

# Introduction to Family History Research

## Referencing Examples

### Creating references for genealogical and archival primary sources

The Harvard referencing system does include ways to deal with many primary sources; some examples include maps, letters, newspaper articles, interviews, websites and acts of Parliament. However, it is not so good with many of the types of records that genealogists work with day in and day out. As a result, we've created guidelines on how to deal with many of the types of sources you will be working with.

The following guidelines and examples cover some of the main types of sources likely to be referenced. If there is not an example for the type of resource you are using, following the 'non-standard' general principles below should allow your reader to find the resource again. The punctuation in these bulleted guideline sections is the punctuation within the reference that we would like you to use for that element. Please refer to the examples as well for guidance on using punctuation within references.

If a source is a transcript of a record and is thus not an actual record (ie. the image of a census page or birth certificate), then that must be acknowledged in the reference.

If a source has been accessed online, this **must** be acknowledged by giving the web address of source along with the date accessed.

### ***Standard Records: some general principles***

For resources for which we've assigned a source type, use the following format:

- Source type. [See below for a list of source types.]
- Country.
- Place. [Format is: smaller area first followed by larger area then any identifier numbers that relate to those areas.]
- Date of registration/entry. [day month year – 12 August 1946 or 3 July 1645]
- Name(s). [SURNAME, First (and middle) name. This is the person to whom the record refers.]
- ScotlandsPeople data number. [This data number is given for many records found on ScotlandsPeople and is the same as the 'GROS code'.]
- Volume/register no.
- Page no., entry no.
- Collection: [if the item was found within a database with multiple collections, then give the name of the collection.]
- URL [if the item was found online. See the URL guidelines for details.]
- : accessed. [give the date accessed after the word 'accessed' and then a full stop. The month is written out long form.]

Note that it may not be possible to include all of this information and you might identify other pieces of information that would be more applicable.

## Source types

OPR=Old parish records [Scotland]; PR=Parish records [England/Wales/Ireland]; NCR=Non-conformist records; CR=Civil records

- Baptisms (OPR)/Baptisms (PR)/Baptisms (NCR)
- Banns (OPR)/Banns (PR)/Banns (NCR)
- Births (OPR)/Births (PR)/Births (NCR)/Births (CR)
- Burials (OPR)/Burials (PR)/Burials (NCR)
- Marriages (OPR)/Marriages (PR)/Marriages (NCR)/Marriages (CR)
- Deaths (OPR)/Deaths (PR)/Deaths (NCR)/Deaths (CR)
- Births index (CR)/Marriages index (CR)/Deaths index (CR)
- Birth announcements/Marriage announcements/Death announcements
- Births (RCE)/Marriages (RCE)/Deaths (RCE) [use for Scottish register of corrected entry records]
- Census
- Directories
- Images: Photograph/Lithograph/Painting/etc.
- Monumental inscriptions
- Obituaries
- Probate records
- Retours
- Sasines

### **Non-Standard Records: some guidelines**

- Creator/Author [If available]
- Title/Description of resource/Name of interest.
- Date of creation.
- Collection name. [If applicable. This refers to an archival collection in particular]
- Reference code(s). [If applicable. This refers to any archival codes referring to that source, collection and/or repository.]
- Repository name, [If applicable]
- Repository location. [If applicable]
- Collection: [if the item was found within a database with multiple collections, then give the name of the collection.]
- URL [if the item was found online. See the URL guidelines for details.]
- : accessed. [give the date accessed after the word 'accessed' and then a full stop. The month is written out long form.]

Other sources often vary from a standard format and may not have enough specific identifiers to create the type of 'standard' reference we've outlined above. For these types of resources, you can follow the guidelines above.

If there is repository information available, it is helpful to give the repository's reference code, name and location as the last three elements in the reference as this will help your reader find the resource again.

### Examples:

Anderson, John (1726-1796), natural philosopher. Letter from John Anderson at Glasgow to Mr Gilbert Lang at Lossitt, to the care of Mrs Lang at Greenock. 13 February 1750. John Anderson Papers: General correspondence. GB 249 OA/2/1. University of Strathclyde Archives, Glasgow.

McDonalds Ltd. Attendance book entry showing James Burgoyne present at general meeting of shareholders. 16 November 1956. House of Fraser Archive: Attendance books. FRAS 95. University of Glasgow Archives, Glasgow.

[McDonalds Ltd. was the company holding the shareholders' meeting, thus is down as the creator of the source. The meeting happened on 16 November 1956.]

Overseers' Returns of Electors. Blount, Walter Aston. 1863. MR/PEO/1863/11/3. London Metropolitan Archives, London. Collection: Overseer Returns, 1863-1894.

<http://www.ancestry.co.uk> : accessed 26 July 2013.

[In this case, the 'Collection: Overseer Returns, 1863-1894' is the name of the Ancestry.co.uk collection within which this record was found.]

Passenger list for S.S. Tutanekai departing Apia. Armstrong, J.D. 21 April 1928. National Archives, Wellington. Collection: New Zealand, Immigration Passenger Lists, 1855-1973.

<https://familysearch.org/pal:/MM9.3.1/TH-266-12529-30336-41?cc=1609792&wc=M9WV-C66:n791307836> : accessed 14 August 2013.

If in doubt over how to create a reference for an archival or genealogical primary source, using the general principals above should give enough detail on your source.

### BMD and other vital records

- Source type. [e.g., Births index (CR); Baptisms (OPR) [Scotland], (PR) [England/Wales], (NCR) [Non-conformist Register], Marriages (CR). If there is a limiter such as (PR), then you do not need a full stop after the source type as the round bracket indicates the end of that piece of the reference.]
- Country.
- Place. [Registration District (RD:), County / Parish, County, Parish no./volume no.]
- Date of registration/entry. [Use number of quarter of applicable for a BMD index entry, 1<sup>st</sup> Q, etc.]
- NAME(s). [person being born/baptised, persons being married/calling of the banns; person dying/burial]
- ScotlandsPeople data number.
- Volume/register no.
- Page no., entry no.
- Collection: [if the item was found within a database with multiple collections, then give the name of the collection. You do not need to do this for ScotlandsPeople.]
- URL [if the item was found online. See the URL guidelines for details.]
- : accessed. [give the date accessed after the word 'accessed' and then a full stop. The month is written out long form.]

Note that it may not be possible to include all of this information and you might identify other pieces of information that would be more applicable.

Examples:

Baptisms (NCR) Scotland. Montrose Street Congregational Church, Glasgow. 16 July 1898.  
WILSON, John. GB 243 TD1332. Glasgow City Archives, Glasgow.

[GB243 TD1332 are the repository and reference codes for this baptismal register held at the Glasgow City Archives. This register was viewed in person (and is not online) and there were not many of the 'normal' pieces of data we add to references available, by including the collection codes and name & place of the archive, your reader knows where to access the register.]

Baptisms (OPR) Scotland. Gorbals, Lanarkshire, 644/02. 29 August 1835. CAMPBELL, David.  
[Example is for a record viewed on microfilm. 644/02 is the parish no/volume no.]

Baptisms (PR) England. Swaffam Prior, Cambridge. 1628. LARKIN, Alice. Source film no: 1040550. Family Search transcription. Collection: England Births and Christenings, 1538-1975.  
<https://familysearch.org/pal:MM9.1.1/J7HV-X2L> : accessed 7 June 2011.

[In the case of FamilySearch, it helps with identification to add the name of the internal database, which in this case is 'England, Births and Christening, 1538-1975'. Only a year of baptism was given in this transcription so no day or month could be stated.]

Births (CR) Scotland. Kelvin, Lanarkshire. 10 July 1910. MCCALDEN, Archibald Weir. 644/13 0778. <http://www.scotlandspeople.gov.uk> : accessed 26 July 2012.  
[644/13 0778 is the ScotlandsPeople data number and includes the registration district number (644), the register number (13) and the registration district entry number (0778).]

Births (CR) England. St. Heller, Sutton. 5 February 1972. BEECHING, Gerald. Entry no. 151.  
[Example is for an actual copy (provided by the client) of the entry in the register of births for the Sutton registration district; there was no register number apparent on the copy.]

Births index (CR) England & Wales. RD: Blackpool and Fylde, Lancashire. January 1995.  
MATTHEWS, Mary. Register C40C. Entry no.155.  
[As this index is post-1984, the year and month of registration is available instead of a quarter.]

Deaths index (CR) England & Wales. RD: Houghton, Durham. 3<sup>rd</sup> Q., 1873. CHURCHILL, Frances Ann. Vol. 10a. p. 305. <http://www2.freebmd.org.uk> : accessed 9 August 2012.

Marriages (PR) England. Hastings, Sussex. 2 January 1840. ROSE, Philip and RANKING, Margaretta. Source film no: 1067178. Family Search transcription. Collection: England Marriages, 1538-1973. <https://familysearch.org/pal:MM9.1.1/NK4F-5MG> : accessed 20 November 2011.

Marriages (PR) Wales. Worthenbury, Flint, Diocese of Chester. 24 February 1719. NEWENS, John and MORGAN, Elizabeth. Bishops' Transcripts. FindMyPast transcription. Collection: Parish records, 1538-2005. [www.findmypast.co.uk](http://www.findmypast.co.uk) : accessed 19 January 2013.

Marriages (CR) Scotland. St. Andrew, Edinburgh. 21 March 1880. WHITE, Andrew and MCCABE, Beth. 685/02 0010. <http://www.scotlandspeople.gov.uk> : accessed 10 October 2011.

Marriages (RCE) Scotland. Milton, Glasgow. 26 July 1870. ARBUCKLE, Andrew and DARROCH, Margaret. 644/07 002 0132. <http://www.scotlandspeople.gov.uk> : accessed 30 January 2013.  
[The date in this example is that of the RCE entry not the marriage itself. The ScotlandsPeople data number is also different than that of the marriage itself.]

## Vital Record from Family History Library/Society (such as the LDS) Microfilm

- Data (name, gender, event, etc.)
- Film Number
- Frame/Call Number
- Archive

Example:

Yvonne Lemarie entry, Crespieres naissances, marriages, 1893-1899, Microfilm Number: 2067622, Item: 6, Frame Number: 58, Family History Library, Glasgow, Scotland.

## Vital Record Certificate (original)

If you have an original vital record certificate, you can record different data items on the certificate to help later researchers identify the certificate used:

- Type of record and name(s) of individual(s), date of event
- File or certificate number (or book and page where record is filed)
- Name and location of office in which it was filed (or repository in which the copy was found)

Examples:

Birth certificate. 12 August 1981. BLACK, Jack. Jack Black, Certified transcription of birth certificate, Act No. 1234 (1981), Malmaison, Picardie, France

Death certificate. 26 February 1977. DAILEY, Harry. [long form] no. 123-45-8794501 (1977), North Carolina Division of Health Services, Vital Records Branch, Raleigh, NC, USA.

Marriage Register. 8 June 1910. PICK, George and HOWELL, Rose. Register no. 1:171, Stroud Register Office, Stroud, Gloucestershire, England

## Census records

- Source type. [Census]
- Year.
- Country.
- Place. [Parish, Registration district and/or Sub-registration district, County, Parish no., Registration no., etc.]
- PN. [Piece number – for 1911 English/Welsh census.]
- ED. [Enumeration District no. and/or the ScotlandsPeople data number.]
- SN. [Schedule number – for 1911 English/Welsh census.]
- FN. [Form number – for 1901 & 1911 Irish census.]
- p. [Page number, if applicable.]
- Collection: [if the item was found within a database with multiple collections, then give the name of the collection. You do not need to do this for ScotlandsPeople.]
- URL [if the item was found online. See the URL guidelines for details.]
- : accessed. [give the date accessed after the word 'accessed' and then a full stop. The month is written out long form.]

Not all of the elements above will be needed (or available) depending upon the country and year of the census you are referring to. Remember that the main purpose of references is to enable your

reader to find the source again; the elements in the references below have been included with this in mind.

**Example:**

Census. 1841. Scotland. Kingsbarns, Fife. 441/00 001/00 007. <http://www.scotlandspeople.gov.uk> : accessed 9 September 2008.

[The ScotlandPeople data number includes the registration district (441/00), ED (001/00) and page number information (007) so these are not required elsewhere in this reference.]

Census. 1871. Scotland. Latheron, Caithness, 038. ED 12. p. 4.

[This census record was viewed on microfilm at a family history centre. The parish is Latheron located in Caithness, the registration district number is 038.]

Census. 1891. Wales. Loughor, Llanelly, Carmarthenshire. FamilySearch transcription. <https://familysearch.org/pal:/MM9.1.1/4PQR-5T2> : accessed 9 August 2012.

[No enumeration district or page number were given on the FamilySearch transcription page so they have not been included and the sub-district name was included to help identification. The URL should bring your reader to the specific page within FamilySearch; alternately, you could consider adding the individual's name to the reference.]

Census. 1901. England. Bayton, Worcestershire. ED 12. p. 4. <http://ancestry.co.uk> : accessed 24 November 2011.

[Bayton is the civil parish, Worcestershire is the county given in the census.]

Census. 1901. Scotland. Dumfries, Dumfriesshire, 821. ED 13. Ancestry transcription. <http://ancestry.co.uk> : accessed 9 August 2012.

[The ED number has been included here as this is an Ancestry transcription and thus there is no ScotlandsPeople number to add. Ancestry does not show the page number for Scottish censuses thus you cannot add it into the reference.]

Census. 1911. England. Aston, Birmingham, Warwickshire, 385. PN **18357**. ED 38. SN 30. FindmyPast transcription. <http://www.findmypast.co.uk> : accessed 27 July 2012.

[The 1911 English/Welsh census reference has additional elements as we can view the household schedule. The 385 is the registration district number; Aston is the name of the registration district.]

Census. 1911. Ireland. Grosvenor Square, Rathmines and Rathgar West, Dublin. FN 67. <http://www.census.nationalarchives.ie/reels/nai000150051/> : accessed 9 August 2012.

[The basic topographical divisions for the Irish census are: Townland or Street; District Electoral Division; County. This is how search results are arranged in the National Archives of Ireland's database and the pattern we've chosen to follow in the reference example above.]

## Newspaper announcements and obituaries

- Source type. [e.g., Marriage announcements, Death announcements, Obituaries, etc.]
- (Year of publication)

- *Name of newspaper.* [In italics]
- Day and month of publication.
- Name of person/people.
- Page number(s) and column line(s).
- Collection: [if the item was found within a database with multiple collections, then give the name of the collection.]
- URL [if the item was found online. See the URL guidelines for details.]
- : accessed. [give the date accessed after the word 'accessed' and then a full stop. The month is written out long form.]

This is largely based on the Harvard style for newspaper articles but given a few tweaks for genealogical use.

### Examples:

Death announcements. (1899) *London Daily News*. 24 January. ARNOLD, Sydney. p. 3d.

Collection: British Newspapers, 1710-1965. [www.findmypast.co.uk](http://www.findmypast.co.uk) : accessed 2 August 2013.

Marriage announcements. (1861) *Southern Times*. 16 July. WILLARD, Bruce and FLORENCE, Sally. p. 23c.

Obituaries. (1956) *Glasgow Herald*. 23 April. BURNSIDE, Victor Gabriel. p. 34a.

<http://news.google.com/newspapers?nid=GGqVawPscysC> : accessed 23 July 2012.

## Images

- Source type. [Images: [then the type of format] ie. Photograph, Lithograph, Painting, etc.]
- Principal subject. [e.g. James Campbell (1846-1910) St. George's Church, Charlotte Square, Edinburgh]
- Date. [if not known, an estimate should be made, e.g. c1880 ; c1900-1905]
- Place taken.
- Photographer's name and/or name of photographer studio.
- Collection. [if applicable]
- Reference code. [if applicable]
- Repository, [Give an indication of who holds the image]
- Repository location.
- Description of photograph. [This may only be required if you have very little information about the image – put this description into square brackets.]
- Collection: [if the item was found within a database with multiple collections, then give the name of the collection.]
- URL [if the item was found online. See the URL guidelines for details.]
- : accessed. [give the date accessed after the word 'accessed' and then a full stop. The month is written out long form.]

### Example:

Images: Photograph. James Campbell and Ann Bryce wedding group. 6 March 1870. Edinburgh. James Williamson, photographers. Private collection of George B. Campbell, Dundee. [Group photograph of wedding guests outside St. George's Church, Charlotte Square, Edinburgh.]

## Creating References for Secondary Sources

Secondary sources are works written at a much later date than the events being described and are based on primary sources, other secondary sources or a mixture of the two.

### Key elements

In general you should provide the following key elements (which you might imagine as fields in a database record):

- the author or organisation responsible for writing the work
- the year when it was published (if a book, report or journal article)
- the title of the work
- where the work was published and who published it (if a book or report)
- or the journal where it appeared (if an article)
- or the web address (i.e. URL) where it appeared (if the full text is located on the web)
- the page(s) cited (of a book, report or journal article)
- the date it was last accessed (if a web page or other electronic resource).

Use italics for titles of books (including those from which a chapter is cited) and titles of journals (including those from which an article is cited). When an individual chapter or article is cited, the title of the chapter or article should not be italicised.

### Citing a monograph (i.e. a book, pamphlet, report, guide)

- Author(s) or editor(s).
- (Year of publication)
- *Title: subtitle*. [In *italics* and include the volume number if there is one]
- Edition [if not the first].
- Place of publication: Publisher.
- Page number(s) on which the data/quote appeared.
- Collection: [if the item was found within a database with multiple collections, then give the name of the collection.]
- URL [if the item was found online. See the URL guidelines for details.]
- : accessed. [give the date accessed after the word 'accessed' and then a full stop. The month is written out long form.]

### Examples:

Lowe, Charles. (1999) *Systems and people: an anthropological approach*. 2<sup>nd</sup> ed. London: Paradigm Books. p. 36.

Wells, Harry Laurent. (1897) *Alaska and the Klondike: the new gold fields and how to reach them*. Portland, Or: [?]. p. 376. [http://archive.org/details/cihm\\_16437](http://archive.org/details/cihm_16437) : accessed 8 August 2012.

Filberstein, Anton, ed. (1967) *Welcome to the nation: a manual for immigrants*. Vol. 2. 3<sup>rd</sup> ed. Edinburgh: Peter Black and Sons. p. 346.

Worthy, Charles. (1898) *Devonshire parishes: or the antiquities, heraldry and family history of twenty-eight parishes in the Archdeaconry of Totnes*. Vol. 2. Exeter and London: William Pollard and Co. and George Redway. Collection: British Library 19<sup>th</sup> Century. <http://www.ijschistoricbooks.ac.uk/> : accessed 18 July 2013.



Webber, Sheila. (1998) *Business sources on the internet*. Glasgow: University of Strathclyde.  
<http://www.dis.strath.ac.uk/business/> : accessed 8 August 1999.

Musgrave, Toby; Gardner, Chris and Musgrave, Will. (1999) *The plant hunters: two hundred years of adventure and discovery around the world*. London: Seven Dials. p. 76.

If you are creating a reference for a digitized item found online, then approach this like any physical book you might use and include information on publisher place and name, etc. If an item is 'born digital' as some e-books or pamphlets are these days, then there may not be a physical place of publication (or publisher name) noted in the text so you won't be able to add that.

### Citing a journal article

- Author(s).
- (Year of publication) [if available]
- Title of article.
- *Title of journal*. [In italics]
- Volume number(part number), Month.
- Page number(s) on which the data/quote appeared.
- Collection: name of collection. [if the item was found within a database with multiple collections, then give the name of the collection.]
- URL [if the item was found online. See the URL guidelines for details.]
- : accessed. [give the date accessed after the word 'accessed' and then a full stop. The month is written out long form.]

#### Examples:

Geuss, Raymond. (2002) Genealogy as critique. *European Journal of Philosophy*, 10(2) p. 210.  
<http://onlinelibrary.wiley.com/> : accessed 23 July 2013.

Herberts, Ian, Dryden, Henry and Clark, John. (2000) Managing the introduction of new technology. *Journal of informatics*. 13(4) p. 256.

Maddicott, J.R. (2011) The oath of Marlborough, 1209: fear, government and popular allegiance in the reign of King John. *English historical review*. 126(519), April. p. 283.  
<http://www.jstor.org/stable/41238641> : accessed 8 August 2012.

Nimitz, E. L. (2001) The surveillance corporation. *Privacy monitor*. 3(4). p. 2.  
<http://www.infocast.com/PrivacyMonitor/34Nimitz.htm> : accessed 11 June 2005.

[No author] (1861) The genealogy of Christ. [\*Journal of sacred literature and Biblical record, Apr. 1855-Jan. 1867\*](#). 13(26), April. p. 335. Collection: British Periodicals.  
<http://search.proquest.com/> : accessed 25 July 2013.