

Loray Mill 1930 Project: Data Dictionary

This document should be used as an instructional guide for the correct way to transcribe data from the census forms into the spreadsheet. Please pay close attention to the instructions below. Each bold heading name corresponds to a column on the spreadsheet. Additional information about that year's census can be found here:

<https://usa.ipums.org/usa/voliii/inst1930.shtml>

Include: To be completed later, entering Y to include in the visualization, or N for households that fall outside of the boundary

Initials: Include your own initials so we can track who enters what data which may come in handy if any questions about a line of data arise.

Date entered: Record the date that you are capturing the census data

Source Year: Should be recorded as four digit year (e.g., 1930).

Source Type: For now, should be entered as "census", but in the future may include "city directory", "draft card" etc...

City Ward: Enter number as written in upper right corner of census page

Enumeration District: Enter number as written in upper right corner of census page

Sheet Number: Enter number as written in upper right corner of census page (e.g., 17A)

Street Name: Record the full name of the street, including any cardinal directions. Abbreviations should be recorded as they appear, followed by a period. Capitalize the beginning of each word (e.g., East Franklin St., E. Franklin Street, E. Franklin St., East Franklin Street, etc. depending on how it was recorded by the enumerator).

Street Name Display: This column is the "street name" category, but with every word spelled out in entirety, with any name changes or spelling errors fixed for conformity. Any abbreviations should be spelled out. Any typos should be corrected.

House Number: The number in the street address. This is NOT the "number of dwelling house in the order of visitation."

House Number Display: **SKIP-TO DO AT VERY END OF PROJECT BY STAFF**

Adjusted house number based on inaccuracies, discrepancies between what was entered and what map and CDs say are addresses.

Last Name (Surname): First letter capitalized (e.g., Gideon). Highlight in [cornflower blue](#) any name that you are not 100% confident about, and include a comment if have a guess

First Name (Given Name): First letter capitalized (e.g., Paul). Highlight in [cornflower blue](#) any name that you are not 100% confident about and include a comment if have a guess

Relation to Head: The relation to the head of the household should be indicated with the first letter of the word capitalized (e.g., Son). Do not use hyphens (Son in law NOT Son-in-law). People living in the same house may or may not be members of the same family.

Home Owned or Rented: Recorded as a O for owned or R for rented; NR for not reported.

Home Display: this should correlate with “Home Owned, or Rented” value; should be recorded as Owned for O, Rented for R, or Not reported for NR. Spell it out.

Home Value or Rent: Record the monetary value of the column as written in the census

Radio Set: Recorded as R if they owned a radio set. No entry denotes no radio. Whatever the head of household answers should be repeated as the answer for other members of the household, as it is household specific, not person specific.

Radio Set Display: Should correlate with Radio Set value. Spell out “Radio set in household” for the entire household that contains a radio, or “No radio set in household” for entries where the head of household’s response was left blank, denoting that no radio was in the house.

Live on Farm: Question asked was “Does this family live on a farm?” Enter No for no entries, and Yes for yes entries, and use the same entry for other members of the household where the enumerator entered a checkmark on the form.

Sex: Should be recorded as a single capital letter, as in the census (e.g. M or F)

Sex Display: Should correlate with ‘sex’ value; record as Male for M, or Female for F

Race: Enumerators were instructed to enter "W" for White, "Neg" for Black, and "In" for American Indian. Additional abbreviations are visible on the bottom of each census page. However, sometimes other abbreviations appear and should be recorded as is. For example, we have encountered SY. // In city directories, whether a person is African American or not is typically indicated by an asterisk (*) or C.

Race Display: Should correlate to Race value. Values should be recorded as White for W, Black for B, American Indian for IN or M for Mulatto.

Age: Most entries are a single or double digit number (e.g. 5 or 55). For those less than 5 years old, a year and fraction indicating months is used. Enter these fractions as spelled out words to avoid confusion. For instance an age entered in the census as 2 3/12 should be entered in the spreadsheet as 2 years and 3 months.

Marital Condition: Use capitalized letters for married, single, divorced, or widowed; use (e.g., M, S, D, or Wd as written in the census).

Marital Condition Display: Should correlate to “marital status” value; values should be recorded as Married for M, Single for S, Divorced for D, Widowed for Wd.

Age of First Marriage: use the number entered on the “marriage age” column on the census

Attended School: Record the yes or no answers with the first letter capitalized (Yes, No). The question asked is generally if someone has attended school in the past year.

Attended School Display: This value should correlate to the Attended School Value. Should be recorded as Attended school, Have not attended school, or Not recorded (left blank)

Able to Read and Write: This should be recorded as a capital Yes or No or Not reported.

Read and Write Display: this value should correlate with the “able to read and write” value and should be recorded as *Able to read* for Yes, *Not able to read* for No, and *Not reported*

Birthplace: Should be recorded with a capital letter. (e.g. Tennessee).

Father Birthplace: Should be recorded with a capital letter. (e.g. South Carolina).

Mother Birthplace: Should be recorded with a capital letter. (e.g. Illinois).

Mother Tongue (Column 21 on census): This should be written as one word with first letter capitalized (i.e. English) or as “Not reported” if left blank.

Code (21A on census form) Don’t bother entering in spreadsheet. Code=birthplace

Year of Immigration: Leave empty unless answered; enter year and highlight box in red

Naturalization: Ignore/skip

Whether able to speak English: Enter ‘Yes’, ‘No’ or ‘Left blank’

Occupation: Record value as written in census with appropriate capitalization (e.g., Spinner). Enter ‘none’ if ‘none’ entered. Use ‘Left blank’ if left blank.

Industry: Should be recorded as census taker wrote but with a capital letter. (e.g. Confections, Laundry, Cotton Mill). Use 'Left blank' if left blank.

Code: Ignore

Class of Worker (27): Refers to the rank or type of employment, not the type of job. Should be recorded with capital letters (e.g., W for wage, or OA for own account, or EMP for employer, or NR for not reported).

Class Display: This should correlate to the employment value, values should be entered as Wage for W, Own account for OA, Employer for EMP, or Not reported for NR

Work Yesterday (28): This column asked if the person worked yesterday, or the last workday. Should be entered as 'Yes', 'No', or should be left blank otherwise.

Number on Unemployment Schedule(29): Enter # as is

Veteran: This question asks males over a certain age whether they are a veteran of war. Answer possibilities include yes, no or a blank cell. Please capitalize Yes and No

What War: This question is only answered when someone answered yes to the question about veteran status. Common answers include Civ and W.W.

War display: Elongate the previous answer for better readability. Civ should be entered as Civil War, and W.W. as World War I.

On 1920 Visualization: Do a quick search and find by last name in the 1920 data to see if the same person is listed in the data. Enter 'Included on 1920 Map' or 'Not included on 1920 Map'

Latitude: Following the instructions given, numbers should be entered as found, with any - or decimal places kept the same. Be careful to not add any additional spaces, even at the end.

Longitude: Following the instructions given, numbers should be entered as they are found, with any - or decimal places kept the same. Be careful to not add any additional spaces.

Lat/Long Combined: Following the instructions given, numbers should be entered as they are found, with any dash, comma or decimal places kept the same. Be careful to not add any additional spaces, even at the end.

Google Street View: Copy and paste per instructions, with no extra space at the end

