

Citing Your Sources

By Ginny Gerber

We Do Genealogy Too Fast

The Speeding Genealogist
Races to Find the Most
Ancestors Possible

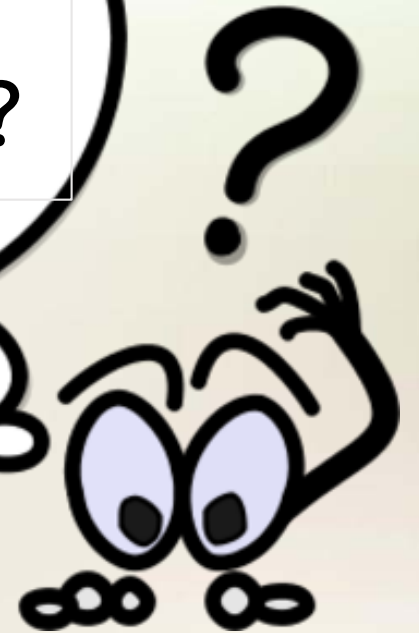


The Name Collector...

What happens???

We begin to have questions and we are unable to prove our research

Where did I get that information?



Why We Need to Cite Our Sources

- Source citations help us document, organize and analyze the evidence we gather in our family history research.

Mathilda Heller Family Bible



Why We Need to Cite Our Sources

- **Source citations help us document, organize and analyze the evidence we gather in our family history research.**
 - **We establish proof** – *citations give credibility to facts or relationships while proving connections*

Mathilda Heller Family Bible



Why We Need to Cite Our Sources

- **Source citations help us document, organize and analyze the evidence we gather in our family history research.**
 - **We establish proof** – *citations give credibility to facts or relationships while proving connections*
 - **We determine the reliability of our evidence** – *Some sources are more reliable and make a stronger proof. Evidence can be compared based on the sources*

Mathilda Heller Family Bible



Why We Need to Cite Our Sources

- **Source citations help us document, organize and analyze the evidence we gather in our family history research.**
 - **We establish proof** – *citations give credibility to facts or relationships while proving connections*
 - **We determine the reliability of our evidence** – *Some sources are more reliable and make a stronger proof. Evidence can be compared based on the sources*
 - **We track our records and resources** – *We can go back and locate records and their repositories.*

Mathilda Heller Family Bible



Elements of the Citation

- **Who**
- **What**
- **When**
- **Where in**
- **Where is**





Elements of the Citation

- **Who** created the information (author, editor, transcriber, etc.)

“Who” specifically refers to the author or creator of the source. It may be a person or it could be an organization.

Two reasons you wouldn’t list “who” –

1. It is unknown, such as the author of a historic newspaper article.
2. It is the same entity that published the item and the “who” is also the title of the work.



Elements of the Citation

- **Who** created the information (author, editor, transcriber, etc.)

Harry D. Milne, "Winners Come to Rockford on Wednesday," *Morning Star (Rockford, Illinois)*, 8 February 1942, p. 28, col. 1-2; online image, *GenealogyBank* (<http://www.genealogybank.com> : accessed 13 February 2017); NewsBank. Frank and Bud Hanson listed as some of the Monroe fighters.



Elements of the Citation

- **Who** created the information (author, editor, transcriber, etc.)

Harry D. Milne, "Winners Come to Rockford on Wednesday," *Morning Star (Rockford, Illinois)*, 8 February 1942, p. 28, col. 1-2; online image, *GenealogyBank* (<http://www.genealogybank.com> : accessed 13 February 2017); NewsBank. Frank and Bud Hanson listed as some of the Monroe fighters.



Elements of the Citation

- **Who** created the information (author, editor, transcriber, etc.)

Wright's Janesville City Directory (Milwaukee, Wisconsin: Wright Directory Co., 1952), 142, entry for Franklyn K Hanson; digital image, Ancestry, *Ancestry.com* (www.ancestry.com : accessed 7 October 2015).

Sample of "Who" being the publisher and the title



Elements of the Citation

- **What** is the title of the source

“**What**” refers to the source’s title. Underlining, italics and capitalization rules for publications apply here. If the item does not have a title, we create a description for it. The description lets others know exactly what the material is. For example “Letter written by John Doe to his wife Jane.” If you think the title doesn’t make it clear what type of a source it is, you can add descriptive words after it such as database, transcript, image, etc.



Elements of the Citation

- **What** is the title of the source

Harry D. Milne, "Winners Come to Rockford on Wednesday," *Morning Star (Rockford, Illinois)*, 8 February 1942, p. 28, col. 1-2; online image, *GenealogyBank* (<http://www.genealogybank.com> : accessed 13 February 2017); NewsBank. Frank and Bud Hanson listed as some of the Monroe fighters.



Elements of the Citation

- **What** is the title of the source

Harry D. Milne, "Winners Come to Rockford on Wednesday," *Morning Star (Rockford, Illinois)*, 8 February 1942, p. 28, col. 1-2; online image, *GenealogyBank* (<http://www.genealogybank.com> : accessed 13 February 2017); NewsBank. Frank and Bud Hanson listed as some of the Monroe fighters.



Elements of the Citation

- **What** is the title of the source

"Golden Gloves," advertisement, *Morning Star (Rockford, Illinois)*, 18 February 1942, p. 11, col. 1; online images, *GenealogyBank* (<http://www.genealogybank.com> : accessed 19 December 2016); NewsBank. Ad for Golden Gloves Championship Finals.

Who is the author?

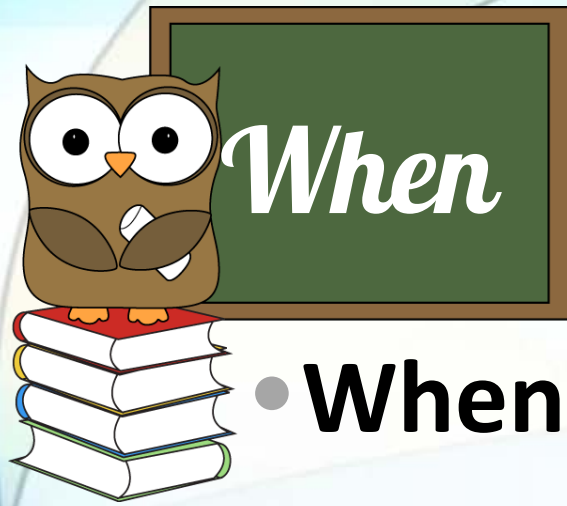
What is the title and/or description?



Elements of the Citation

- **When** the record was created or published

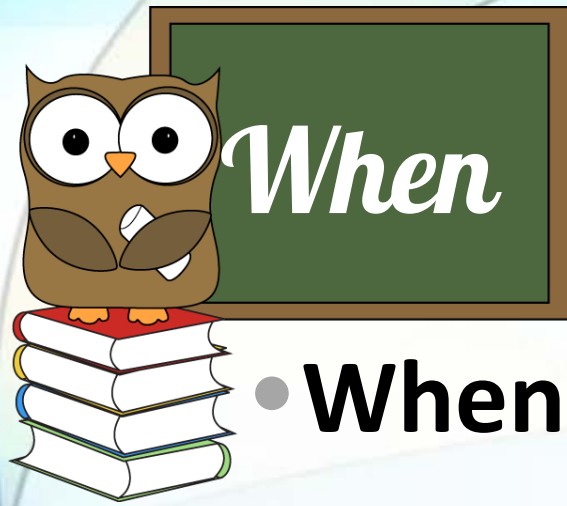
“When” refers to the date the media was published. Years are used for books. Months, quarters, or seasons are added for journals and magazines. Full dates are used for newspapers, downloads of online information, and unpublished sources if applicable. If the item is undated we can state that by using the letters ND for “no date.” However, if we can estimate a publication date, then we should try to do so. This can be done by simply showing the estimated date range or writing “likely the 1880s.”



Elements of the Citation

- **When** the record was created or published

Methodist Church (Argyle, Wisconsin), Hanson Church Records (privately held by Virginia Gerber, [ADDRESS FOR PRIVATE USE], Monroe, Wisconsin, 2016), Franklyn Hanson Certificate of Baptism (1945), 15 May 1945; citing no book or page number.



Elements of the Citation

- **When** the record was created or published

Methodist Church (Argyle, Wisconsin), Hanson Church Records (privately held by Virginia Gerber, [ADDRESS FOR PRIVATE USE], Monroe, Wisconsin, 2016), Franklyn Hanson Certificate of Baptism (1945), 15 May 1945; citing no book or page number.

Who is the author?

What is the title and/or description?



Elements of the Citation

- **Where in** the record the information is located (volume, page, etc.)

“**Where in**” refers to the specific place in the source where the information is located. The place is a page number, volume number, chapter title, or etc. If the record is an unbound source, or has no page numbers, you can identify the information on the page you are citing by describing it. For instance “birth dates chronologically listed on loose page in file.”



Elements of the Citation

- **Where in** the record the information is located (volume, page, etc.)

Harry D. Milne, "Winners Come to Rockford on Wednesday," *Morning Star (Rockford, Illinois)*, 8 February 1942, p. 28, col. 1-2; online image, *GenealogyBank* (<http://www.genealogybank.com> : accessed 13 February 2017); NewsBank. Frank and Bud Hanson listed as some of the Monroe fighters.



Elements of the Citation

- **Where in** the record the information is located (volume, page, etc.)

Harry D. Milne, "Winners Come to Rockford on Wednesday," *Morning Star (Rockford, Illinois)*, 8 February 1942, p. 28, col. 1-2; online image, *GenealogyBank* (<http://www.genealogybank.com> : accessed 13 February 2017); NewsBank. Frank and Bud Hanson listed as some of the Monroe fighters.



Elements of the Citation

- **Where is** the source physically located (archive, library, etc.)

“**Where is**” refers to the specific physical location of the source. Did you find it online, in a library, at an archive, or is it held privately? This can get very complicated, but remember, you want to work from small to large. Start with the collection name (the smallest where) and work your way up to the state or country (the largest where) listing all the information about the location of the source as you go.



Elements of the Citation

- **Where is** the source physically located (archive, library, etc.)

1930 U.S. Census, Green County, Wisconsin, pop. sch., Jordan Twp, enumeration district (ED) 13, sheet 6-B (penned), dwelling 104, family 104, Franklyn K. Hanson; digital images, *Ancestry.com* (<http://www.ancestry.com> : accessed 3 June 2011); citing NARA microfilm publication, T626, roll 2574.



Elements of the Citation

- **Where is** the source physically located (archive, library, etc.)

Methodist Church (Argyle, Wisconsin), Hanson Church Records (privately held by Virginia Gerber, [ADDRESS FOR PRIVATE USE], Monroe, Wisconsin, 2016), Franklyn Hanson Certificate of Baptism (1945), 15 May 1945; citing no book or page number.



Elements of the Citation

- **Where is** the source physically located (archive, library, etc.)

Lafayette County, Wisconsin, Deed Book vol. V, p 608-609, Finley McDermiad by administrator to Ole C Hanson, 8 January 1861; Register of Deeds Office, Darlington.

Elements of the Citation

- **Author**
- **Title**
- **Publisher**
- **Locator**



Elements of the Citation

- **Author:** Format can be “First Name, Last Name” or “Last Name, First Name.”
- **Title:** Format can be Title (*italics*) or Title (underline). In addition, article titles may precede publication title.
- **Publisher:** Format often includes publisher location, name and year published and sometimes appears in parentheses.
- **Locator:** Usually a page number or range of page numbers depending upon the source type.

Elements of the Citation

In addition, for online sources you may need:

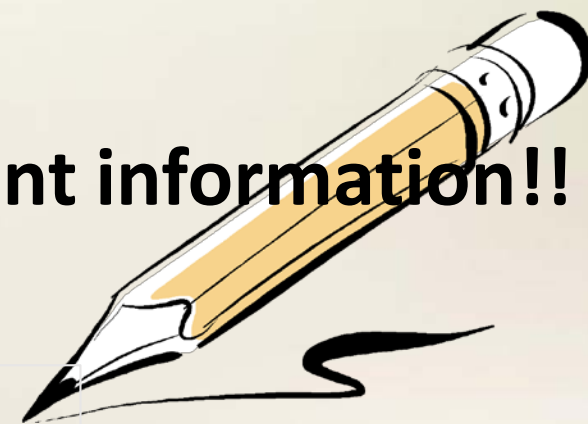
- **Accessed:** List date when source located as in “accessed on March 29, 2009” since online sites are known to disappear.
- **Examined:** List search criteria as in “examined for any reference to ‘xyz’.”

"Sectional Golden Gloves Finals in Local Arena," *Freeport (Illinois) Journal Standard*, 9 February 1942, p. 11; online image, *Newspapers.com* (<http://www.newspapers.com> : accessed 20 December 2016). Frank and Bud Hanson are part of the novice team competing in the finals.

When do we cite a source?

- Add a source citation every time you add an event.
- Add a source citation for every event mentioned on each source. *(Example: a death certificate may show a birth date and place as well as the death).*
- Add a source citation for any event that is not common knowledge.
- **Cite at the same time you enter the event information!!**

1930 Census for Franklyn Hanson



Tips & Tricks

- **Use source templates in genealogy software.**
Many genealogy database programs help capture source citations by providing formatting hints or templates.



Tips & Tricks

- **Don't delay capturing source information.**

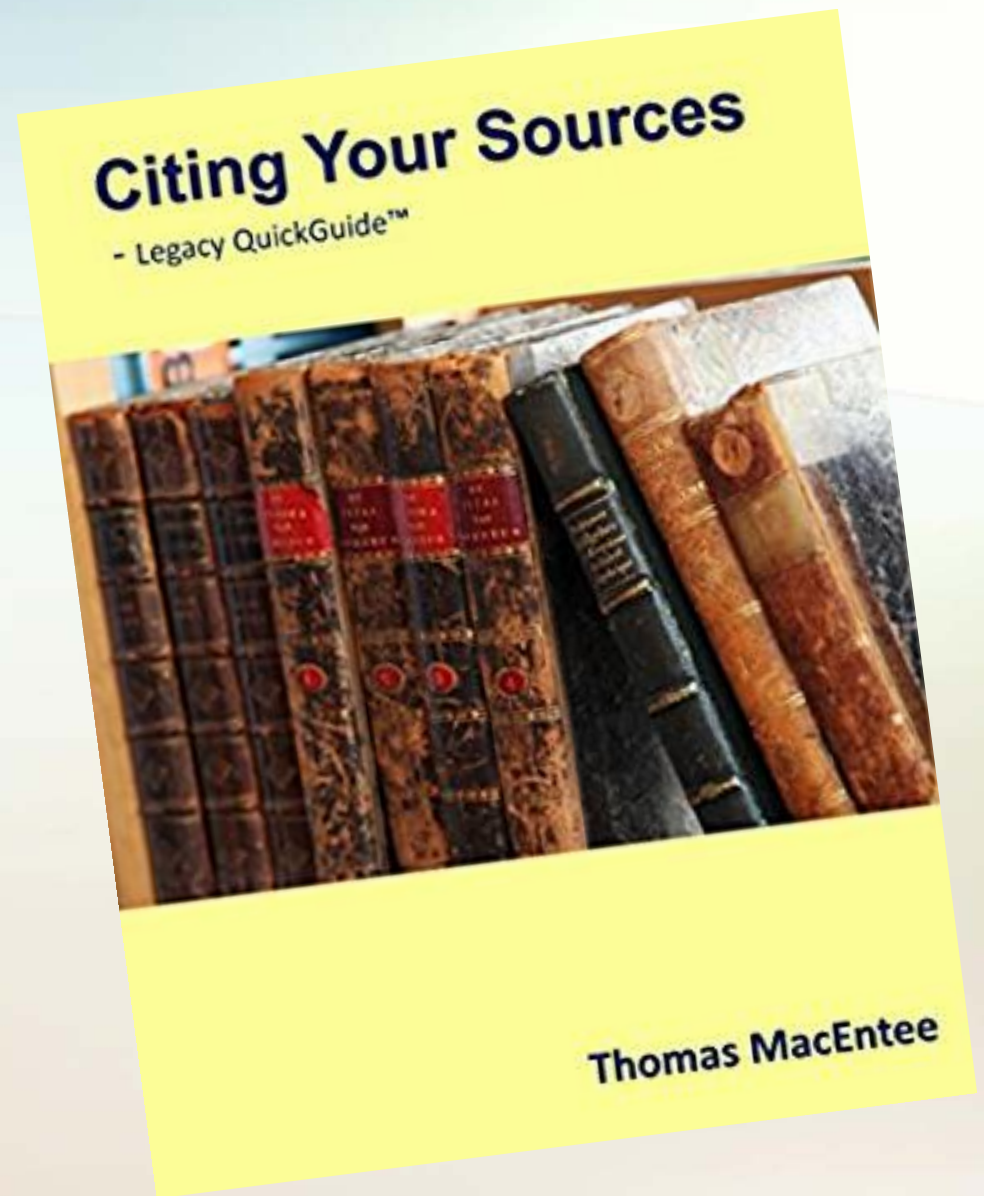
In the excitement of “the hunt” don’t think “I’ll go back later and cite my source.” Certain sources can later prove elusive and difficult to locate such as those located on websites and online databases.



Tips & Tricks

- **Cheat sheets are okay!**

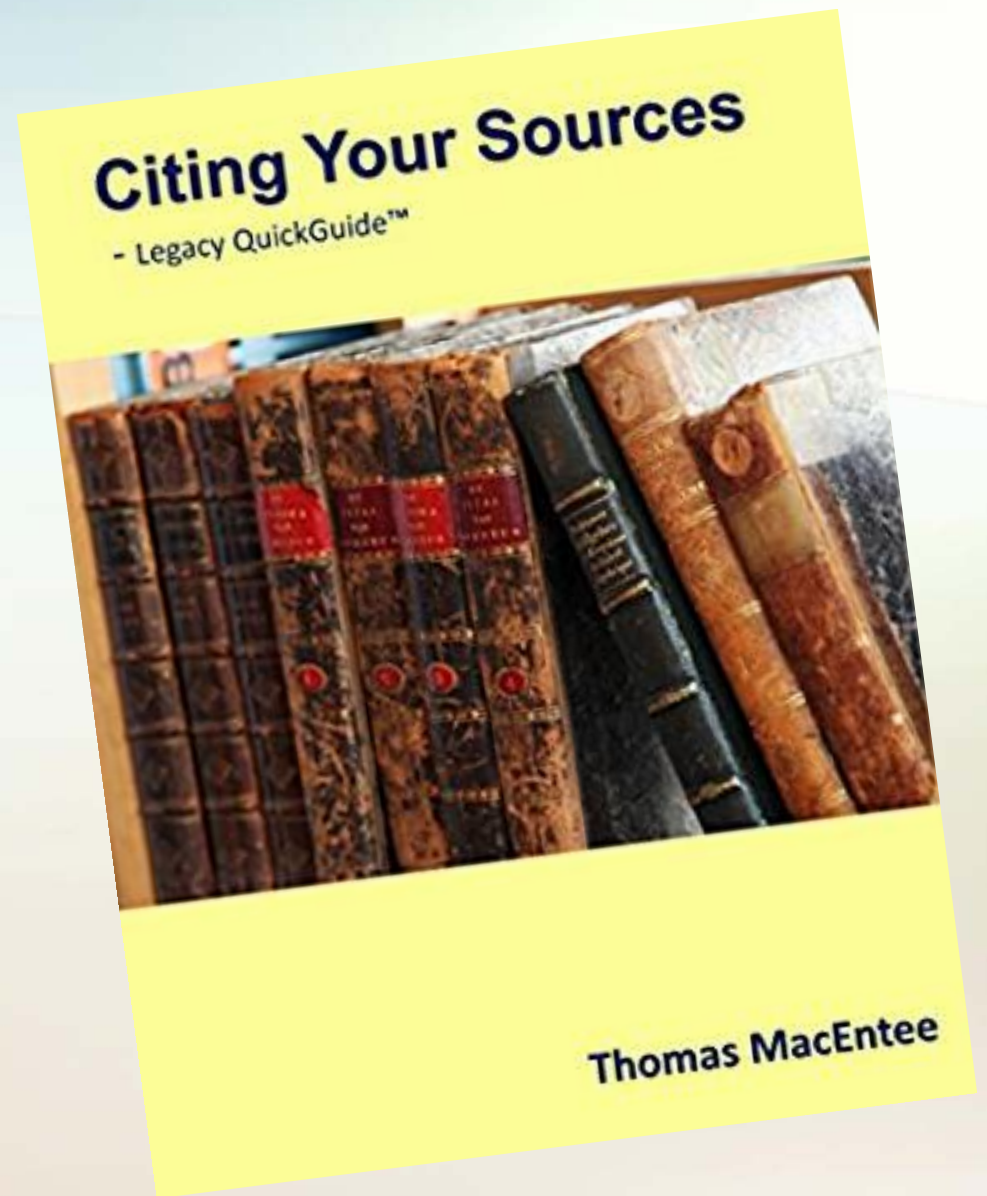
Take advantage of style guides such as reference sheets and even online bibliography generation sites.



Tips & Tricks

- **No author? No problem!**

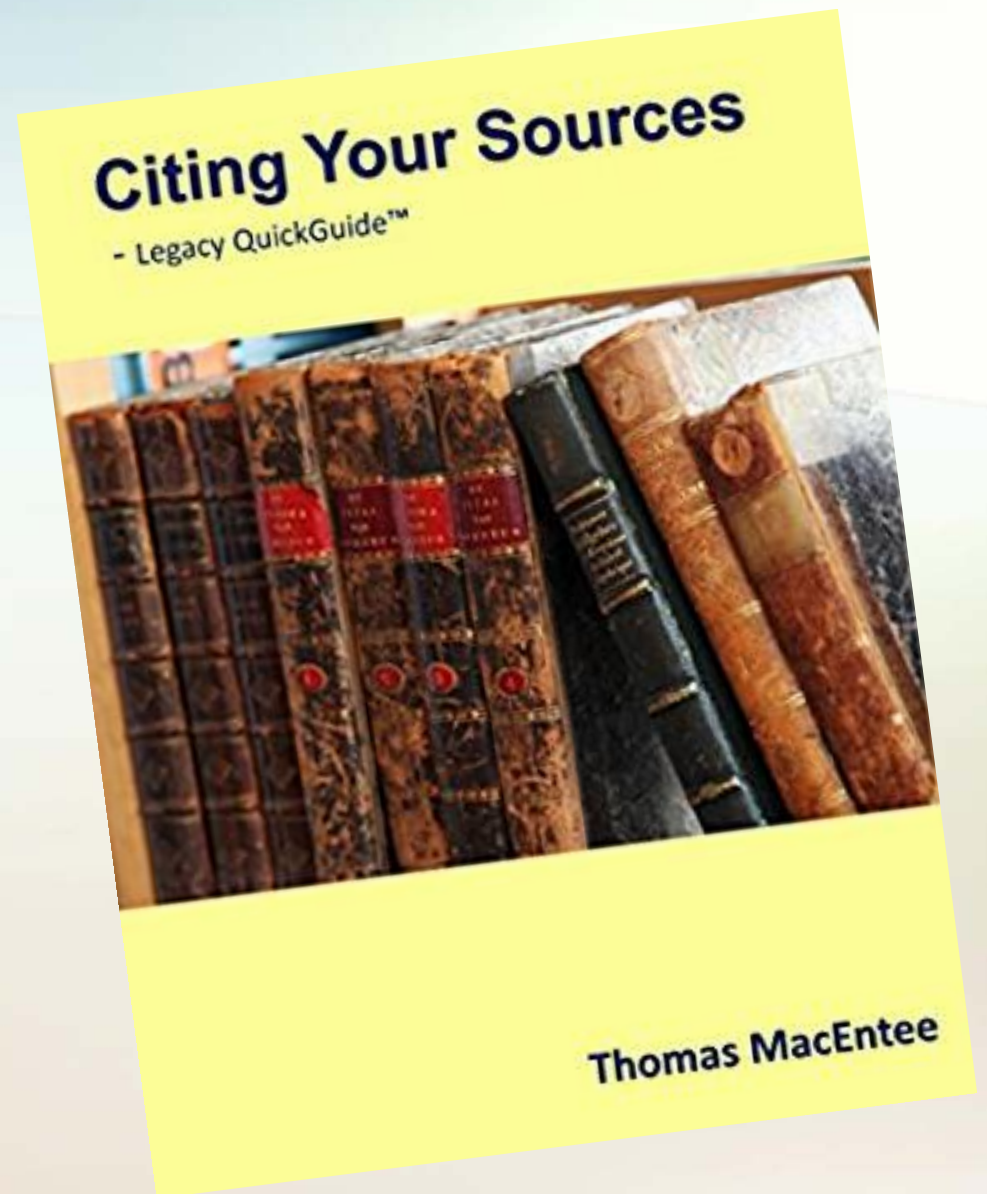
If there is no author or editor listed – common with government publications – start the source citation with the *Title*.



Tips & Tricks

- **No publisher or no date.**

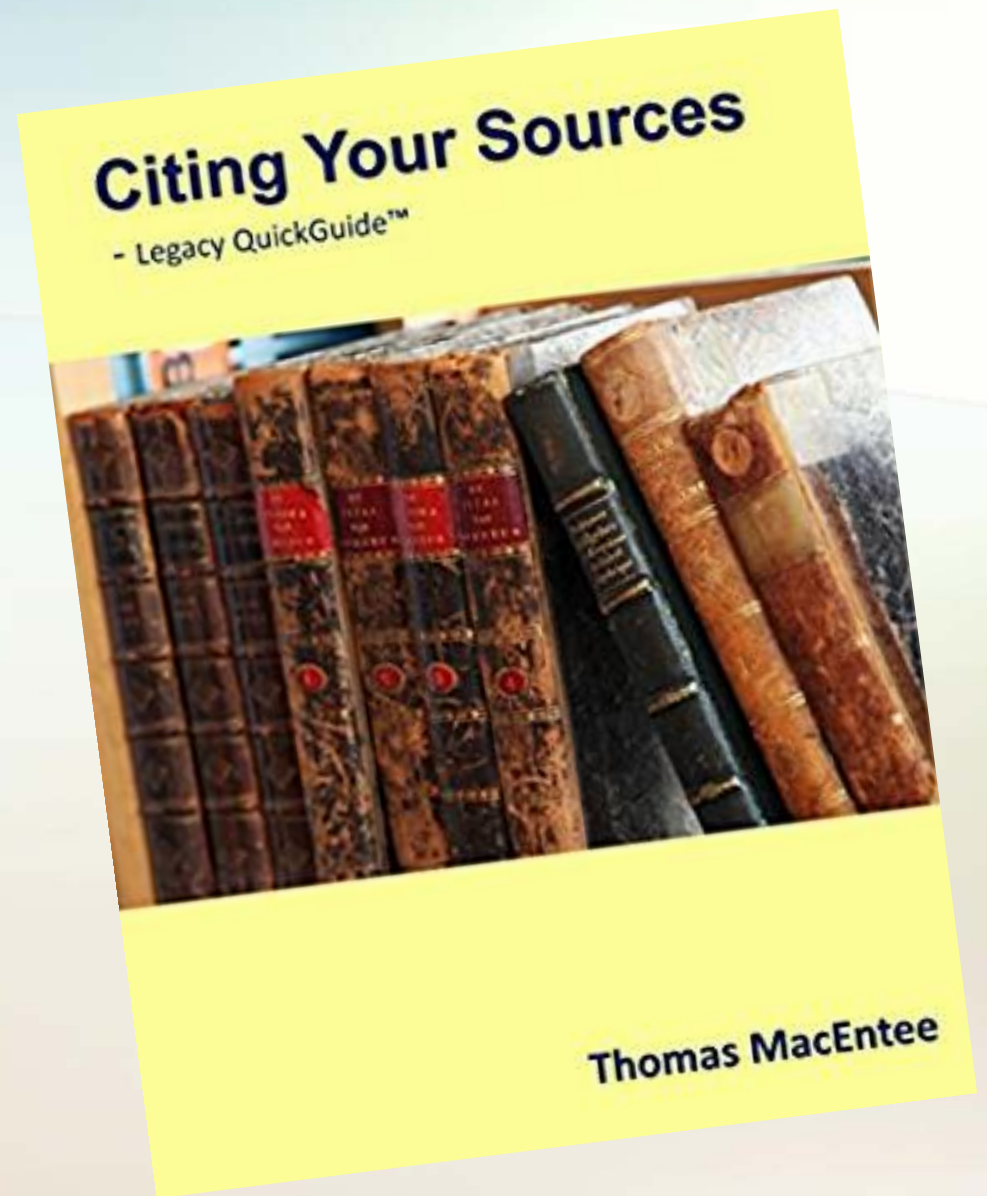
Use the abbreviation *n.p.* for “no place” or “no publisher” and *n.d.* for “no date.”



Tips & Tricks

- **Be consistent.**

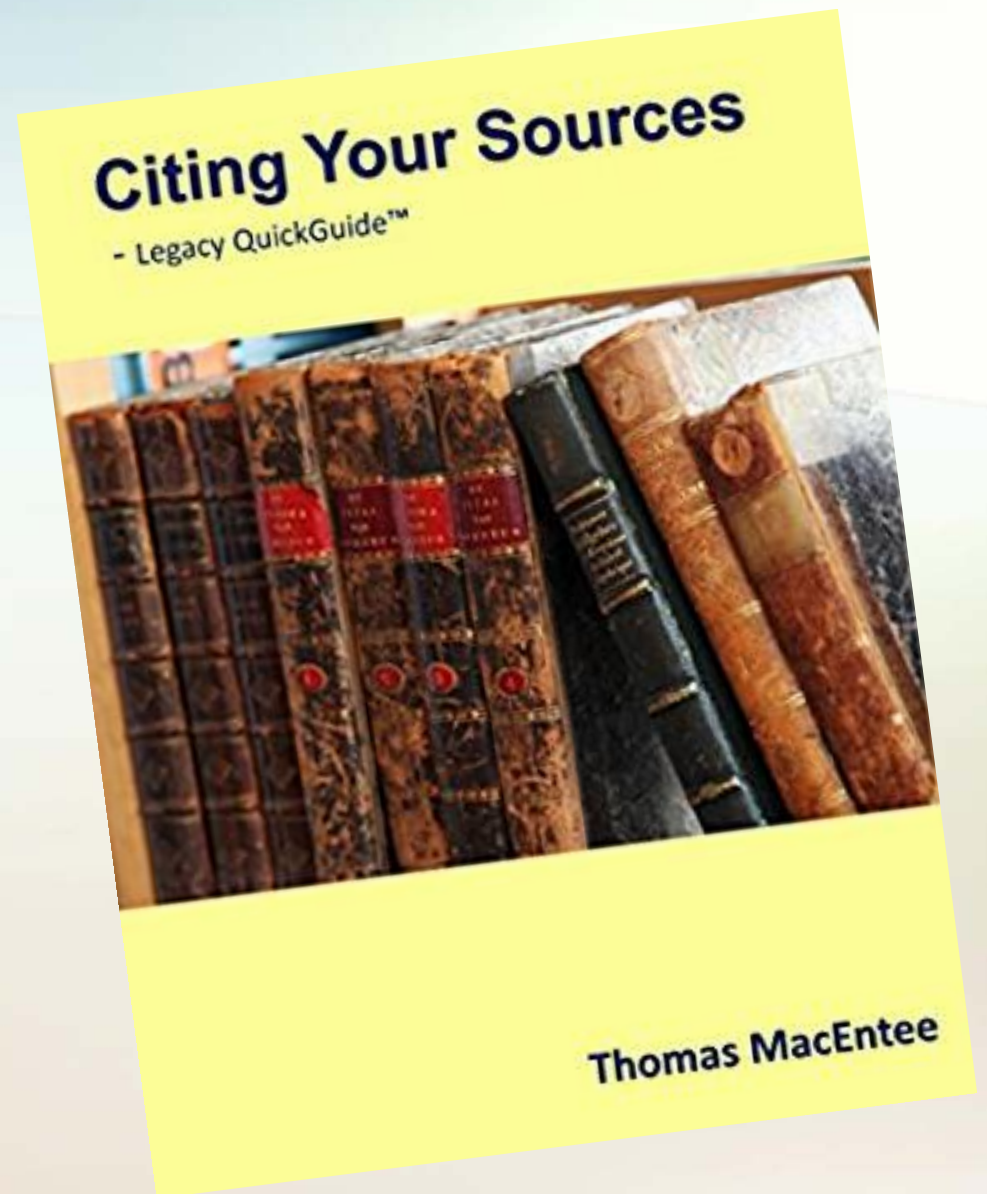
Select a certain citation style and stick to it. Don't mix various formats within a document or program.



Tips & Tricks

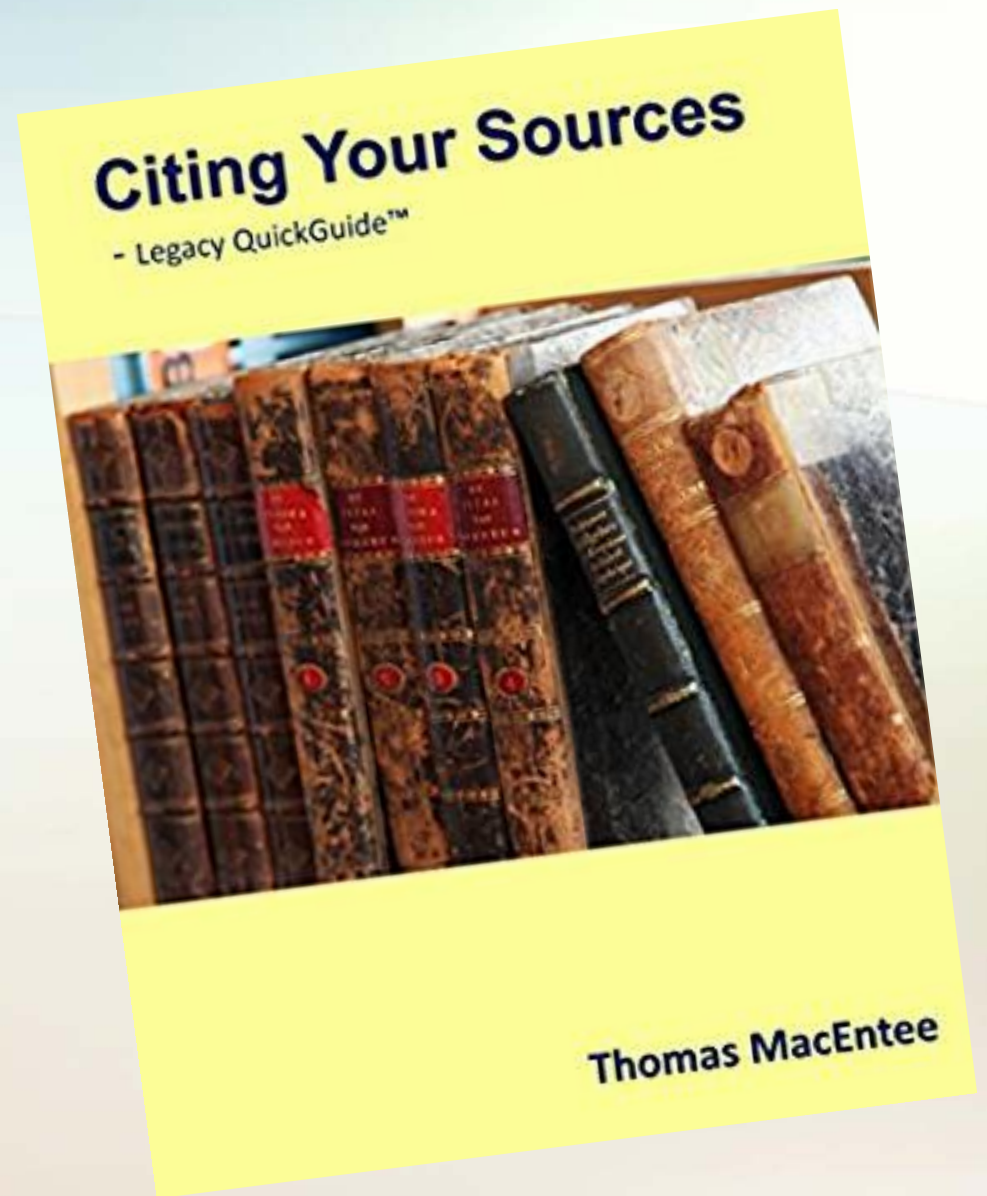
- **Specific source types require specific citation formats.**

A format for a source such as a book should not be used for an online database or website.



Tips & Tricks

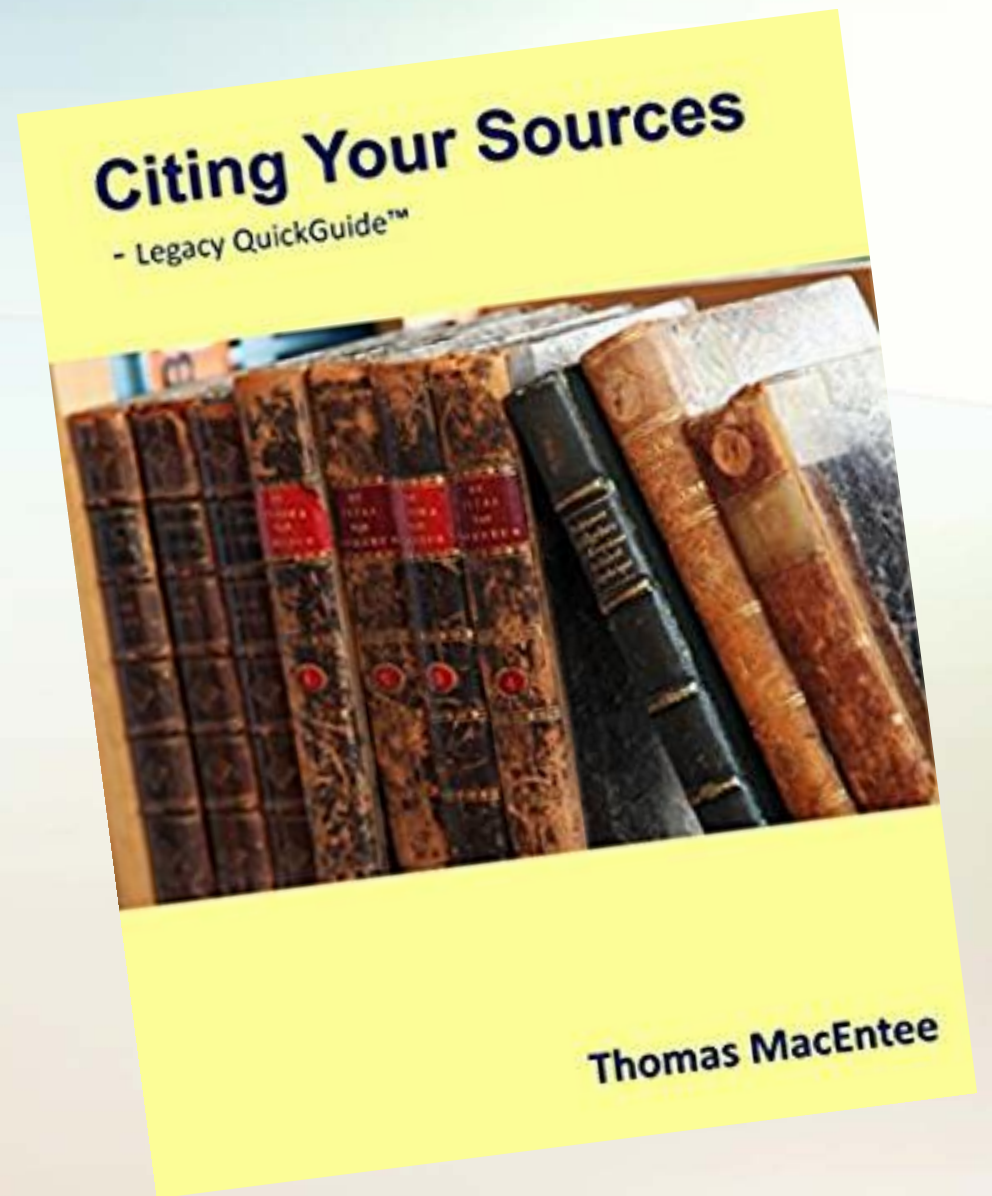
- **Cite derivative sources properly.**
When using an index of an original source, cite what you used in your research, not the original source upon which the derived index was created.



Tips & Tricks

- **Note the access date.**

When citing Internet-based sources, always note when the source was located, i.e. “accessed on March 29, 2009.”



Resources

Citation Generation Programs

Citation Machine <http://www.citationmachine.net>

EasyBib <http://www.easybib.com>

NoodleTools <http://www.noodletools.com>

Citation Apps

EasyBib

Itunes: <http://www.LegacyURL.com/easybibitunes>

Android: <http://www.LegacyURL.com/easybibchrome>

i-Cite APA <http://www.LegacyURL.com/icitetunes>

iCitation <http://www.LegacyURL.com/icitation>

Book

Evidence Explained: Citing History sources from Artifacts to Cyberspace

By Elizabeth Shown Mills



Sources

Bob Curry, *“Recording Source Citations”*

Thomas MacEntee, *“Citing Sources”*, Genealogy Do-Over – Month 5 – May 2017.

Vanessa Wieland, *“Five Elements of Good Source Citations”*, Family Tree University Newsletter, 30 November 2015.

Thomas MacEntee, *“Citing Your Sources”*, *Tips and Tricks*, Legacy Quick Guide

