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| --- | --- | --- |
|  | Your Name  Address, etc. |  |

Today’s **Date**

**TO:** [Name of client, or the name of your own research file] [Note: Remove all bracketed descriptions from the final copy of your report.]

**SUBJECT**S: [Name of the family being researched.]

**RESEARCH QUESTION OR GOAL:** [What question are you trying to answer?]

**RESOURCES USED:** [Filled in as you conduct your research with websites, repositories and archives consulted, and any correspondence undertaken.]

**BACKGROUND SUMMARY:** [Information that was known before the research was begun.]

**RESTRICTIONS or LIMITATIONS:** [Time, money, records availability, etc.]

**ITEMIZED RESEARCH FINDINGS:** [Cite a record from your research plan (which is in the Further Research Suggestions section. Analyze it. You might transcribe or abstract it if necessary. You can add a timeline. You can correlate different records to compare and contrast information. This section acts as both your research log and your detailed research notes.

After you are done with the first source, go back to the Further Research Suggestions to see what was next on my research plan. Then cite and likewise analyze it.

In sum: Record transcriptions, abstracts, and analysis. Discuss what the records mean in historical context. Negative results should be recorded.]

**SUMMARY OF RESEARCH FINDINGS:** [A succinct summary of the research results. This might be a couple of sentences, a paragraph, or some bullet points. The items in the research summary do not need to be source-cited since you created source citations in your itemized research findings section.]

**FURTHER RESEARCH SUGGESTIONS:** [This is where you put your research plan (that includes your cited sources). At least two next steps with information about what records you would search and where you would find it.]