

# SOURCE CITATION

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Effective **SOURCE CITATION** is an **ART**, not a science  
Research, Evidence, Analysis & Citation, are inseparable

## Successful Research

- Begins with long-range preparation (Research Plan)
- It enables us to target each problem effectively
- Think about creating a repository guide as part of your research plan
  - This includes local resources, publications, distant repositories and online aids

## Evidence

- The vehicle that moves our research from curiosity to reality
  - It strips away confusion
  - Is a roadmap and adds guideposts
  - No formula can cover all situations

## Analysis

- The process of examining evidence
  - Study individual pieces of data for clues, strengths & weaknesses
  - Correlate details from different sources in search of patterns
  - Determine whether the whole body of evidence amounts to more than the sum of the individual parts

## Fundamentals of Citation

Ancestors:

- *Where did they come from?*
- *Who produced them?*

Information:

- *Where did it come from?*
- *Who produced it?*

### 1) ANY STATEMENT OF FACT THAT IS NOT COMMON KNOWLEDGE MUST CARRY ITS OWN INDIVIDUAL STATEMENT OF SOURCE

- “Common knowledge” *is a statement that does not need supporting evidence* (Civil War)
- Specific facts *about an event requires reliable citation* (service in a regiment of the Civil War)

### 2) SOURCE NOTES HAVE TWO PURPOSES:

- To record the specific location of each piece of data and*
- To record details that affects the use of evaluation of that data*
  - *We need to enlarge upon many source citations*
  - *To add observations not covered by the formal citation and to discuss related problems*

### 3) SOURCES ARE TRACKED IN TWO BASIC WAYS:

#### GENERIC LISTS – BIBLIOGRAPHIES

- A ***bibliography*** *is an abbreviated tool – a nonspecific “master list” for quick consultation. It does not document any particular fact.*

#### SOURCE NOTES ARE KEYED TO SPECIFIC FACTS

- ***Individual source notes*** – *with complete and specific data – should be cited in each document, written report and family account*

#### BIBLIOGRAPHY

- *The Chicago Manual Of Style*. 14<sup>th</sup> edition. Chicago: University of Chicago Press, 1993
- *Citing Records in the National Archives of the United States*. General Information Leaflet no. 17. Washington: Government Printing Office [periodically revised].
- Lackey, Richard S., CG, FASG. *Cite Your Sources: A Manual for Documenting Family Histories and Genealogical Records*. 1980; reprinted, Jackson: University Press of Mississippi, c1987.

#### BASIC SOURCE CITATION

1. Mary Doe, “Vital Records: Freetown Deaths,” *Ipswich Genealogist* 1 (Summer 1974): 12.

**4) SOURCE NOTES HAVE THREE BASIS FORMATS:**

**FIRST (FULL) CITATIONS**

*- The first time a source is cited, full details are given*

**SUBSEQUENT (SHORT) CITATIONS –**

*- Used after the use of a full citation to conserve space*

**SOURCE LIST ENTRY**

*- An individual citation used within a source list (bibliography); used mostly in academic and historical writing*

**5) SOURCE NOTES FOR NARRATIVE ACCOUNTS CAN BE PRESENTED IN VARIOUS FORMS:**

*- FOOTNOTES – Source citations & explanations appearing at the foot of the page*

*- ENDNOTES – Source citations appearing at the end of a section of text*

*- PARENTHETICAL CITATIONS – The practice of placing notes in parentheses*

*- HYPERTEXT – Mechanical shortcut in digital documents*

**6) SOURCE NOTES KEYED TO NARRATIVE TEXT SHOULD BE NUMBERED CONSECUTIVELY**

*- Corresponding numbers should appear in correct sequence within the text*

*- A source note should never appear directly after a given name*

**7) EXPLICIT SOURCE NOTES SHOULD ALSO APPEAR ON ANCESTOR CHARTS & FAMILY GROUP SHEETS**

*- Any statement of fact that is not common knowledge must carry its own individual statement of source*

*- Choose computer software carefully with an eye towards documentation capability*

**8) FULL CITATIONS SHOULD BE AFFIXED TO THE FRONT SIDE OF EVERY PHOTOCOPIED DOCUMENT & APPEAR IN ITS PLACE IN THE REPORT**

*- Place a label with citation on the front side of the document – make a photocopy of the document with the label attached, so the citation becomes a permanent part of the record*

**9) WE DO NOT CITE SOURCES WE DO NOT USE; IT IS RISKY & UNETHICAL TO “BORROW NOTES” FROM OTHER WRITERS**

*- Cite what you use, give credit where due*

*- Record material as it appears in the original source*

*- Consult cited material to verify information*

**10) EVEN A FULL CITATION OF A SOURCE MAY NOT BE SUFFICIENT, LEGALLY OR ETHICALLY, WHEN COPYING FROM ANOTHER WORK**

*- More than three words – treat as a quote*

*- More than three paragraphs, obtain permission*

*- Manuscript material owned by someone, use fair use principle*

**11) MICROFORMS & ELECTRONIC MATERIALS NEED EXTRA TREATMENT**

*- Most such material originated in manuscript or book form*

*- Most such material is now being published by a firm or agency that is not the original creator*

**12) CLEAR CITATION REQUIRES ATTENTION TO SEVERAL DETAILS**

*- Use correct bibliographic data*

*- Use title page for proper identification*

*- Library Catalog entry*

*- Latin “shorthand”*

*- sic – “There’s an error here that I’m copying exactly, but pointing it out to you”*

*- ibid – In same source as above*

**THE GENEALOGIST SHOULD LEARN:**

*1. To Credit the originator of the source*

*2. To Distinguish between duplicated records & information arranged in a database*

*3. To Credit properly the producer of the film or electronic publication*

*4. To Cite the date on which the micropublication or electronic data set was created, as well as the date of the relevant record*

*5. To identify thoroughly the nature of the material used*

*6. To identify the film or electronic publication completely enough for others to locate*

7. To Cite the specific place (page, frame, etc.) on the film, fiche, or database at which appears the relevant detail
8. To Cite and give Credit to the Originator of the Record

**PROPER CITATION FORMAT**

The Church of Jesus Christ of Latter-Day Saints [LDS], “*International Genealogical Index*,” database, FamilySearch (<http://www.familysearch.org>; North American Region, accessed 1 February 2007), marriage entry for Hugh Gravely and Catharine Hays, 28 June 1873, Le Sueur County, Minnesota; citing Family History Library (FHL) microfilm 1,320,257, v. C, p. 98; (Marriage Records, 1854-1919, Le Sueur County, Minnesota)

**13) REMEMBER: CITING SOURCES IS NOT AN END TO ITSELF: OUR REAL GOAL IS TO HAVE THE BEST POSSIBLE SOURCE TO CITE!**

- Site every source consulted
- When we convert our raw notes into an interpretative account, we will want our data & our conclusions to be supported by sound evidence of the highest quality possible

**Citing Sources - “Sources”**

- <http://www.CyndisList.com/citing.htm>
- Mills, Elizabeth Shown. *Evidence! Citation & Analysis for the Family Historian*. (Baltimore, Maryland: Genealogical Publishing Company, 1997; rep. 2007)
- Mills, Elizabeth Shown. *EVIDENCE EXPLAINED. Citing History Sources from Artifacts to Cyberspace*. (Baltimore, Maryland; Genealogical Publishing Company, 2007)
- Mills, Elizabeth Shown. *QUICKSHEET! Citing Online Historical Resources Evidence! Style*. (Baltimore, Maryland, Genealogical Publishing company, 2007)

**OUR CHALLENGE IS TO ACCUMULATE THE BEST “EVIDENCE” POSSIBLE & TO TRAIN OURSELVES TO ANALYZE & INTERPRET THAT EVIDENCE IN THE MOST PERCEPTIVE MANNER POSSIBLE<sup>1</sup>**

**First (Full) Reference Note**

1. Census ID - \_\_\_\_\_
2. Jurisdiction - \_\_\_\_\_
3. Schedule - \_\_\_\_\_
4. Civil Division - \_\_\_\_\_
5. Page ID - \_\_\_\_\_ (penned) \_\_\_\_\_ (stamped)
6. Household ID - \_\_\_\_\_
7. Person(s) of Interest - \_\_\_\_\_
8. Item Type or Format - \_\_\_\_\_
9. Website Title - \_\_\_\_\_
10. URL (Digital Location) - \_\_\_\_\_
11. Access Date - \_\_\_\_\_
12. Credit Line (Source of this Source) - \_\_\_\_\_

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<sup>1</sup> Mills, Elizabeth Shown. *EVIDENCE! Citation & Analysis for the Family Historian*. (Baltimore, Maryland: Genealogical Publishing Company, 1997) NOTE: Outline for this lecture taken from *EVIDENCE!* by permission of the author