have done "reasonably exhaustive research" as required by the first element of the Genealogical Proof Standard.

When do we use Citations?

Citations aren't just for professional client reports! When we care about our work having permanent value, we cite our sources:

- in our working notes (always!)
- in written work such as a report, a biographical sketch, a family history
- on the face of image copies of records (for example, photocopies, printed scans, electronic copies)
- in our genealogy software (for example, Reunion, Legacy Family Tree, Heredis, RootsMagic)

Citations

In-depth instruction in citation composition is beyond the scope of this course. However, we will look at the basic elements of well-composed citations and provide models for some of the most common types of sources used in genealogical research. We'll focus specifically on footnote-style citations rather than bibliography-style citations, because it is the citation format we use most often for written work such as reports, charts, and biographical sketches. You'll see models of bibliography-style citations in the various lists of additional resources provided at the end of each week's course content.

So what does a "complete and accurate citation to the source" look like? You've probably read non-fiction books and journals that have footnotes at the bottom of a page or at the back of the book (where they're called "endnotes" rather than "footnotes"). Sometimes footnotes give the reader a little more information pertinent to something mentioned in the narrative text on the page. Other times the footnotes refer the reader to another publication or oral source from which the author drew her information. This reference in the footnote is a "citation to a source." For example:

> Jack D. Forbes, *Apache, Navaho, and Spaniard*, 2nd ed. (Norman: University of Oklahoma Press, 1994), 25.
>
> Melissa A. Johnson, "Mothers for Sophie (Kanetski) Howe of Scranton, Pennsylvania," *National Genealogical Society Quarterly* 103 (June 2015): 105-13.
>
> Lackawanna Co., Pa., Marriage Licenses, no. 223, Howe-Kanetski, 1927; Orphans Court, Scranton.

The pattern for writing a footnote citation for a print publication such as a book is straightforward:

> [author/creator], [*title in italics*], [(publication information in parentheses)], [page number(s)].

But as you know, in genealogical research we work with a great variety of unpublished sources: documents, photographs, public records of many sorts, church registers, newspaper articles, personal letters and emails, diaries, even an uncle's family stories at last year's Thanksgiving dinner. As varied as those categories are, we can adapt the pattern noted above for many other types of sources. Most of these unpublished sources are unique and found in only one place, and so for them we must add one more important element to a citation: we need to record where we found that source. We'll call that place a "repository," whether that place is a state archives or a few storage boxes of family papers kept under our guest-room bed. We can adapt the pattern above, omitting the publication information (because the source is not published) and instead adding the repository information at the end of the citation:

> [creator of source, if known], [name of source], [specific item, person, or entry], [further info if needed to find the specific record or file]; [repository name, city, state].

Those two patterns might still look a little complicated, and not at all similar enough to each other to see their common underlying pattern. Standard 5 distills the underlying pattern down to five questions:

Who? What? When? Where [is]? Wherein?

The answers to these five questions become the framework of a citation—and often, they're enough for the complete citation. Let's look at the two examples above; we'll need to allow for a little variation in the order of the last two or three items in the pattern:

[author/creator]	[*title in ita lics*]	[year of publication]	[city and publishing company]	[page number(s)]
Jack D. Forbes	*Apache, Navaho, and Spaniard*, 2nd edition	1994	Norman, OK: Univ. of Oklahoma Press	25
[creator of source, if known]	**[name of source]**	**[date of record—e.g., of event, signing, or filing]**	**[repository name, city, state]**	**[specific item, person, or entry]**
Lackawanna Co., Pa.	Marriage Licenses	1927	Orphans Court, Scranton	no. 223, Howe-Kanetski

Note that the “Who?” component is the creator of the source, not the person of interest (unless of course the person of interest is also the creator!).

Some citation conventions

Besides answering five specific questions in a mostly standardized order, we use certain conventions to aid in communicating information about a source:

- You read in Module 1, “Rules shape expectations. … If standards are not followed, results are haphazard.” Here are a few standards that aid in communicating important information about your source to your reader and also add professional polish to your citations:[1]
- An author’s name is written in the order FirstName LastName; see above examples.
- The title of a publication should be in italics; see the book title in the first example above, and journal title in the second. Websites are also publications, so their titles should also be in italics when you cite them.
- The titles of parts of publications should be in quotation marks: a chapter of a book, an article in a journal or newspaper, a collection or page within a website:
    - “From Slavery to Society: The Jerry Moore Family of Virginia and Pennsylvania,” *National Genealogical Society Quarterly*
    - “Senator Hughes of New Jersey Death,” *Hickory Daily Record*
    - “Copyright and the Newspaper Article,” *The Legal Genealogist*
- We never use both italics and quotation marks on the same title (for example, “*Searching for Your Ancestors*”); this would send mixed messages about the source!
- The titles of *un*published sources are *not* put in italics (because italics mean *this is published* in a citation).
- Cite what you see. The marriage record cited below spells the bride’s last name as “Foit”; we leave it that way in the citation even when we know that the family spelled it “Voith.” A brief sentence of explanation can be added after the citation if the difference would otherwise be confusing to the reader. Likewise, if the indexer of an online collection misread a name or other crucial piece of information, we cite what *we* see on the record itself, and add a sentence explaining how it is indexed. See the example below where the census record image reads John “Holwat” but the index at *Ancestry* says “Holvest.”

    > 1920 US census, McDowell County, West Virginia, population schedule, Adkin Magisterial District, ED 44, sheet 20A, dwelling 382, family 399, John Holwat; National Archives microfilm publication T625, roll 1959. Indexed at *Ancestry* as "Holvest” and “Holwet.”

- Every citation ends with a period, just as every sentence does.
- Publication information is placed in parentheses, in this order: (City, State: Name of Publishing Company, year of publication)
- The repository where an unpublished source resides is the last part of the citation, and it is set off from the rest of the citation by a semi-colon; the order is: Name of Repository, City, State.

Citing sources viewed online

Citing a record that we have viewed online can be a little more complicated. Here's the citation for a marriage record that you might see in a county office:

> Crawford County, Ohio, Marriage Record [Volume] No. 5 1854-1860, p. 36, Henige-Foit; Crawford County Probate Court, Bucyrus, Ohio.

This citation is saying that source is a volume of marriage records created by Crawford County in Ohio, and the entry of interest (marriage of Henige and Foit) is on page 36 of that volume. How do we know what title to give that particular volume? In this case, we took it from the spine of the book itself: Marriage Record No. 5 1854-1860. To add clarity, I added the word "volume" but put it in square brackets to indicate that that word doesn't actually appear in the title.

There are a variety of options for indicating that you viewed the record online, some more detailed than others. Generally, you'd omit the physical repository (that county probate office and the town it's in) and replace it with the online info. Here's the simplest option:

> Crawford County, Ohio, Marriage Record [Volume] No. 5 1854–1860, p. 36, Henige-Foit; viewed at *FamilySearch* (https://familysearch.org : viewed on 31 March 2014), image 101.

The small drawback to that option is that "image 101" doesn't point your reader (or remind you) in which specific collection it is image 101. We can add the collection name to make it clearer:

> Crawford County, Ohio, Marriage Record [Volume] No. 5 1854-1860, p. 36, Henige-Foit; viewed at "Ohio, County Marriages, 1789-1994," *FamilySearch* (https://familysearch.org : viewed on 31 March 2014), image 101.

Notice that the description of the actual record and the online information are separate groupings—we even use a semi-colon to mark the division. The *page number* stays with the information about the volume of marriage records; the *image number* stays with the online information.

If we want to be very precise about the online location, we can describe even more specifically where in that collection of Ohio County marriages that image is, adding in the title of the sub-collection along with that image number. There are a few different acceptable ways to do that; here's one of them:

> Crawford County, Ohio, Marriage Record [Volume] No. 5 1854-1860, p. 36, Henige-Foit; viewed at "Ohio, County Marriages, 1789-1994," *FamilySearch* (https://familysearch.org : viewed on 31 March 2014), Crawford marriage records 1854-1860 vol. 5, image 101.

There are a lot of ongoing conversations in the field of genealogy about how to cite sources viewed online, and a lot of opinions (for example, is the "viewed on" date really needed?), so you will inevitably see some variation in styles among professional genealogists and among genealogical publications. Bottom line: communicate clearly what exactly the source is and where it can be seen.

Examples

The following examples, many of them from an article we'll be reading later in the course, are color-coded to show you the underlying pattern of the five questions that a citation answers:

Who? What? When? Where [is]? Wherein?

Change Who?

Note: to change the colors within the citations, either hover over the citations or click the buttons above.

Notice that the creator of a source ("Who?") might be a person, an organization, a business, a governmental entity, or unknown. If the creator is unknown, we usually omit that component rather than using "Anonymous" or similar.

Published Sources

William F. Hoffman, *Polish Surnames: Origins and Meanings*, 2nd ed. (Chicago: Polish Genealogical Society of America, 1997), 10.

Obituary of Sophie Howe, *Scranton Times*, Scranton, Pa., 18 February 1985, page 4, col. 3. As with so many newspaper articles, there is no named author, so the "Who?" component is absent.

Insurance Maps of Scranton Including the Borough of Dunmore, Pennsylvania, 3 vols. (New York: Sanborn Company, 1920), 2:185 and 187; digital images, *Pennsylvania State University Libraries Digital Map Drawer* (http://collection1.libraries.psu.edu/cdm/compoundobject/collection/maps1/id/24691/rec/6 : accessed 27 May 2015). Notice that the website is a publication, so its title is in italics. The creator of the website is implied in its title (Pennsylvania State University) and so is not repeated.

Judy G. Russell, "The Beer Bust and the Surety Bond," 28 February 2012, *The Legal Genealogist*, blog (http://www.legalgenealogist.com/2012/02/28/the-beer-bust-and-the-surety-bond/ : 5 February 2018).

Unpublished Sources

Pennsylvania Department of Health, death certificate no. 015092 (1985), Sophie Howe; Pa. Dept. of Health, New Castle. Note that this is a state record and a certificate; compare its citation to that of the Crawford County marriage record in a bound volume, earlier on this page. Notice too that with this one-page source there is no need for a "Wherein?" component.

Pennsylvania Department of Health, Certificate of Death no. 75729 (1960), Zofia (Koniecki) Kanetski; Pennsylvania State Archives, Harrisburg. Note that the citation for this record reflects that death certs through 1963 are held at the state archives, unlike the more recent one immediately above, held at the state Department of Health.

Aroostook County, Maine, Record of Deeds 8: 7-8, Henry Cormier to Antoine Ouellette, 17 August 1871; Northern Registry of Deeds, Fort Kent, Maine.

Lackawanna Co., Pa., Deed Book 272: 549, James et al. to Konasky, 15 April 1916; digital image, Info Quick Solutions, *Lackawanna County, PA* (www.searchiqs.com/palac : accessed 27 May 2015). The components of the second layer (the online information) can be looked at either separately or as the whole "Where [is]?" component.

Lackawanna Co., Pa., estate file no. 243, Sophie Howe (1985), will of Sophie Howe, 20 September 1982; County Register of Wills, Scranton.

Sophie (Golembiewski) Jimcosky (123 Fictitious St., Anytown, State), interview by Melissa A. Johnson, May 2013; transcript in Johnson's files, P.O. Box 4312, Middletown, NJ. Sophie is the daughter of Lenore (Kujawski) Golembiewski; her knowledge about Anna Stasevich was second-hand from overheard conversations among her mother, aunt Stella Grevera, and grandparents.

Stanley Grevera (fakeaddress@fakeprovider.com), email to Melissa A. Johnson, 10 December 2013, "Kujawski family," Genealogy Correspondence Folder; Johnson's electronic files, P.O. box 4312, Middletown, NJ. Stanley's information came from his mother Stella.

Anna Mary Stasiewicz petition for naturalization (1944), naturalization file no. 207052, Eastern District of Michigan; Records of the District Courts of the United States, Record Group 21; National Archives, Chicago.

Sophie Howe, SS no. 161-26-2124, 26 March 1949, Application for Account Number (Form SS-5), Social Security Administration, Baltimore, Md.

US federal census records: citation quirks

Unique patterns have developed for a few sources; the US federal census is the one you're most likely to use. Notice in particular the arrangement of the names of county, state, and town:

> 1920 US census, Bee County, Texas, population schedule, Beeville, enumeration district (ED) 6, sheet 6A, dwelling 115, family 118, Rafael Martinez household; National Archives and Records Administration (NARA) microfilm publication T625, roll 1775.

Why is "enumeration district" followed by "ED" in parentheses, and "National Archives and Records Administration" by "NARA" in parentheses? So that in subsequent census citations in the same report, notes, or article, we can save time keyboarding as well as save

space on the page with abbreviations:

> 1920 US census, Lackawanna Co., Pa., pop. sched., Scranton, ED 131, sheet 10B, dwell. 212, fam. 221, Roman Kenetski household; NARA microfilm T625, roll 1579.

For Reference and Further Study

As you read publications such as the two articles in week 4 of this course, closely observe the citations. Look for the pattern that answers the five questions "Who? What? When? Where [is]? Wherein?" Are there citations that you can use as models for your own work?

The genealogy field generally follows *Chicago Manual of Style*; citations are covered in chapters 14 and 15. *Evidence Explained* is based on *Chicago Manual of Style*, but goes into much more depth about the nuances of source citations, especially regarding unpublished sources such as many types of original documents. See also Standard #6 in *Genealogy Standards*.

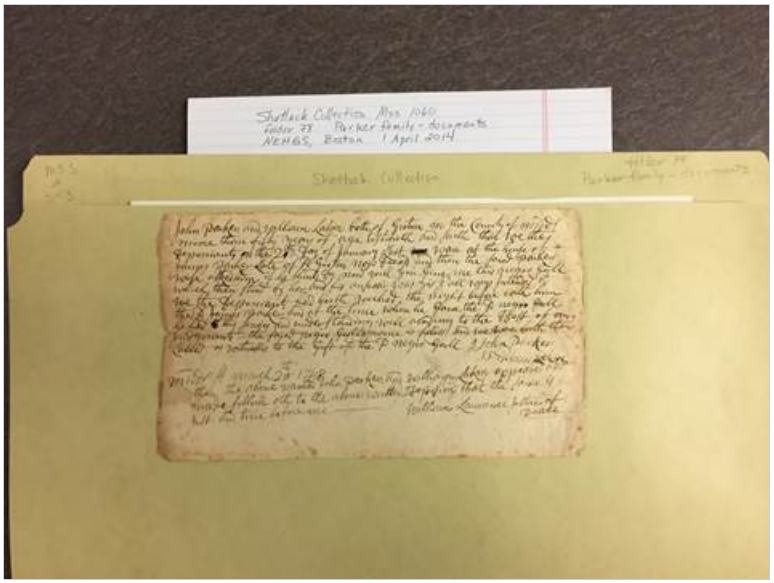
[1]These pertain specifically to citations in footnotes. A couple of these conventions are a little different for citations in a bibliography.

Capturing Citation Details

Capture Citation Information When You View the Source

You might have noticed that the Genealogical Proof Standard does **not** limit the need for "a complete and accurate citation" to "whenever we finally publish our work in a book, journal, or on a website." Good genealogical practice dictates that we collect the identifying information of our source *as we work*. If we don't, we run the risk that we will not be able later to tell where a given piece of information came from, or that we will waste time, effort, and possibly expense in retracing our steps to verify our own previous work.

Deposition of John Parker and William Lakin



Click on the image to view a larger version

Deposition of John Parker and William Lakin, 20 March 1748/9; in folder 78, Parker

family—documents; Shattuck Collection, Mss 1060 (formerly Mss A S53); New England Historic Genealogical Society, Boston, MA. Image used here with permission of New England Historic Genealogical Society, www.AmericanAncestors.org.

The researcher captured the necessary citation elements here by including them in the photo; the folder and note can be cropped out when adding the image to the research report, with a citation properly and neatly typed below. The working citation provided below the image here includes an old call number for the collection because it had changed since previous work with these documents and no longer matched earlier research notes; you can also see the old call number in the upper left corner of the file folder.

Elements of Citations

Self-assessment

Eleven citations have been broken down into their components (or “facets”) as they answer five key questions: a) Who? b) What? c) When? d) Where [is]? e) Wherein?

For each citation, identify which question each component answers. You might wish to review Standard #5 in *Genealogy Standards* as well as this module’s section "Documenting Our Work: Citations." Some of the citations have only four components instead of five.

This is an ungraded exercise.

Module 1: Elements of Citations

Judith L. Van Buskirk, *Standing in Their Own Light: African American Patriots in the American Revolution* (Norman: University of Oklahoma Press, 2017), 237.

1/11

Drag the items below to the correct component in the citation above.

WHO WHAT WHEN WHERE [is] WHEREIN