

# Citing Your Sources



Anna Field  
18 November 2008

*When drinking the water, consider the source*

1



Many people  
start their  
research  
without paying  
much attention  
to sources

2



But later on...

3

## What is a source?



4

**A source is a  
record from which we  
get our information**

5

## Examples of sources

- Gravestones
- Birth certificates
- Letters
- Web pages
- Census records
- Wills

6

We then use sources to provide

# EVIDENCE

of genealogical facts

7

“The genealogical research process involves finding our ancestors by collecting sources that, when combined with our knowledge, skills, and intuition, result in evidence from which we draw conclusions.”

John Wylie: from “How to Cite Sources”

8

Why do we need to document?

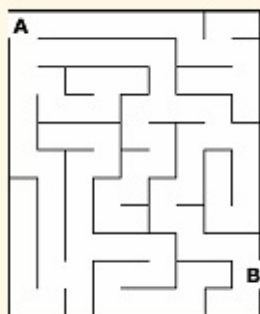


9



To help us remember

10



And to allow others to retrace our path

If you don't know where the information came from, how can you evaluate it?

11

12

A source is not proof



13

We must weigh and evaluate the evidence



14

### Marriage certificate

CERTIFIED COPY of an ENTRY OF MARRIAGE Pursuant to the Marriage Act 1949

Registration District: 13725

2 <sup>nd</sup> by	ARIELA M. W.			Linwood	
636 of schedule					
1372	Mary Spenser	Spenser		de Ros	

Maided by the Rev. Chas. ... according to the rites and ceremonies of the ... Church ... by ...

Witnessed by ...

1. Banns Called Pursuant to the ... Act of 1949 ...

Primary source for a marriage Usually!

15

A transcribed marriage record:



Secondary source for a marriage

16

A family history which cites a marriage record



would be a...

17

### Death certificate

CERTIFICATE OF DEATH

Name: James Neely Healy

Sex: Male Race: White

Date of Birth: September 27, 1940

Place of Birth: Faribault, Minnesota June 27, 1908

Parents: Patrick Neely, Ireland Mary Neely, Ireland

Married: No Spouse: Lucy G. Healy

Place of Death: P-Lomer Memorial Hospital 510 East Grand

Residence: San Diego

Signature: [Handwritten Signature]

Primary source for a death

18

**Examine and consider  
the evidence carefully**



19



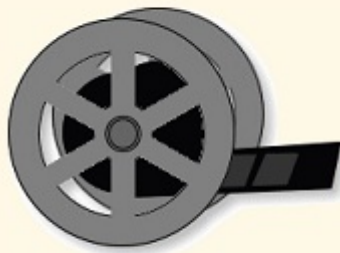
**Copy the  
title page and  
verso of your  
source**

**Staple to  
your notes**

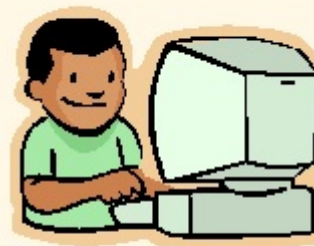


20

**Write  
down the  
microfilm  
number on  
each copy  
that you  
make**



21



**Enter the  
information  
in your  
computer  
program**

**And then file or put in a binder**

22

**Don't shred it!**



**You may need it later**

**Important terms**

- Primary source
- Secondary source
- Photocopy
- Transcription
- Extract
- Abstract
- Translation

23

24

## Primary source

The original document,  
made at or near the  
time of the event



25

## Secondary source

Usually published works  
copied or compiled from  
primary sources



26

## Photocopy or Digital copy

An exact duplicate  
of the source

Definition by Elizabeth Shown Mills



27

## Transcription

A verbatim copy of the  
original, with misspellings  
and punctuation the same  
as in the original

Definition by Elizabeth Shown Mills



28

## Extract

A verbatim portion of a  
document which must  
be surrounded by  
quotation marks “ ”

Definition by Elizabeth Shown Mills



29

## Abstract

A summarized copy  
which includes the most  
important information

Definition by Elizabeth Shown Mills



30

# Translation

A transcription that converts the text from one language to another

Definition by Elizabeth Shown Mills



31

# Writing down your source



Include all the information needed for you – or somebody else – to find the source

32

# Book

Author \_\_\_\_\_

Title \_\_\_\_\_

City of Publication \_\_\_\_\_

Publisher \_\_\_\_\_

Copyright date © \_\_\_\_\_

Page numbers \_\_\_\_\_

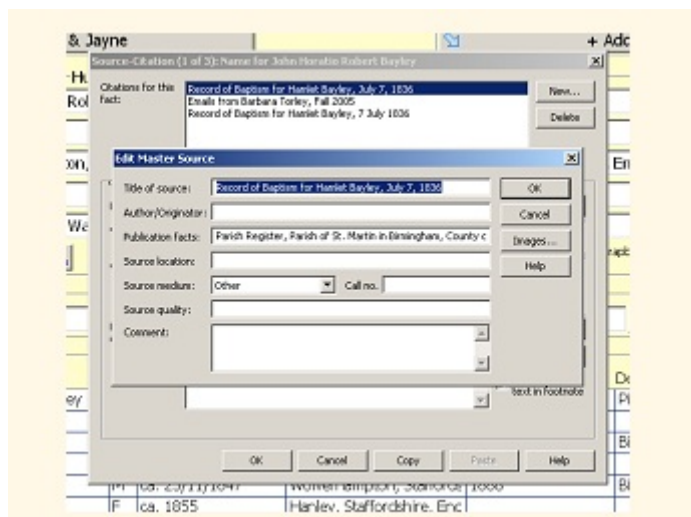
33

**<sup>1</sup>Birth Certificate for John Doe, 10 June 1920, File No. 6837-20, Mississippi State Board of Health, P.O. Box 1700, Jackson, Miss. 39205. Certified copy in possession of writer.**

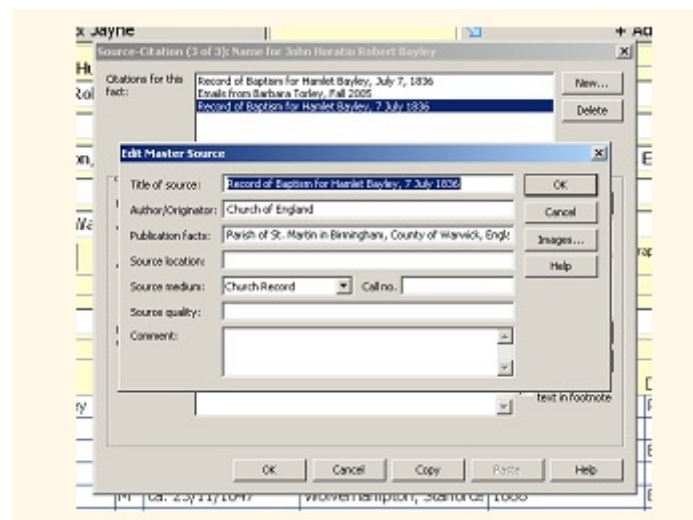
1. Descriptive title
2. Significant dates and numbers
3. Specific location of the document
4. Form used or the repository

From Laakey

34



35



36

Source is "other" with no author

**1. Record of Baptism for Hamlet Bayley, July 7, 1836, Parish Register, Parish of St. Martin in Birmingham, County of Warwick, England.**

Source is "church record" with an author

**3. Church of England, *Record of Baptism for Hamlet Bayley, 7 July 1836*, (Parish of St. Martin in Birmingham, County of Warwick, England, Parish Register).**

37

## Citation Styles

- Chicago Manual of Style
- Turabian
- MLA – Modern Language Assn.

38

## Footnotes

TO the raw recruit, such as Thomas, the army held out a hope of security, a regular income, a uniform, a full stomach and an escape from desperate poverty. Assuming the Hope family was poor, a shilling a day with a promise of foreign service with the famous English troops was not difficult to accept.<sup>6</sup> What the recruit really found was the company of felons, drunks, debtors, paupers, vagabonds and a few who were genuinely interested in military life.

POR proof of Thomas Hope's Army career, Mrs. June Underwood, a record agent and researcher in England, found Discharge Papers for a Thomas Hope. A copy of the Discharge Papers was sent to the authors on December 16, 1994.

<sup>6</sup> Soldier's Discharge Documents for Thomas Hope, W.O. 97926, Public Record Office, London England.  
<sup>7</sup> Thomas Hope, death certificate, Register of Death, vol. 19, p.3, Register-General's Office, Ballina Registration District, Dublin, Ireland.  
<sup>8</sup> Patrick Healy, 1837-1945, wrote a *History of the Hope and Healy Families* in 1936, giving his memories of the family. A copy of his "History" is in Appendix A.  
<sup>9</sup> Soldier's Discharge Documents.  
<sup>10</sup> Twenty shillings = £1.

39

## Endnotes

- 1. Record of Baptism for Hamlet Bayley, July 7, 1836, Parish Register, Parish of St. Martin in Birmingham, County of Warwick, England.**
- 2. Emails from Barbara Torley, Fall 2005**
- 3. Church of England, *Record of Baptism for Hamlet Bayley, 7 July 1836*, (Parish of St. Martin in Birmingham, County of Warwick, England, Parish Register).**
- 4. 1841 Census, Birmingham, Warwickshire, England, (Transcript of Piece HO107/1142(Birmingham (St. Martin) downloaded from website [http://www.hunimex.com/warwick/freecens/1841/index\\_1841.html](http://www.hunimex.com/warwick/freecens/1841/index_1841.html)), Folio 8, p.10, J.H.M. Bayley, 25, Schoolmaster, Not born in county.**

40

## Bibliography OR Works Cited

*Aspects of Irish Genealogy*. Proceedings of the 1<sup>st</sup> Irish Genealogical Congress. Published by 1<sup>st</sup> Irish Genealogical Congress Committee. 1993.

Blegen, Theodore C. *Minnesota, A History of the State*. University of Minnesota Press. 1963. Minnesota Historical Society.

Callill, Thomas. *How the Irish Saved Civilization*. New York: Doubleday, 1995.

Campbell, Stephen J. *The Great Irish Famine*. Strokestown, County Roscommon, 1994.

41

## Parenthetical Reference

From a paragraph in a book:

**According to the 1900 U.S. Census, Thomas Cummings was 42 years old and a police officer (1900 U.S. Census, 10B). He was a well-traveled man and had seen much of the**

In Works Cited or Endnotes:

**1900 Federal Census. Minnesota, Ramsey County, City of St. Paul. E.D. 143, 9<sup>th</sup> Ward, 9 June 1900. National Archives Roll 786.**

42

*Sources for James Henry Healy and Lucy Gertrude Miller*

1920 Federal Census, Minnesota, Ramsey County, St. Paul. ED #81, Ward 7, Sheet 4A, 1064 Goodrich Ave.

Baptismal Certificate for James Healy, Immaculate Conception Church, Faribault, Rice County, Minnesota. Certificate dated June 17, 1896. "*Child of Patrick Healy and Mary Hope, born in Faribault, Rice County, Minnesota, on June 27, 1868. Baptized June 28, 1868 ... by the Rev. G. Keller, the Sponsors being Albert Sweeney and Ellen Sweeney.*"

Birth Certificate for Lucy Gertrude Miller, February 11, 1887, Silver Creek, Manitoba, Canada. Department of Health and Social Development, Winnipeg, Manitoba, Canada, Registration # 87-06-009457. *Parents were Charles Edward Miller and Annie Maria Boyle.*

Death Certificate for James Henry Healy, d. September 27, 1960. State of California, Department of Public Health, Death Certificate No. 5386. *Died at Palomar Memorial Hospital, Escondido, San Diego County, California, at 1:22 a.m.*

Death Certificate for Lucy Gertrude [Miller] Healy, d. March 18, 1972. State of California, Department of Public Health, Death Certificate No. 02536. *Died at Community Hospital of Chula Vista, San Diego County, California, at 3:40 p.m.*

**Birth Certificate for Lucy Gertrude Miller...**

**Birth Certificate: Lucy Gertrude Miller...**

**Birth Certificate of Lucy Gertrude Miller...**

**Lucy Gertrude Miller, birth certificate...**

43

44

**Census Record**

My endnote or footnote:

**1880 Federal Census, Minnesota, Rice County, City of Faribault, E.D. 148, Ward 4, p.437, #228, 9 June 1880. Family History Library Microfilm 0287560.**

Elizabeth Shown Mills endnote or footnote:

**James Henry Healy household, 1880 U.S. census, Rice County, Minnesota, population schedule, City of Faribault, E.D. 148, Ward 4, page 437, dwelling 228; Family History Library Microfilm 0287560.**

45

**Birth Record**

My endnote or footnote:

**1. Birth Certificate for Lucy Gertrude Miller, 11 February 1887. Department of Health and Social Development, Winnipeg, Manitoba, Canada, Registration # 87-06-009457.**

Elizabeth Shown Mills endnote or footnote:

**1. Lucy Gertrude Miller, birth registration no. 87-06-009457 (1887), Department of Health and Social Development, Winnipeg, Manitoba, Canada.**

46

**Be Consistent  
Evaluate Evidence**



*When drinking the water, consider the source!*

47

48