiler, Houston, Texas.

Mood, Dr. Francis Asbury. Mood Family Register. *Holy Bible*. New edition. Nashville: Southern Methodist Publishing House, 1859. Special Collections. A. Frank Smith, Jr., Library Center. Southwestern University. Georgetown, Texas.



Morgan, Hal. Affidavit, carbon copy. Thalia Crenshaw, notary public, Newtown, Texas, 16 July 1936. Morgan family papers. Privately held, Houston, Texas. Photocopy held by compiler.

The News Outline: An Elementary Current Events Lesson, Weekly. Columbus, Ohio: The News Outline, weekly, October 1927 through June 1928. Clarkston family papers. Privately held, Houston, Texas.

Pope, Susan. Operator's License, Texas Department of Public Safety, Drivers License Division, Austin, 1939. Original held by compiler, Houston, Texas.

2. General bibliography entry that would cover an entire collection of family papers.

Morgan, Hal. Personal documents. Morgan family papers. Privately held, Houston, Texas.

The example below is part of a bibliography from a family history book. The format was chosen to save space and to be convenient for the reader and the compiler. The first section of the bibliography was "Books and Articles Cited in the Text." The next section was "Letters and Interviews Cited in the Text." The third segment, part of which is shown below, was "Document Groups Cited in the Text." Documents were grouped by state for quick identification, and all census records were cited together.

Document Groups Cited in the Text [selected entries]

North Carolina

Jones County. Deeds. Book G. Microfilm 0386829. Family History Library.

North Carolina Marriages, 1741–1868. Microfiche. North Carolina Division of Archives and History. Raleigh.

North Carolina Wills, 1663–1789. Book RS. Office of the Secretary of State. North Carolina Division of Archives and History. Raleigh.

Tennessee

Bolivar Presbyterian Church Register. Transcript. Held by Mrs. Louise J. McAnulty, Bolivar, Tennessee, 1972.

Crowder Cemetery. Whiteville, Tennessee. Headstone data recorded by author, 1972, 1997.

Death Certificates. Tennessee State Library and Archives. Nashville.

Fayette County. Inventory Book H. Microfilm 1003150. Family History Library.

Hardeman County. Circuit Court. Minutes. Vol. 3. Court Clerk's Office. Courthouse. Bolivar.

Hardeman County. Executors and Administrators Settlements. Books 9–11. County Clerk's Office. Courthouse. Bolivar.

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U.S. Census of 1850. Agriculture Schedule. National Archives microfilm T1135. Roll 1-Fayette County, TN. Roll 2-Hardeman County, TN.

U.S. Census of 1850. Manufacturing Schedule. National Archives microfilm T1132. Roll 4-Cumberland County, VA.
U.S. Census of 1850. Social Statistics. National Archives microfilm T1135. Roll 37-Hardeman County, TN.
U.S. Census of 1860. Mortality Schedule. National Archives microfilm T655. Roll 27-Hardeman County, TN.
U.S. Census of 1900. Population Schedule. National Archives microfilm T623. Roll 832-Washington County, MS. Roll 1568-Fayette County, TN. Roll 1615-Brown County, TX.

Sample Text and its Footnotes

Excerpt from a Biographical Sketch of Movie Star Elliott Dexter
by Emily A. Croom

Most stars of stage and screen begin life out of the limelight and often in moderate circumstances, as did Adelbert Elliott Dexter, the only child of Adelbert and Felicity Frances (Stephan) Dexter. Elliott “Dell” Dexter was born probably in Galveston, Texas and on 21 December 1879, according to his World War I draft registration and 1900 census entry. The parents had married on 17 May 1879 in nearby Houston, with the bride—a young widow—using her maiden name, Miss Felecete Frances Stephan.¹



Elliott had an older half brother, Walter Oliver Carroll, son of Felicity F. and John Carroll. Felicity, Walter, and probably the daughter listed in the 1880 census, had moved from New Orleans about 1876 to Galveston, where “Mrs. F. Carroll” operated a boarding house. Adelbert Dexter, like numerous other men in the Houston-Galveston area at the time, worked for one of the many area railroads and was one of several men who boarded at Mrs. Carroll’s.²

The 1880 census taker enumerated the Carroll-Dexter household at 118 Post Office Street, Galveston. The head of household, A. Dexter, reportedly a 33-year-old native of Connecticut (although his birthplace is probably not accurately reported), worked as a railroad yard master. The family, all listed with the Dexter surname, included his wife, “Mrs. C.” [Felicity], also age 33; son Waller/Walter [Carroll], age 9, and daughter Hattie [Carroll, who apparently died young], age 6, both natives of Louisiana; son Dell [Dexter], age 1 (although actually less than a year old), born in Texas. At least three others roomed or boarded at the Dexter house. The family’s last listing in the Galveston city directory was in the 1886-1887 publication. Since their first entry in the Houston city directory was the 1887-1888 publication, they must have moved about 1886 or early 1887.³

Elliott grew up in a Houston home that had a store on the first floor, with the residence on the second floor, at 2320 Prairie at the corner of Dowling (formerly East Broadway) in what is today at the eastern edge of downtown Houston. According to city directory entries, in the store Elliott’s mother sold dry goods, groceries, provisions, feed, and beer.⁴

In March 1891, Mrs. Feleceta Francis (*sic*) Dexter filed for divorce from Adelbert Dexter in the district court of Harris County, Texas. The petition alleged that Mr. Dexter, since about 1886, had taken to strong drink and failed to provide any means of support for the plaintiff. When he did come home, Dexter behaved in a cruel and abusive manner that made her life miserable. On 2 January 1890, he allegedly struck and assaulted the plaintiff in the presence of their eleven-year-old son, the only issue of that marriage, Adelbert Elliot (*sic*) Dexter, who ran from the room to get help from several boarders. One of those responding to the plea for help was Bradley Whittier, who had boarded or roomed with the family since their days in Galveston, as shown in the Galveston and Houston city directories. The court granted the divorce and gave Mrs. Dexter custody of the child and the right to her separate property (the store and home on Prairie Street and several adjacent lots), which had been conveyed to her by Mrs. F.F. Stephens/Stephan, her mother, on 28 May 1889.⁵ Feleceta Frances Dexter married Bradley Whittier, her third husband, in Houston on 3 August 1896.⁶ . . .

[Synopsis of the remainder: As a teenager, Elliott worked as a collector for the *Houston Daily Herald* newspaper and later as a clerk, perhaps in his mother’s store. By June 1900, although enumerated in Houston, Elliott was attending school in Washington, DC, and living with his mother’s sister, Katie (Stephan) Thonssen, and her family. He was enumerated there as Henry Dexter, for some unknown reason. Soon thereafter he began his distinguished acting career on stage and screen. He married and divorced twice. No census entries for Elliott have been found for 1910 and 1930. He was enumerated in 1920 in Los Angeles where he was a motion picture actor. When his brother, Walter Carroll, died in 1931, the obituary named among the survivors, his brother, Elliott Dexter, “the famed motion picture star of New York.” Elliott retired due to ill health before



1936 and in 1936 lived at the Percy Williams Home for Aged Actors at Islip, Long Island, New York. He died in Amityville, New York, in the Brunswick Home on 23 June 1941, according to a notice in the Dallas Morning News Historical Archive, an issue dated 25 June 1941 and a New York Times article, 24 June 1941. He was not 71 years old when he died, as reported in the papers, but only 61.]

Key to Footnotes:

1. All U.S. federal census records cited are population schedules.
2. Enumeration districts in U.S. census records are abbreviated *e.d.*
3. The Family History Library in Salt Lake City is abbreviated as FHL.

¹ World War I draft registration card for Adelbert Elliott Dexter (showing birth date of 21 December 1879), Los Angeles, California, 12 September 1918, accessed online at Ancestry.com, 22 January 2006; U.S. Census of 1900, roll 1642, Harris County, Texas, Houston, 3rd ward, Pct. 1, e.d. 82, sheet 2A, family 51, household of Bradley Whittier, reporting the birth date of Adelbert E. Dexter as December 1879; Dexter-Stephan marriage record, Harris County, Texas, Marriage Bk. H: 205, FHL microfilm 0025224; Galveston city directories (see footnote 2) show the family living in Galveston at the time Elliott was born; newspaper article "Down Memory Lane," by I.C. Brenner, 5 April 1936, "Dallas Morning News Historical Archive," accessed online at GenealogyBank.com, 13 January 2008, states that Elliott was born in Galveston.

² World War I draft registration, Adelbert Elliott Dexter, 1918, cited above, listed Walter O. Carroll of Houston as his nearest relative (their mother had died in 1912); Galveston city directories, 1876-1877 (p. 49, Mrs. F. Carroll), 1877-1878 (p. 23, Carroll), 1878-1879 (p. 41, Carroll; 61, Dexter), no directory available for 1880, 1881-1882 (p. 148, Dexter), 1882-1883 (p. 184, Dexter), 1884-1885 (p. 164, Dexter), 1886-1887 (p. 144, Dexter), entries for Mrs. F. Carroll and/or A. Dexter, and various boarders, on microfilm at Clayton Library, Houston; birth certificate of Walter Oliver Carroll, born 10 Sept. 1871, recorded 25 Feb. 1872, Orleans Parish, Louisiana, in Orleans Parish Birth Records, 1819-1907, Vol. 116: 605, with his parents' names, copy from Louisiana Secretary of State, Baton Rouge.

³ U.S. Census of 1880, roll 1305, Galveston County, Texas, Galveston, e.d. 66, sheet 18, A. Dexter household, page dated 1 June 1880; Record of Interments of Galveston, Texas, Vol. 2, May 1878-November 1882, Mrs. Lorena H. Gould, transcriber (Houston, privately prepared, 1986), p. 32, June 1880, names a Kitty Carroll, age 6 years, 6 months, white female, who died on 15 June 1880, of "hip disease," who had been a resident of Galveston 4 years and who was born in New Orleans; no parents were named in the interment record, but this description fits the Carroll child except for the given name, which could have been recorded incorrectly in the 1880 census or the interment record; Mrs. Lillian (Townsen) Rembert recalled hearing (perhaps from Walter Carroll—see note 4) that Felicity had had a daughter who died young and that Felicity periodically visited the child's gravesite (whose whereabouts is unknown today); Houston city directory, 1887-1888 (p. 126, Dexter).



⁴ Telephone and in-person conversations, 20 January and 10 September 2006, with Mrs. Lillian (Townsen) Rembert, who was raised near the store by Walter Carroll and his wife, Lillian (Mrs. Rembert's aunt, for whom she was named) and who visited the store often in her childhood; Sanborn Fire Insurance Map, 1896, Houston, Texas, sheet 14, accessed online 7 May 2005 at <http://0-sanborn.umi.com.catalog.houstonlibrary.org/sanborn/...> (through Houston Public Library's subscription), showing at the address a two-story store building, with one-story wings; Houston city directories identify the Dexter address in various ways, but the street address was finally designated as 2320 Prairie by about 1891 or 1892; a typical description of what Mrs. Dexter's store sold was in the 1889-1890 Houston city directory, p. 139 (F.F. Dexter).

⁵ Case No. 14045, Harris County, 11th District Court, Houston, Texas, Feleceta Francis Dexter, petitioner, vs. Adelbert Dexter, defendant, for divorce, filed 26 March 1891, photocopy of file from the court in author's possession.

⁶ Whittier-Dexter marriage record, license (#3532) and ceremony on 3 August 1896, Houston, Texas, recorded in Harris County, Texas, Marriage Book N: 323, FHL microfilm 0025226.

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