Recording Evidence

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Why Cite Sources?

1. To convince others that our work is accurate.
2. To indicate where the research stopped.
3. To use the rule of witnesses that by the mouth of two or more witnesses all things are established. This is His work, so we benefit by doing it His way—find more than one source for each event.

Citing a source has never been sufficient to establish proof.

- It is not enough to tell people where they can go to find the source you found, because it is a complex world with sources in multiple places. It is not rational to make the reader try to figure out what evidence you are using in a source.
- Rather, you need to specify the web link in the online source, which might also reference its origins in another collection, such as the National Archives, or from microfilm in the Family History Library, and then you need to know if it is a book, a film, or an audio file . . . **and this is just to find the source later**.

Citing a source includes recording what the record stated.

- We need to record properly what the record stated in case the original is ever destroyed, or to save time from duplicating work.
- In a world full of records, we must show the proof we found.
- We need to be humble enough to recognize that any proof statement is subject to re-evaluation when new evidence arises.

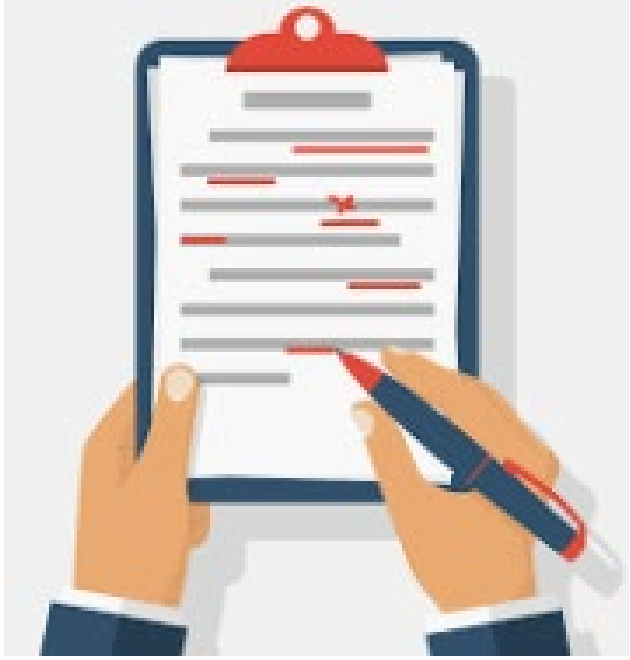
Three ways to **Record** Genealogy Evidence

Transcription—this is a verbatim copy (word-for-word) of a record. Transcriptions are essential in probate work or testimonies where just one word could change the entire meaning of a document.

Bride: Joyce Marie Harvey, Gender: female, Race: white, Age 17, Born: about 1933 Place of Birth: Oxford, MI, Married 18 June 1950 in Oxford, Oakland Co., MI, Residence Oxford, MI, Father of Bride: John Edward Harvey; Mother of Bride: Mildred Elizabeth Gillette. Groom: Donald Oscar Blain, Gender: male, Race: white, Age 19, Born: about 1931 Place of Birth: Oxford, MI, son of Cleve Grover Blain and Florence Mildred Snyder, County File # 945, State File #63 43934. Signatures:

Second way to **Record** Evidence

Extract—a passage taken from a document, an excerpt. For instance, a person extracting information from a collection of marriage records might be asked only to include the marriage date, and the names of the bride and groom. Thus **indexes are always extracts and they nearly always leave about a clue you will need later.**



Joyce Marie Harvey, marriage 18 Jun 1950 in Oakland Co. MI, to Donald Oscar Blain.

The third way to **Record** Genealogical Evidence

Abstract—a written summary of the most important parts of a document transcribed using words from the document. Usually an abstract includes all of the names, ages, titles, places, and relationships between people found in the record. Words left out may have … between one part of the document and when it picks up again.

Joyce Marie Harvey, female, white, age 17 born about 1933 in Oxford, MI, marriage license 18 Jun 1950 in Oakland County, and married 18 June 1950 in Oxford, Oakland Co., MI, residence Oxford, MI, daughter of John Edward Harvey and Mildred Elizabeth Gillette, spouse Donald Oscar Blain, male, white, age 19, born about 1931 in Oxford, MI, son of Cleve Grover Blain and Florence Mildred Snyder, County file # 945, State file #63 43934.

If you are not sure what to document – and you don't data enter everything – you WILL miss clues, so...

Photocopy or make an electronic or scanned copy of the document. Make a copy with your cell phone or use a snipping tool.

Everyone, look on your computer and see if you can find a snipping tool. My favorite is a free app "FastStone Capture".

If you fail to capture *all the details* from each record group, you will not properly interpret its evidence, but you will create your own research problems.

For example, if you only copied the name of your principle person, his/her age, and place of birth on the 1900 census, you would lose 12 other valuable pieces of evidence, including the key relationships to other people. ALWAYS record all associations of each person found in a source.

Use a Uniform Header

Source headers are uniform and easier to read quickly.

Made up of these parts

Year EVENT: **STATE ABBREVIATION**, County Co., **City or town**

Completed Header Sample

1850 CENSUS: CA, Monterey Co., Salinas

What is a Uniform Header?

A ***Uniform Header*** includes three common elements:

- The year of an event **1940**
- The event type or record group . . . . . **CENSUS**
- And the state, county, and smaller jurisdiction of that event . . . . . **CA, Monterey Co., Salinas**

It does not remove anything from a citation, but adds information to the front of the **Source Title Line at FSFT** so citations from every repository are "Uniform" or in the same format.

Sample Uniform Headers in front of FSFT Source Titles

1880 CENSUS: NY, Monroe Co., Hamlin, John Beedle in household of Joseph R Beedle, "United States Census, 1880"
View Source

1900 CENSUS: MI, Clinton Co., DeWitt Twp., John R Beadle in household of Joseph R Beadle, "United States Census, 1900"
View Source

1900 MARRIAGE: MI, Clinton Co., Olive, John R. Beadle, "Michigan, Marriages, 1868-1925"
View Source

1900 MARRIAGE: MI, Clinton Co., Olive, John R Beadle, "Michigan Marriages, 1822-1995"
View Source

1900 MARRIAGE: MI, Clinton Co., Olive, 1900 Marriage Certificate, John Randall Beadle and Mabel Hannah Taylor
View Source

1910 CENSUS: MI, Clare Co., Sheridan, John R Beadle, "United States Census, 1910"
View Source

1910 CENSUS: MI, Clare Co., Sheridan, household of John R Beadle, Mabel, Loy Randall
View Source

How Uniform Headers and Abstracts Help

- By entering the **Uniform Header** in front of the *Source Title* line, it is possible to determine the year, the event, and the place of event. Sources can then be arranged chronologically.
- Sources can also be separated by those that refer to the person in someone else's records (as a parent listed in his/her child's record), and the main person's own records.
- With **abstracts** researchers can easily tell what information within a source provides the evidence to prove that this person is the correct ancestor—without reopening each source, restudying it, and jotting down the details each time it is studied.

Open the person's sources, and click on a source line:

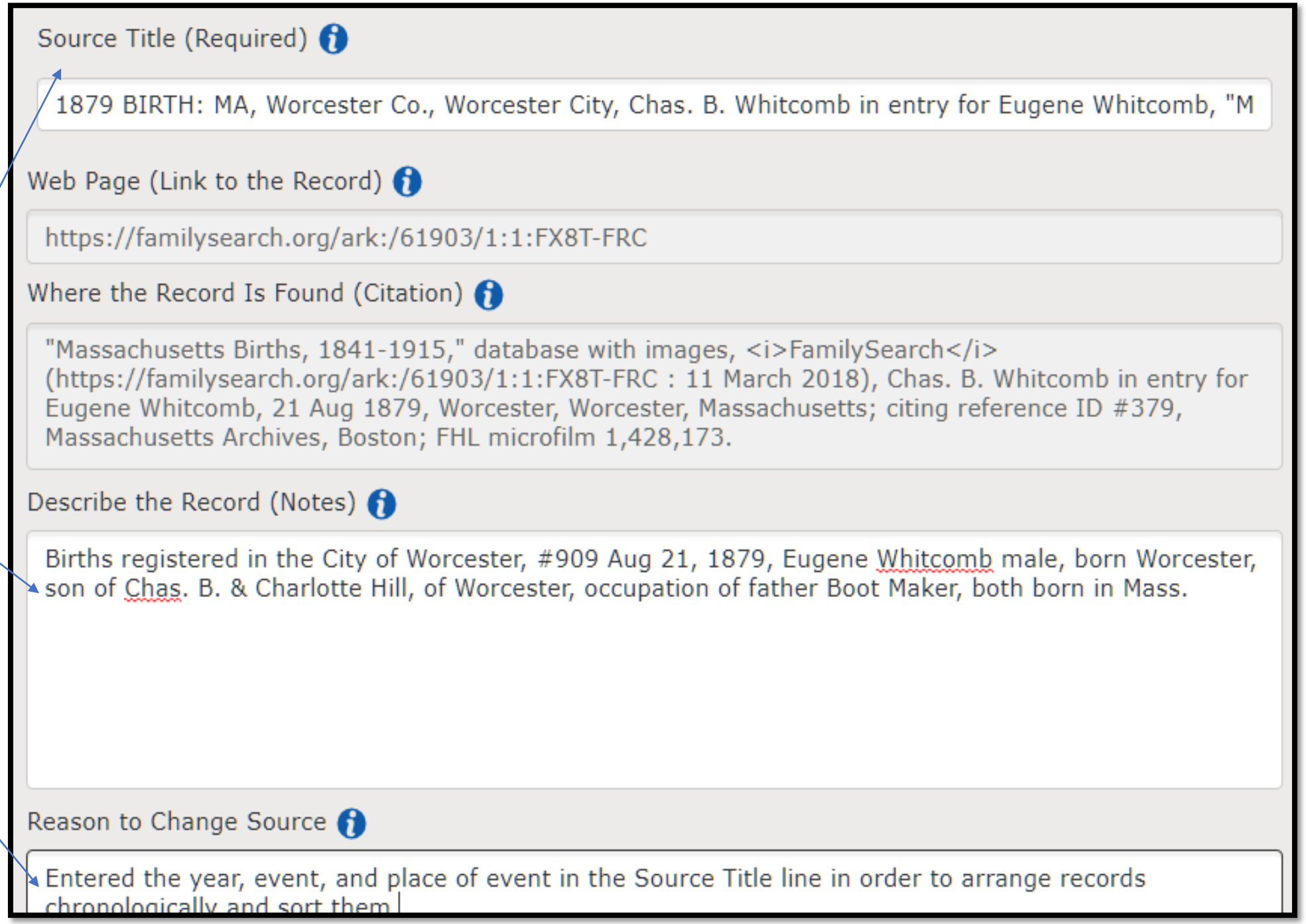
When it opens, click the word Edit.

An Edit template opens. Study the original source details.

Is there an exact birth year and location name?

Yes. The year of the birth and place is given for this person! Fill out the template as illustrated on the next slide.

Add the year, event, and place of event to the **Source Title line**, the abstracted data under **Describe the Record**, and the **Reason to Change Source.** Then click **SAVE.**



Charles Bryant Whitcomb

about 1833 – 7 June 1924 • L296-N19

Sources

Open Details • Add Source • Attach from Source Box

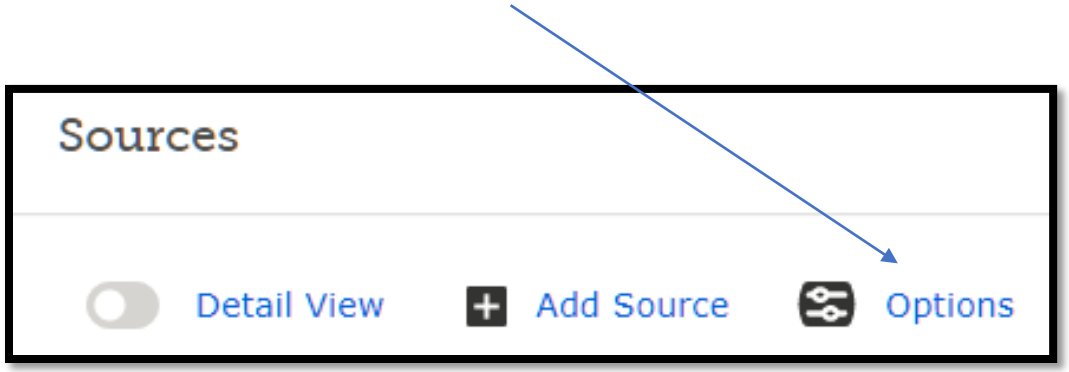
1879 BIRTH: MA, Worcester Co., Worcester City, Chas. B. Whitcomb in entry for Eugene Whitcomb, "Massachusetts Births, 1841-1915"

The Charles Bryant Whitcomb who has this source was born about 1833, so this source is detailing evidence of the relationship between Charles and his son, Eugene Whitcomb. Notice FSFT indicates Chas. B. Whitcomb in entry for Eugene Whitcomb.

Feature to Automatically set Source Dates Chronologically

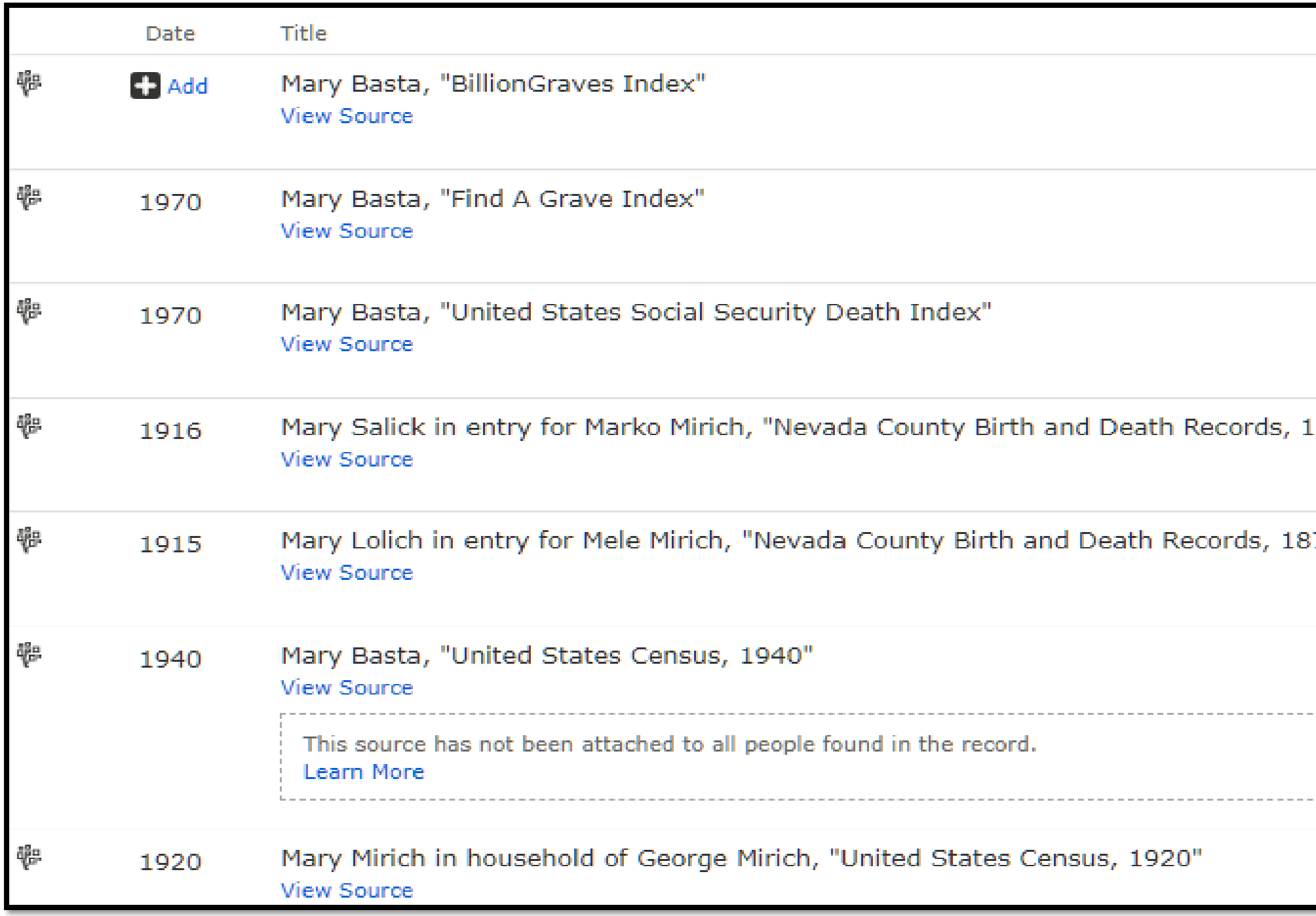
How to set the Chronological Order Tab preference on your source page to put sources in chronological order.

1. At the top of the Sources page, click the Options button



2. Click the Chronological Order option.

BEFORE
These sources where in the date order of when each source was linked to the person.



	Date	Title
	Add	Mary Basta, "BillionGraves Index" View Source
	1970	Mary Basta, "Find A Grave Index" View Source
	1970	Mary Basta, "United States Social Security Death Index" View Source
	1916	Mary Salick in entry for Marko Mirich, "Nevada County Birth and Death Records, 1 View Source
	1915	Mary Lolich in entry for Mele Mirich, "Nevada County Birth and Death Records, 18 View Source
	1940	Mary Basta, "United States Census, 1940" View Source This source has not been attached to all people found in the record. Learn More
	1920	Mary Mirich in household of George Mirich, "United States Census, 1920" View Source

AFTER

Sort:

✓ Chronological Order

Custom Order

*Supports Drag and Drop

Sort ✓ ‘d events are in the order that they took place.

	Date	Title
	1915	Mary Lolich in entry for Mele Mirich, "Nevada County Birth and Death Records, 1871-1992" View Source
	1916	Mary Salick in entry for Marko Mirich, "Nevada County Birth and Death Records, 1871-1992" View Source
	1920	Mary Mirich in household of George Mirich, "United States Census, 1920" View Source
	1940	Mary Basta, "United States Census, 1940" View Source This source has not been attached to all people found in the record. Learn More Unfinished Attachments • Dismiss
	1970	Mary Basta, "Find A Grave Index" View Source
	1970	Mary Basta, "United States Social Security Death Index" View Source
	Add	Mary Basta, "BillionGraves Index" View Source

Now, open the source, find the place, & edit using a Uniform Header.

1920 Mary Mirich in household of George Mirich, "United States Census, 1920"

August 21, 2014
RDMcIntosh4

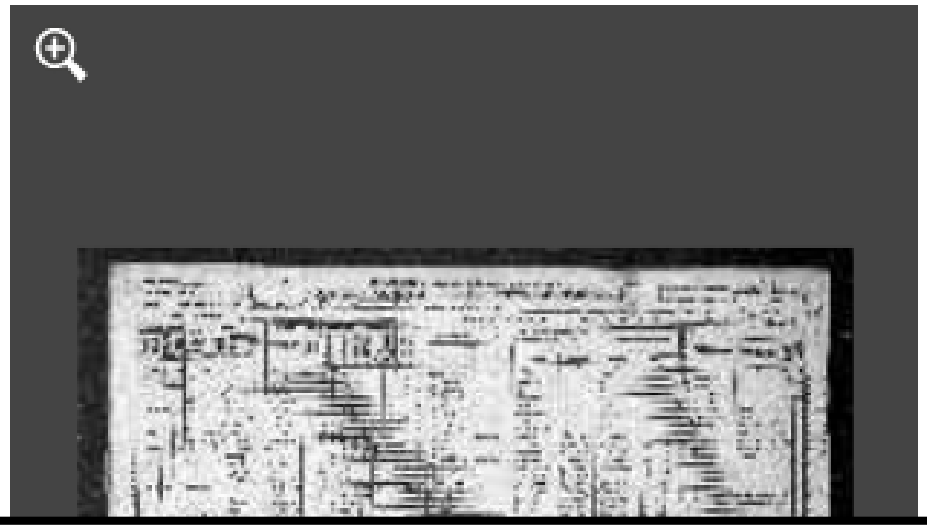
View • Edit • Review Attachments • Detach • Report Abuse • Tag 3

url
https://familysearch.org/ark:/61903/1:1:M8PF-XNF

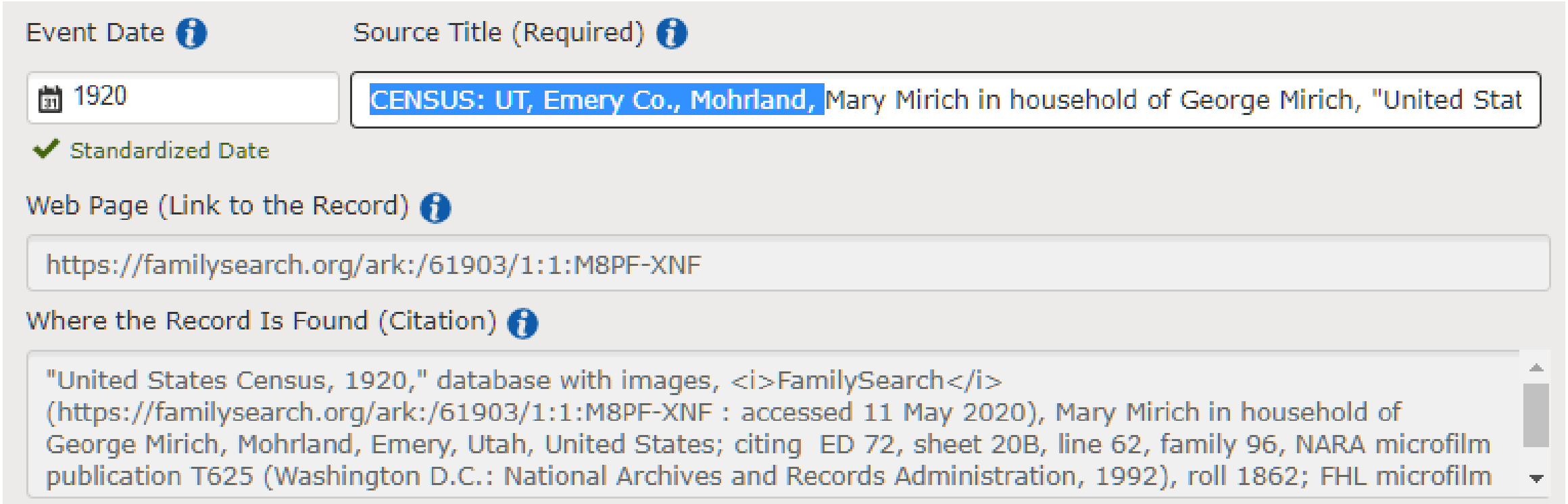
Indexed Information
Hide

Mary Mirich
United States Census, 1920

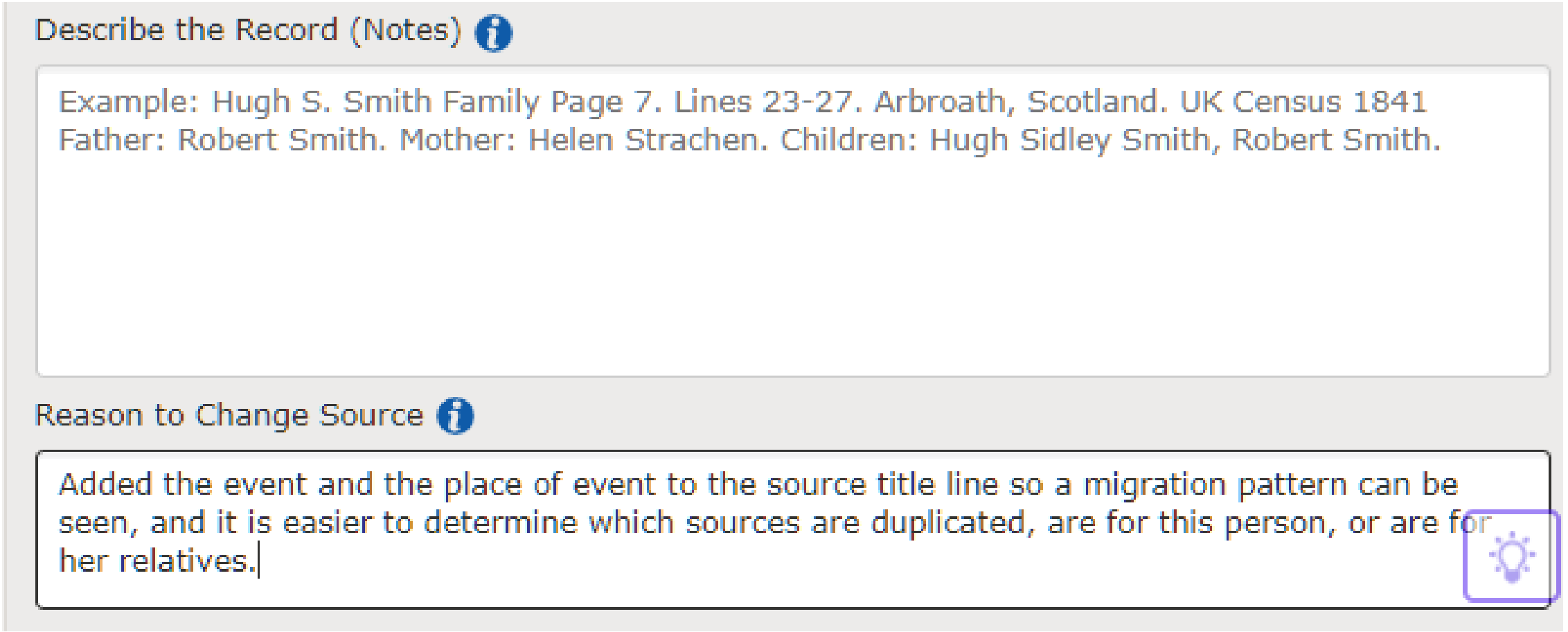
Name:	Mary Mirich • Edit
Event Type:	Census
Event Date:	1920 • Edit
Event Place:	Mohrland, Emery, Utah, United States • Edit
Event Place (Original):	Mohrland, Emery, Utah, United States
Gender:	Female



The event “Census” was added, then the place of the census, UT, Emery Co., Mohrland, is placed in front of the repository’s source title.

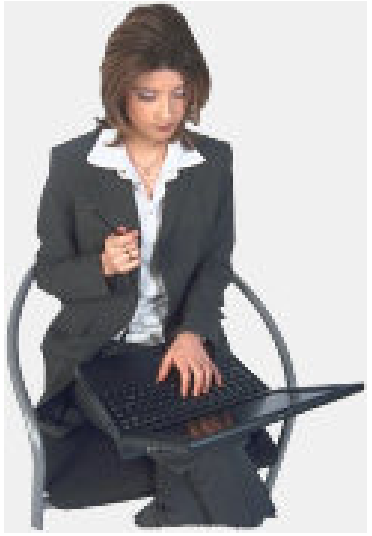


You can also abstract the record and paste the abstract into the **Describe the Record (Notes)** field and fill out **Reason to Change Source**, & click **Save.**



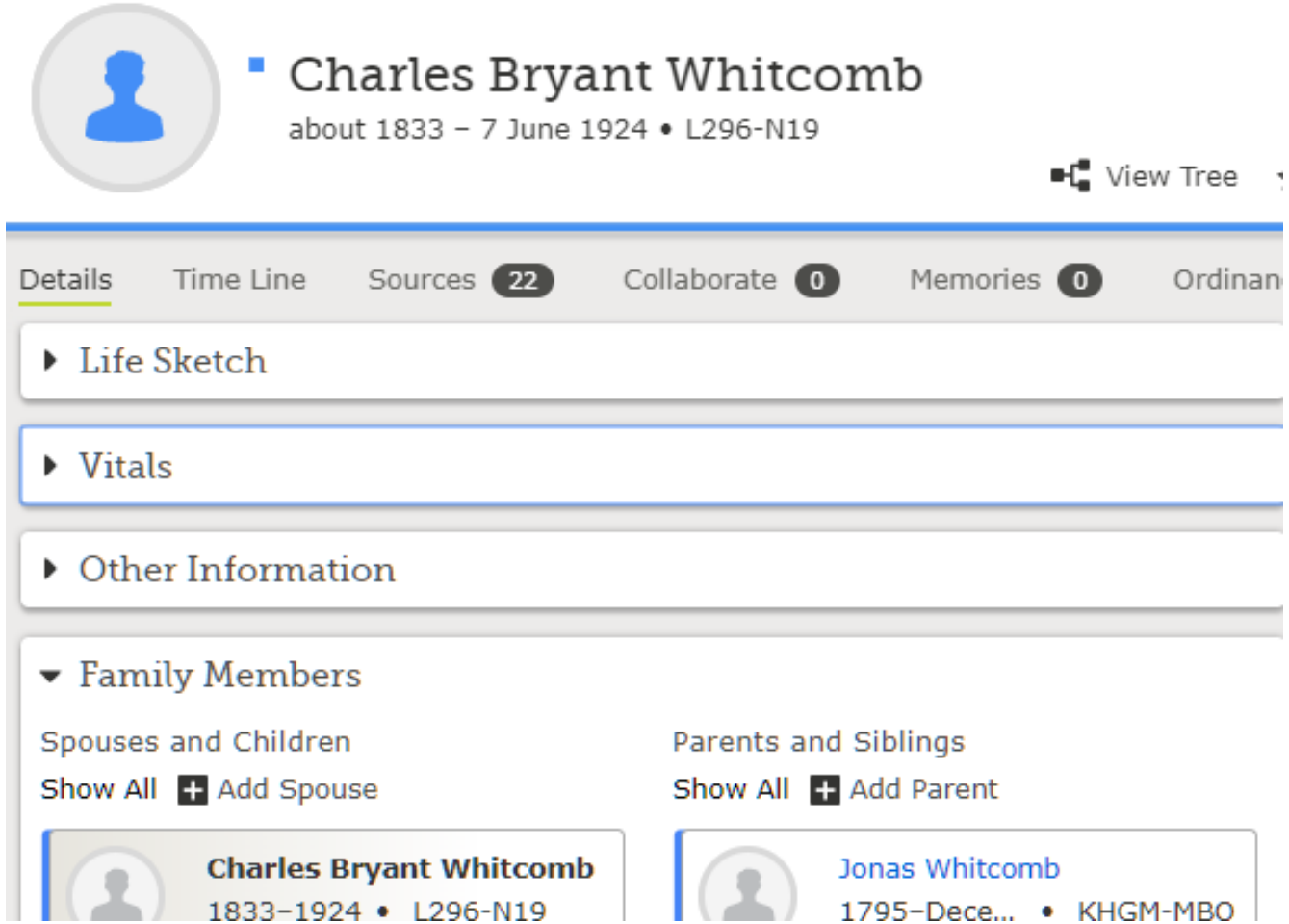
ANALYZE EXISTING EVIDENCE of names, dates, relationships, and places of events.

We must utilize the evidence or assertions provided along with the sources and make sure their clues and facts have been updated in the Vital section of the PERSON page.

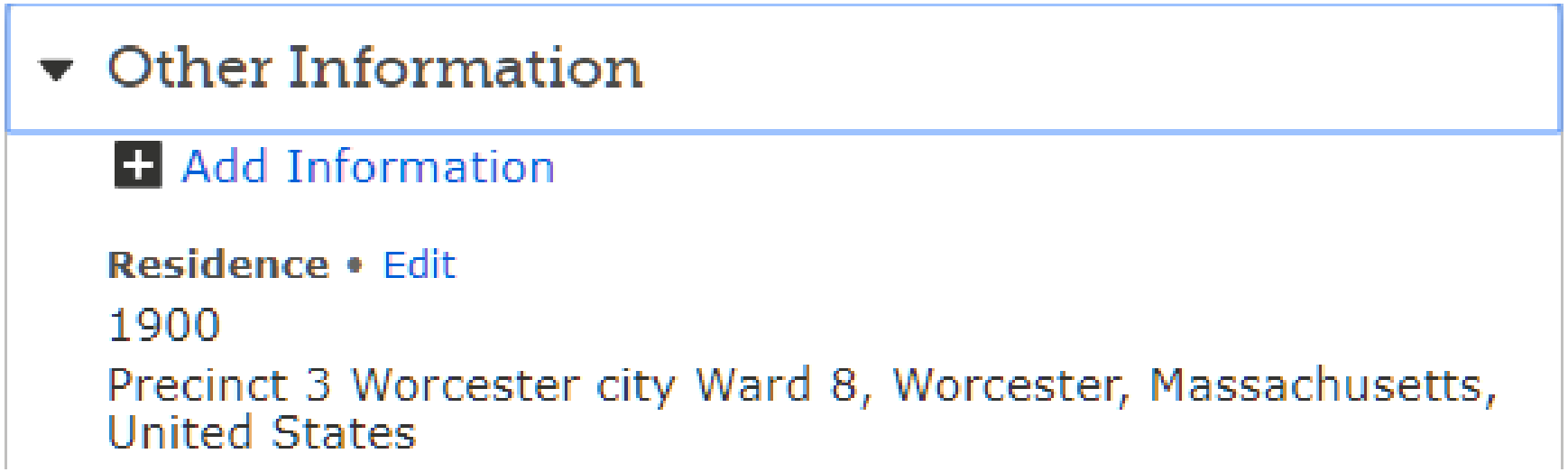


Evaluating evidence on Charles Whitcomb

- The Life Sketch, Vitals, and Other information close by clicking the arrow head, which turns to the right
- Now see the Spouse and Children for Charles Whitcomb in one column, and on the right his parents Jonas and Abigail (Bigelow) Whitcomb as shown on the next page.



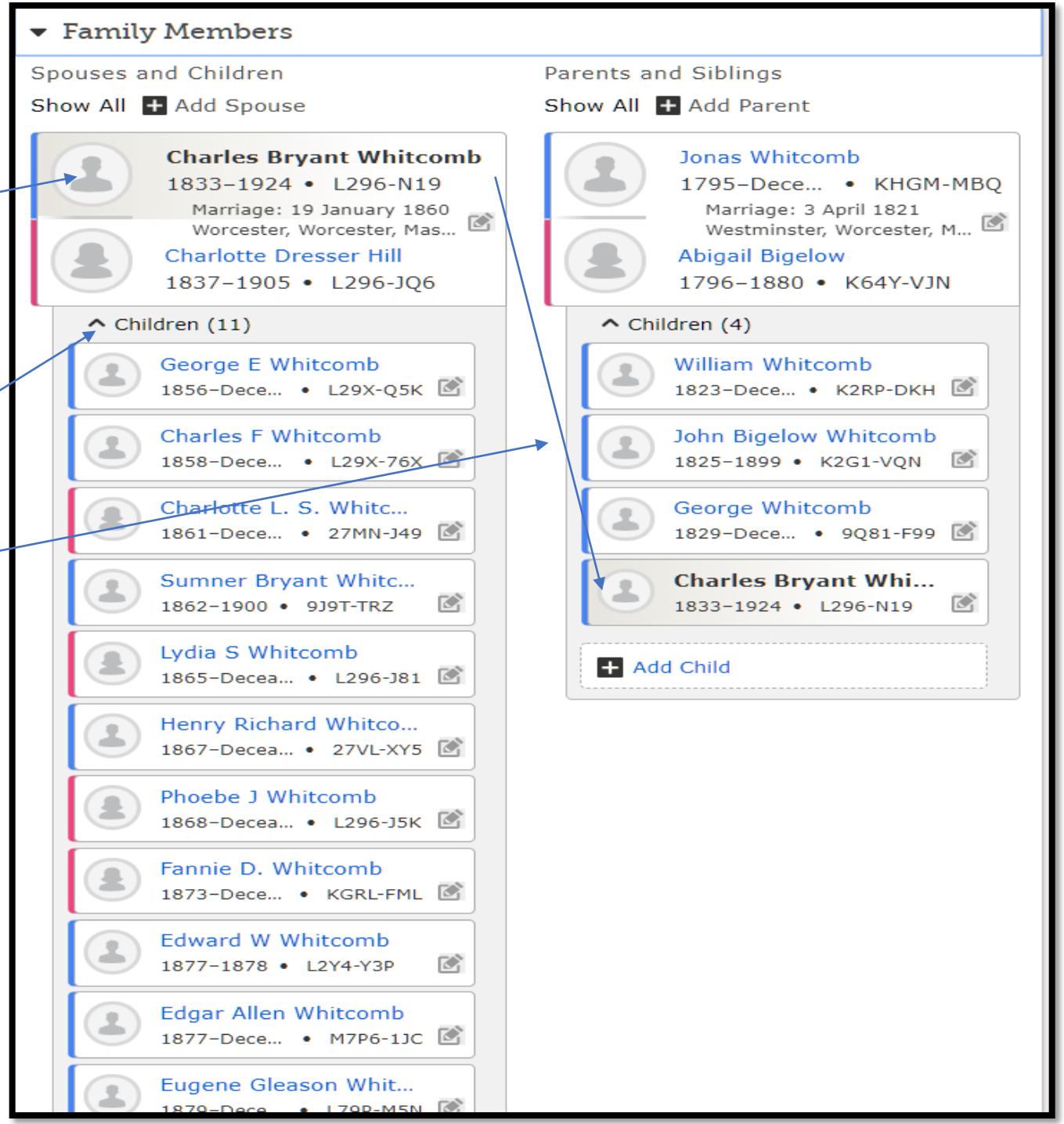
Opening up the rest of the Person Page shows he was on the 1900 census in Ward 8, Worcester, Massachusetts.



(Slide below **Other Information)** See **Family Members** which list his wife and children on the left, and his parents and siblings on the right.

Charles Bryant Whitcomb is bolded signifying he is the main person.

He has 11 children.
He has 3 brothers.
His father and mother are listed at the top of the right column.



Before further research, determine if all the sources pertain to the bolded person or to his children.

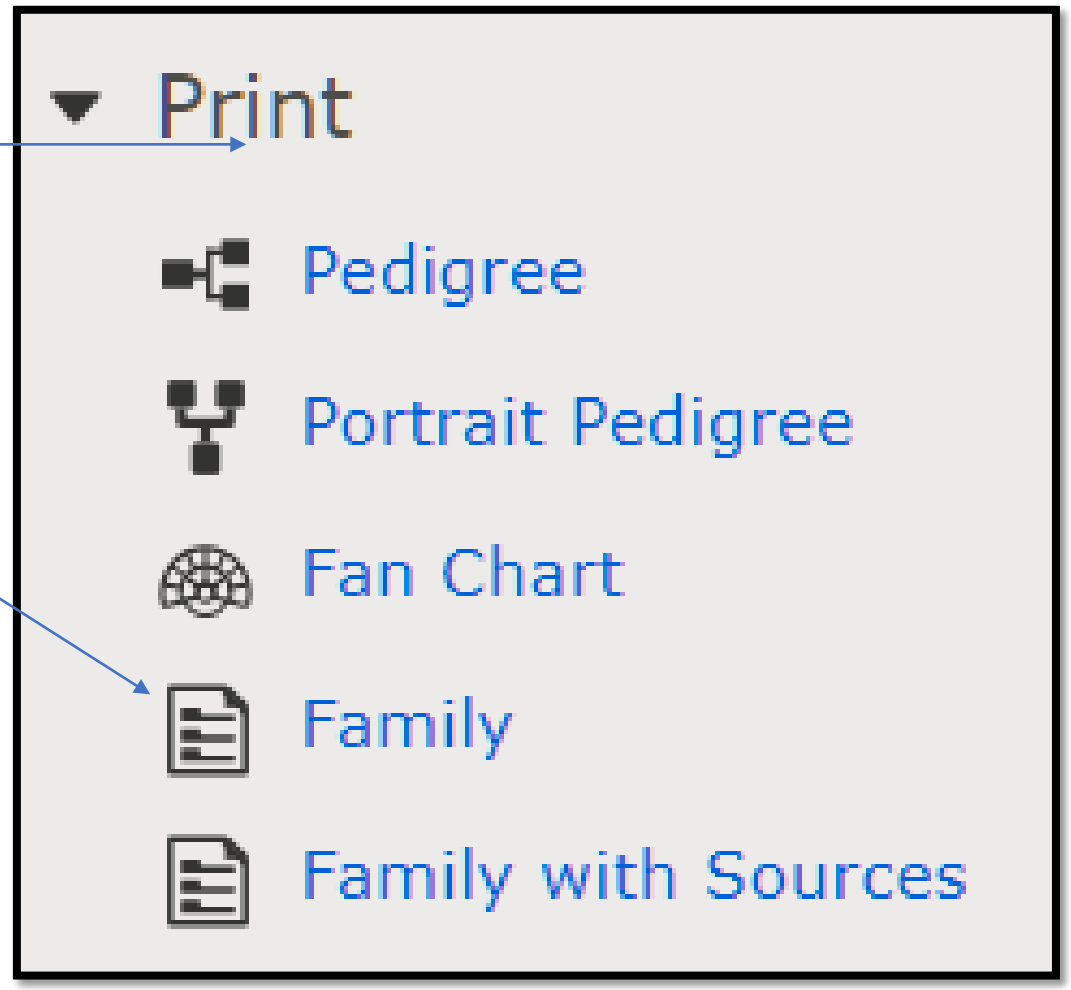
Chas. B. Whitcomb in entry for Eugene Whitcomb, "Massachusetts Births, 1841-1915"

The first source indicates a birth entry for a child Eugene Whitcomb. The original image said:

Births registered in the City of Worcester, #909 Aug 21, 1879, Eugene Whitcomb male, born Worcester, son of Chas. B. & Charlotte Hill, of Worcester, occupation of father Boot Maker, both born in Mass.

Use the **Print** option below **Research Help** tool to print the **Family**.

Use this printout to write down facts onto the family group record about each child.



This first source covered the birth of the 11th child.

It was determined that only 2 sources pertained to Charles Bryant Whitcomb out of the 15 there. All the rest dealt with other people in his family.

1. One was his 1860 marriage to Charlotte D. Dustin which listed his birth year as about 1833, and hers of about 1837, as well as his parents as Jonas Whitcomb and Abigail Whitcomb in Worcester, MA.
2. The other was a 1900 census in Worcester City, MA, with a birth date of Aug 1833 in MA., and hers as Charlotte D. Whitcomb, age 63 b. MA.

If only the typed, extracted, indexed data was used, for the 1940 census, these critical facts from the original cursive originals would have been missed:

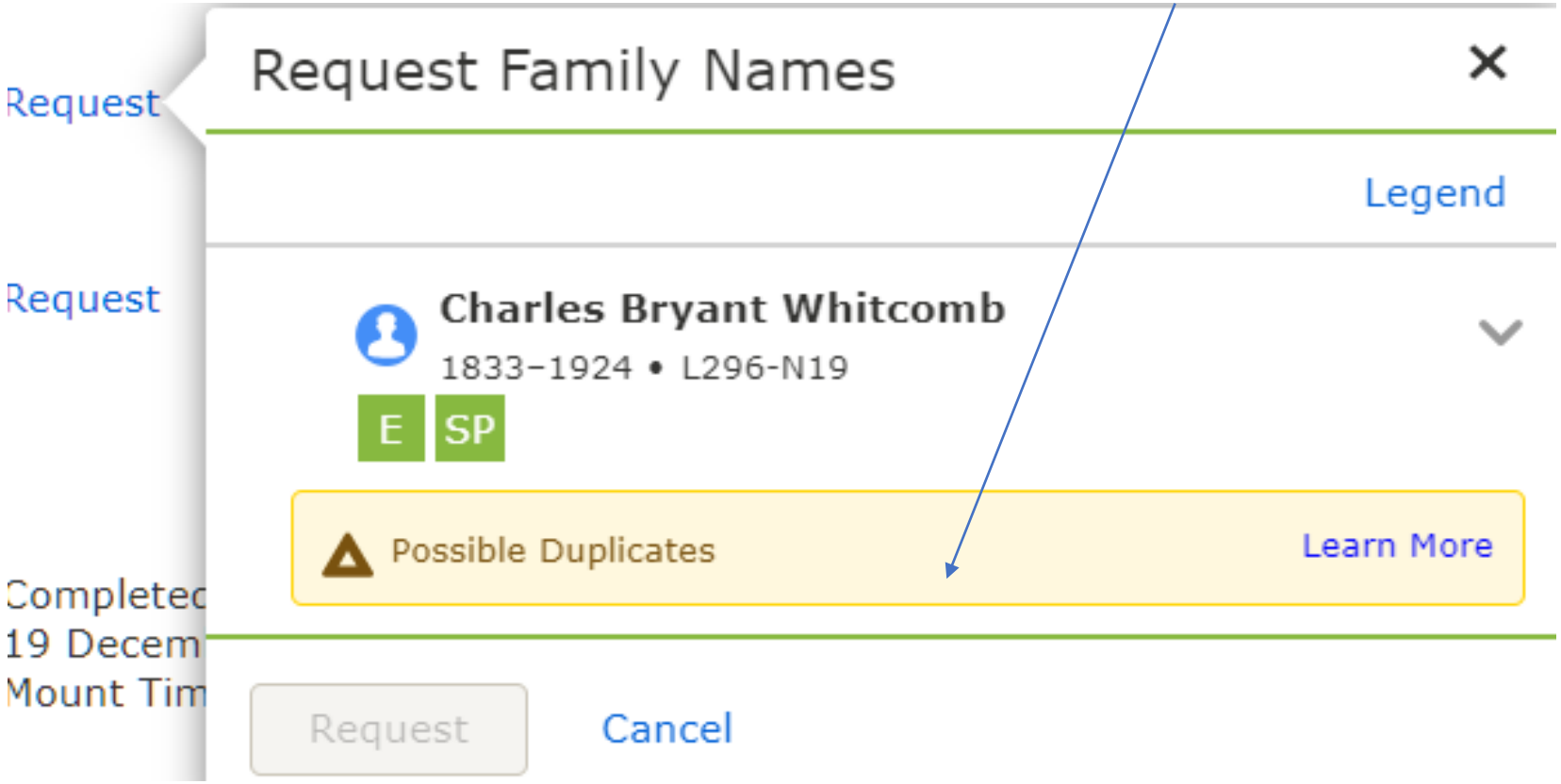
1. Charlotte his wife was born January 1837, was married for 40 years, was the mother of 14 children of which 8 are alive, she was born in MA (Massachusetts), her father was born in ME (Maine) and her mother was born in MA.
2. They had a grandson, Leon S. Weaver, born Nov 1897, 2 years old, living with them born in MA with parents born in MA.
3. There was a son Edgar A. Whitcomb, born July 1877 age 22 single living next door. He was a teamster.

Dealing with Duplicates

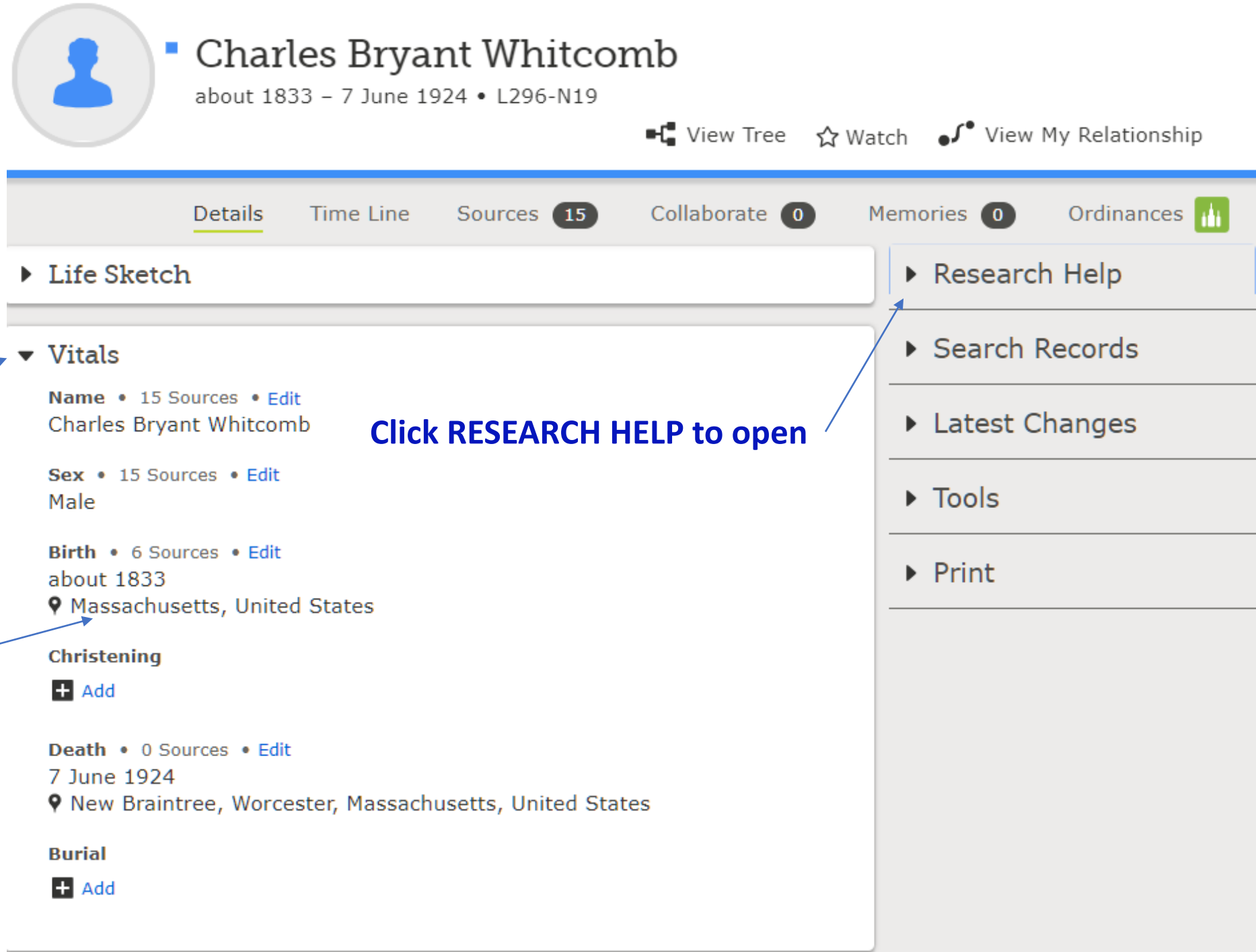
The program suggests you evaluate the information you know (from the current sources at FSFT) with records uploaded previously by others who have similar names, relationships, dates, and places in Family Tree.

Sometimes a duplicate is found when trying to reserve a name.

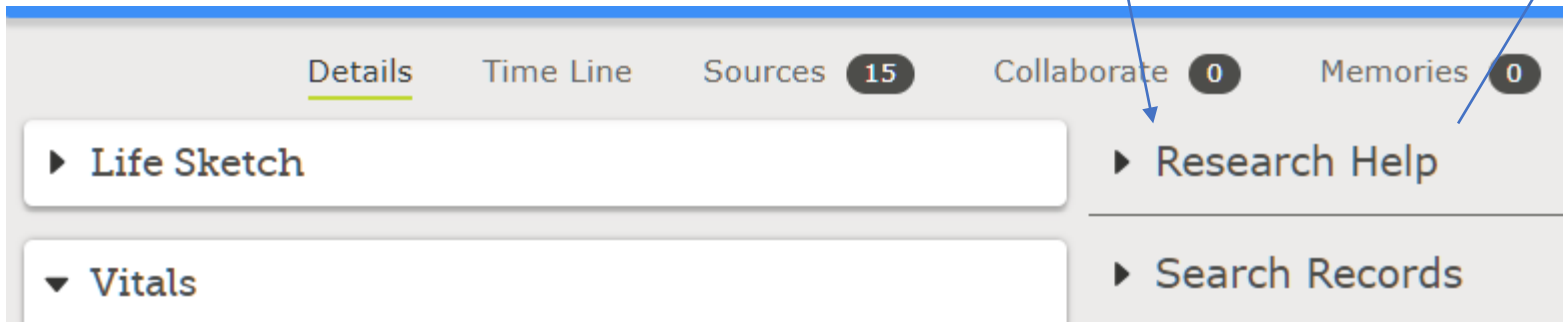
As you try to reserve it, you see this **Possible Duplicates** warning:



Open the **Vitals** page by clicking the arrow-head at the start. We only see an about birth year and state.



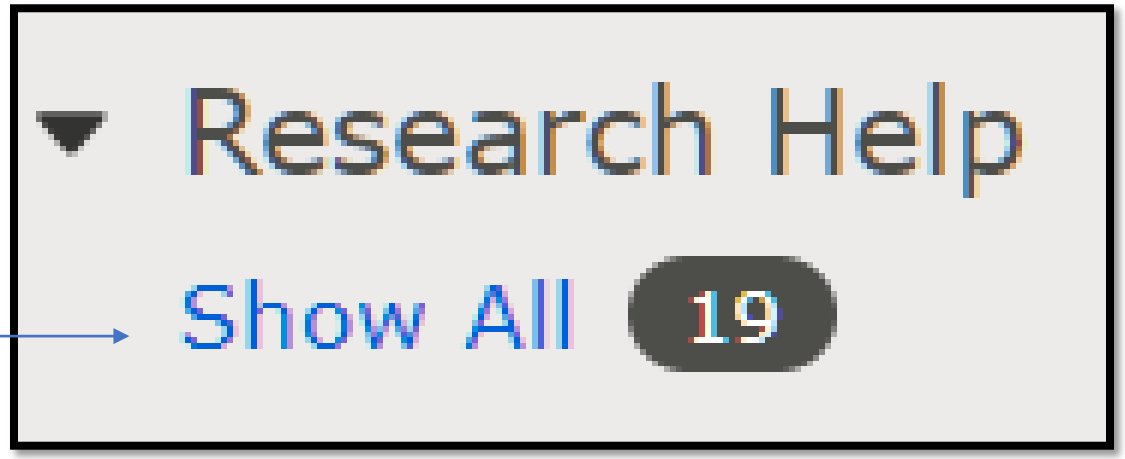
The Research Help window opens



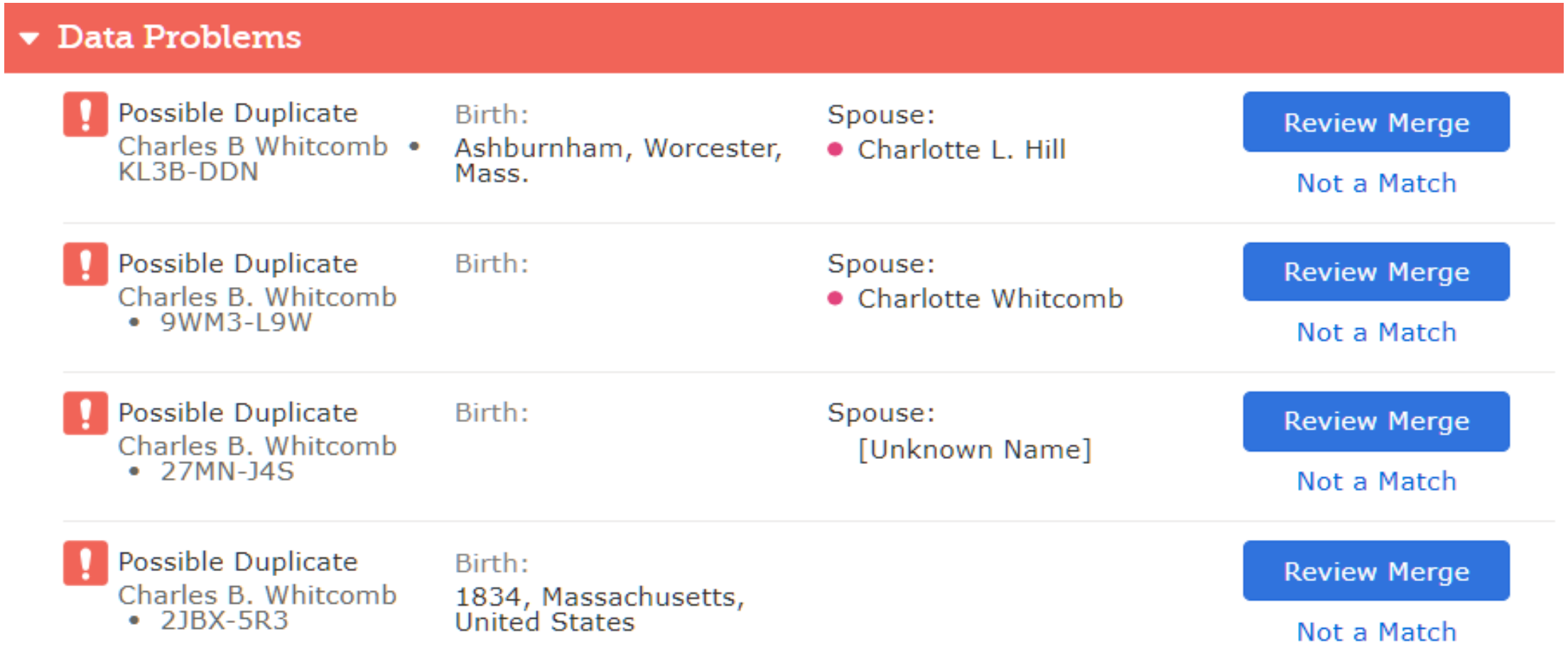
Wow! 19 suggestions. Three possible duplicates, 15 sources hints, and a clue of a missing child. No wonder this hasn't been reserved yet.

Having studied Charles Whitcomb's source, it is evident we are missing an original vital record of his birth date and place.

- **Duplicates often provide evidence given by other family members.**
- Click on Show All directly below the words **Research Help** to see the details. A window opened to all four duplicates.



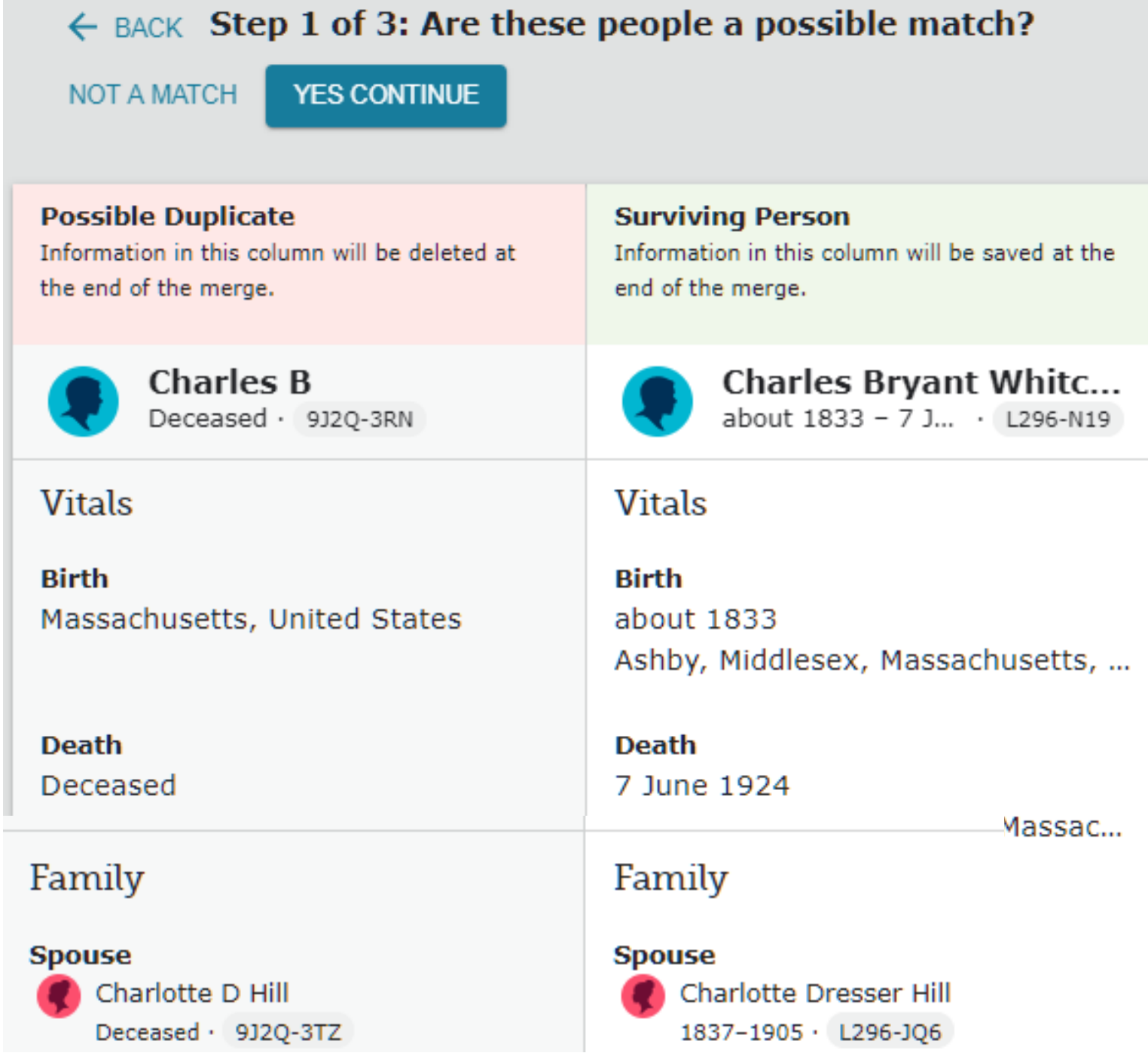
The bottom one has his birth year within 12 months, all have his same name, 2 have his wife's first name. Click **Review Merge** on the last one.



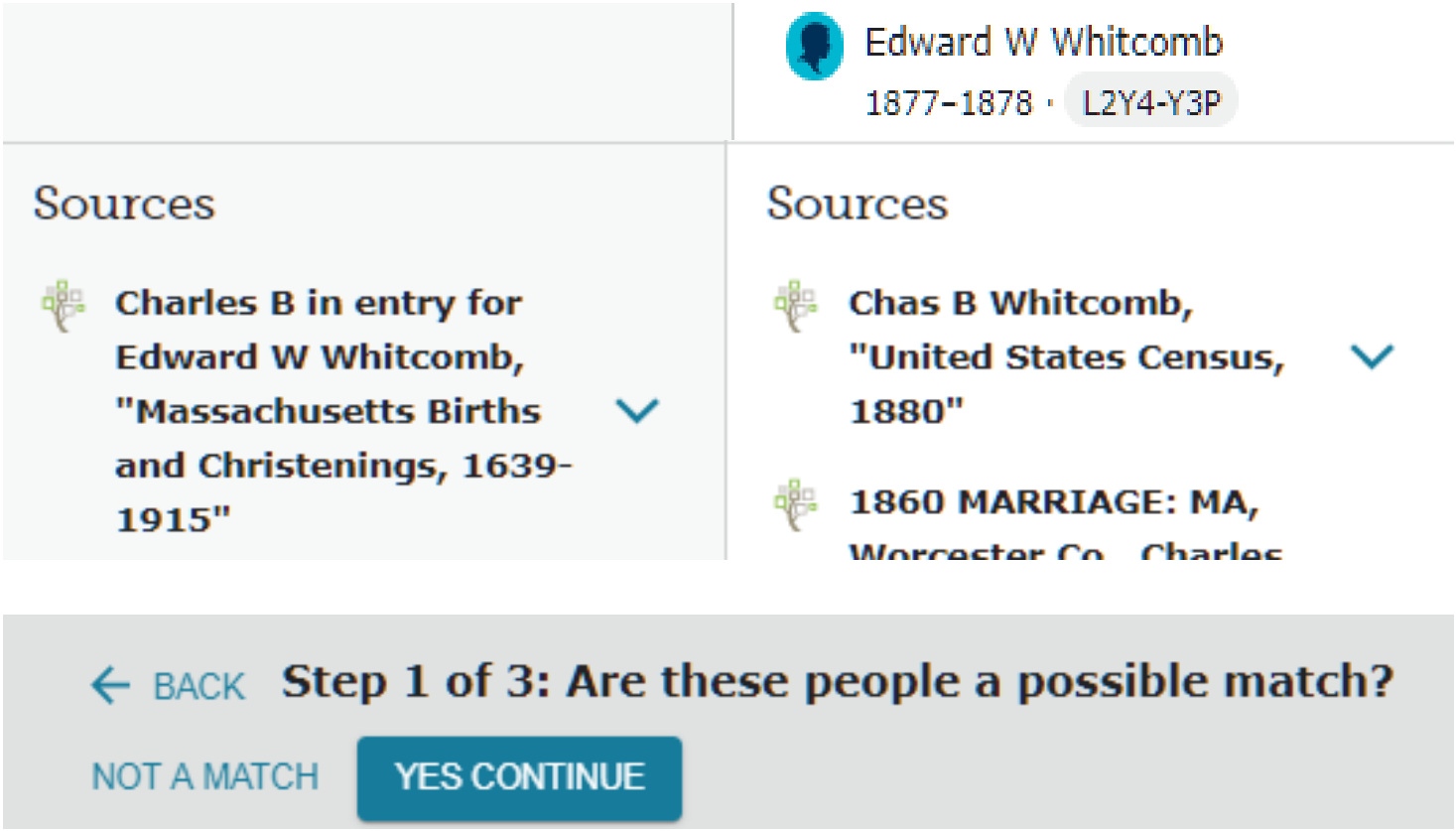
Merging

Names, dates, and places

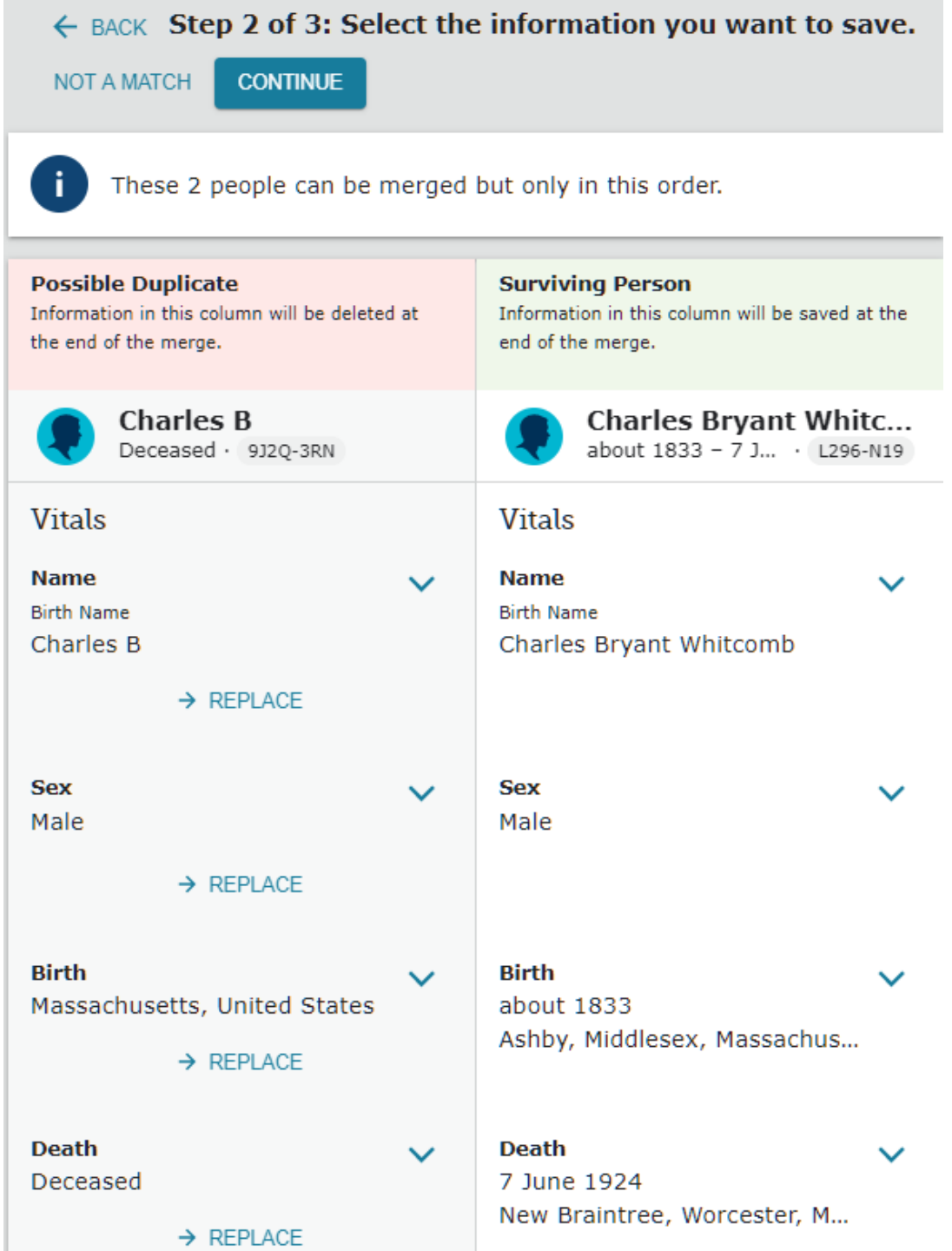
Step 1: Study the people. Charles B. does not have a surname, but was born in MA. His wife was Charlotte D. Hill that matched the spouse on the other column. But you must scroll to the bottom of the Possible Duplicate screen to see the source that gives the surname as Whitcomb.



Step 1 (Cont): Tell the program you think this is a possible match by clicking the **YES CONTINUE** button at the top or bottom of the page.

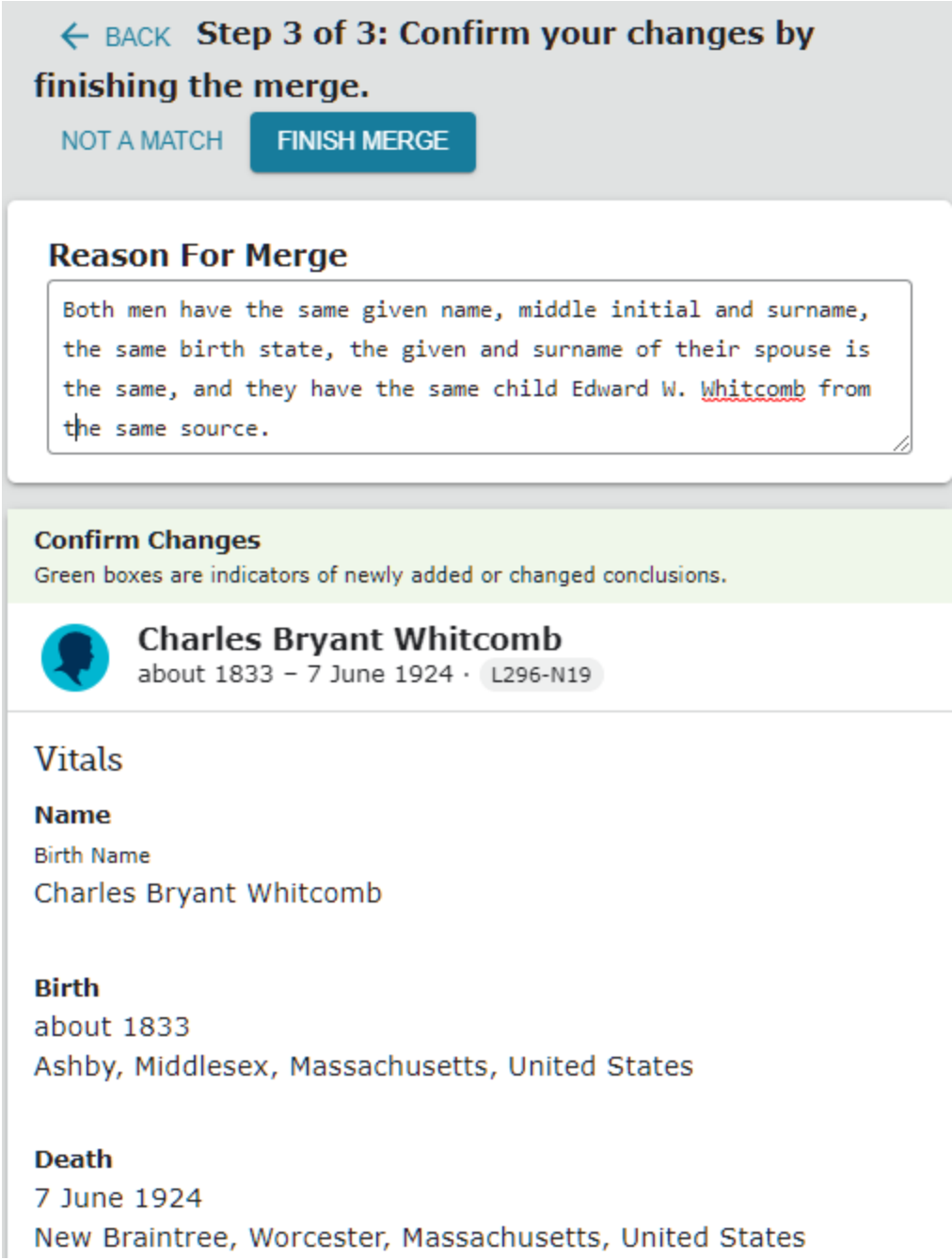


Step 2: Select the data you want to save by clicking the REPLACE link below the Name, Sex, Birth, Death details in the Possible Duplicate column to replace what is in the Surviving Person column. None of these details are better than what is already in the Surviving Person column, so just scroll down to compare the rest.



Step 2 (Cont): Another spouse named Charlotte D. Hill will be added. It is best to let that happen and then to merge the two Charlotte Hill individuals later. Otherwise someone might start a new family with her. The source is also added. Click the **CONTINUE** button at the top or bottom of the page.

Step 3: Enter the **Reason For Merge**: Both men have the same given name, middle initial and surname, the same birth state, the given and surname of their spouse is the same, and they have the same child Edward W. Whitcomb from the same source. Click the **FINISH MERGE** button at the top or bottom of the page.

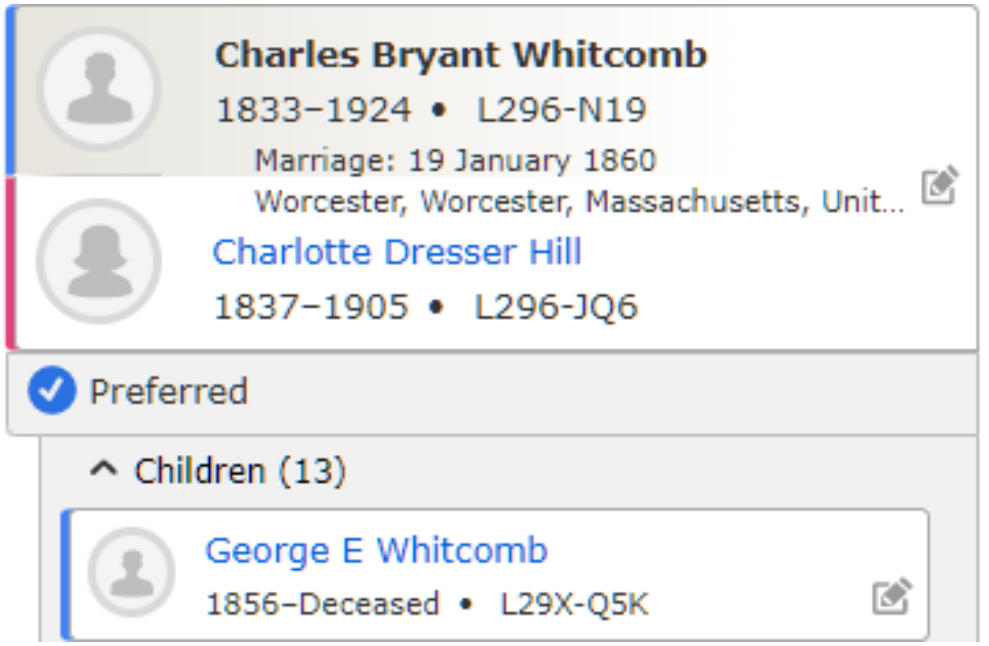


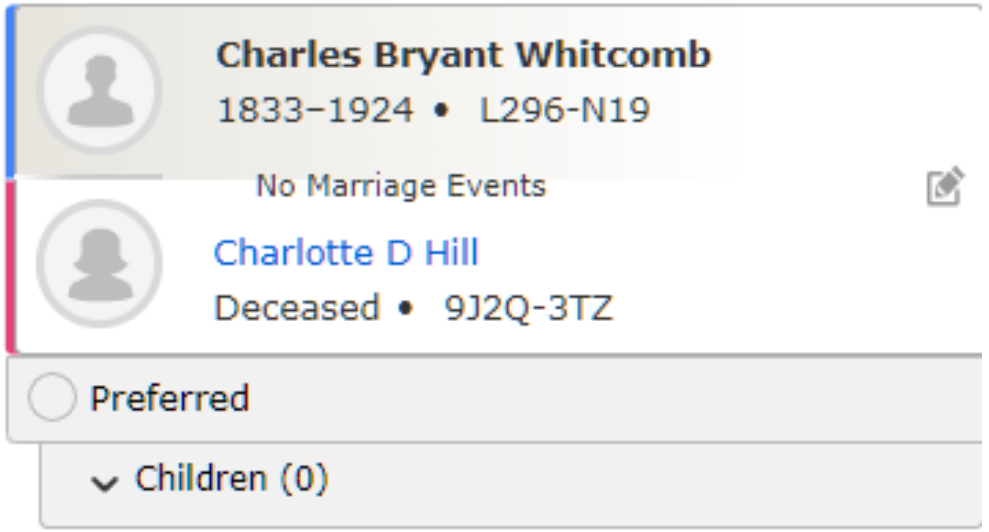
Continue through all the other duplicates.

- One duplicate had Charles B. Whitcomb 27MN-J4S with no sources just matched to a daughter, Charlotte L. S. Whitcomb 27MN-J49, already linked to her father, so nothing would be moved to the right, but the merge would continue.
- No new sources.
- Last duplicate had Charles B. Whitcomb KL3B-DDN, with no source, but a place of birth as Ashburnham, Worcester, Mass. He had a wife Charlotte L. Hill KL3B-DDV, and a daughter Phebe Jane Whitcomb 1868-Deceased KL3B-DDX. The two females were added to Charles L296-N19 and the file merged.
- No sources added.

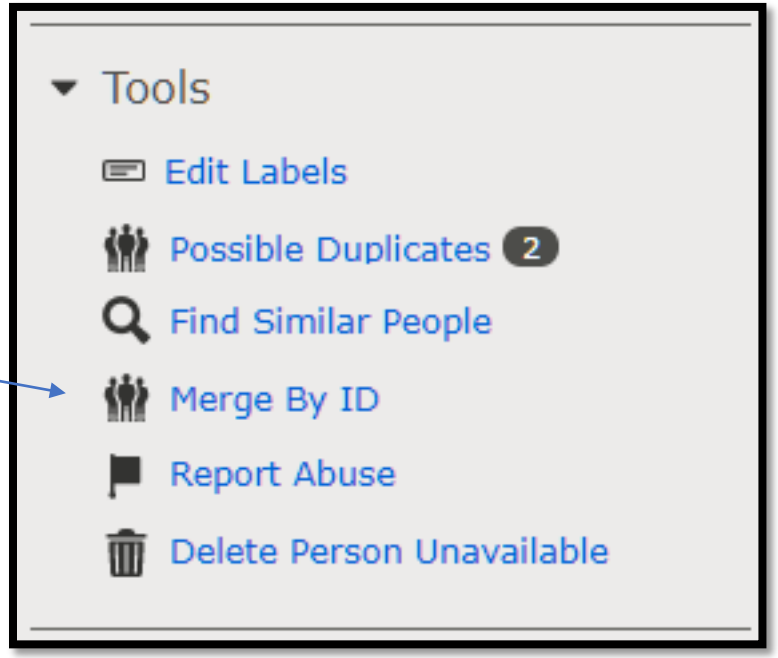
1. Next merge Charlotte D. Hill 9J2Q-3TZ.
2. Click on **Charlotte Dresser Hill L296-N19** so she is main person.
3. Click and copy 9J2Q-3TZ so it is on your clipboard.

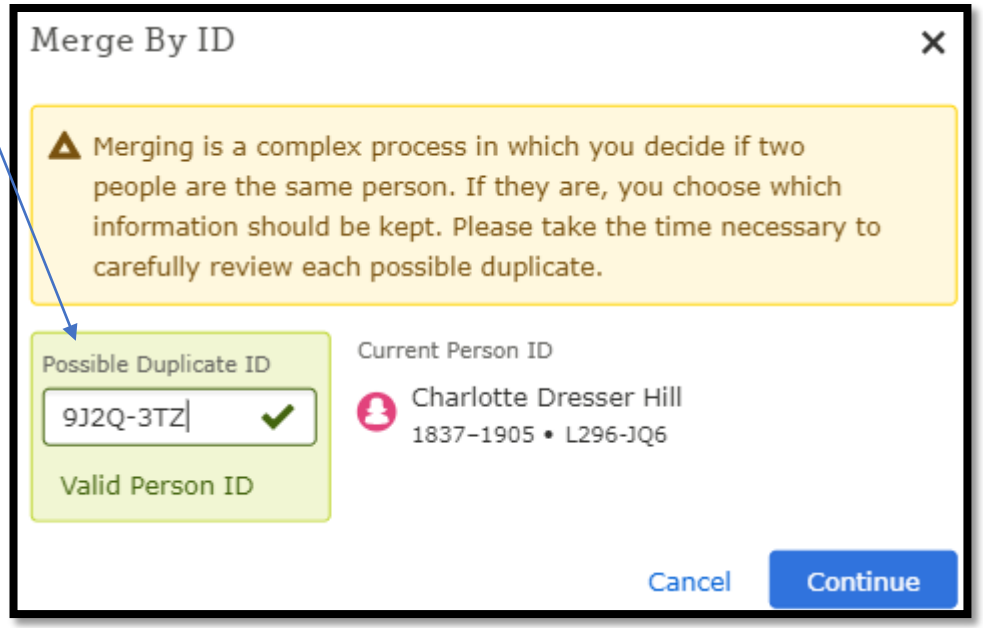
See next image.



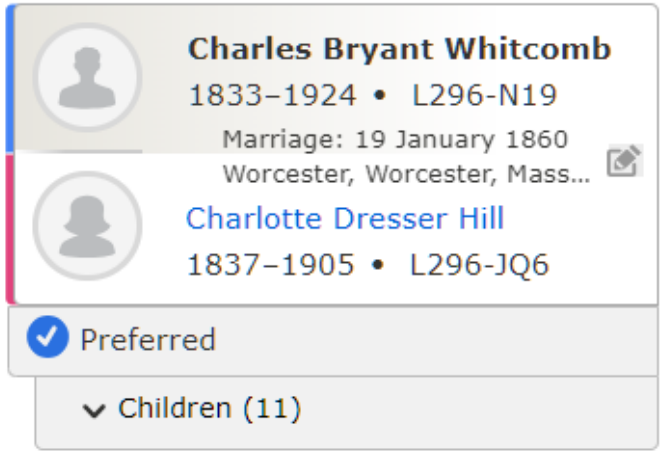


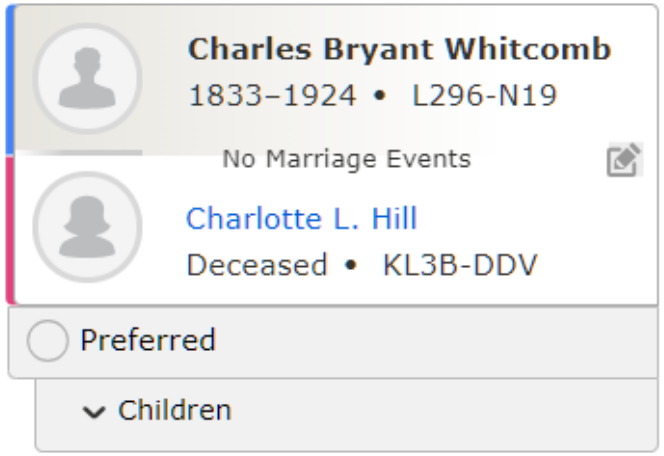
4. Open the **Tools** in the tool bar on the right side of the Person page.
5. Click on Merge by ID.
6. Paste the ID # for Charlotte D. Hill 9J2Q-3TZ in the Possible Duplicate ID field
7. Click the **Continue** button.
8. When the pink and green columns appear, the best details are already on the surviving person, so just click **YES CONTINUE**, then **CONTINUE**, then **Reason For Merge** (same name, same husband, same son), then **FINISH MERGE**.

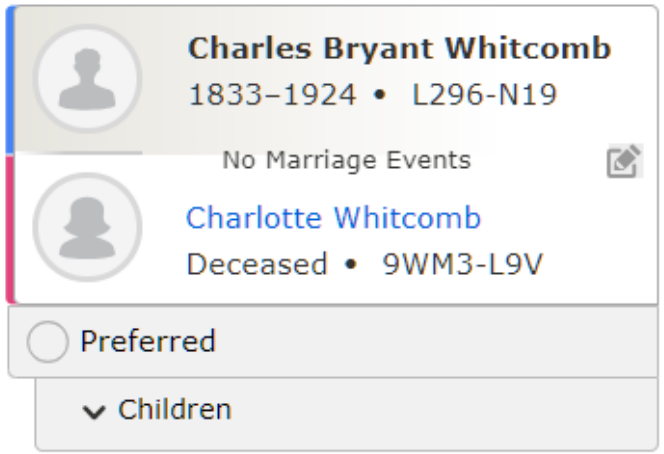


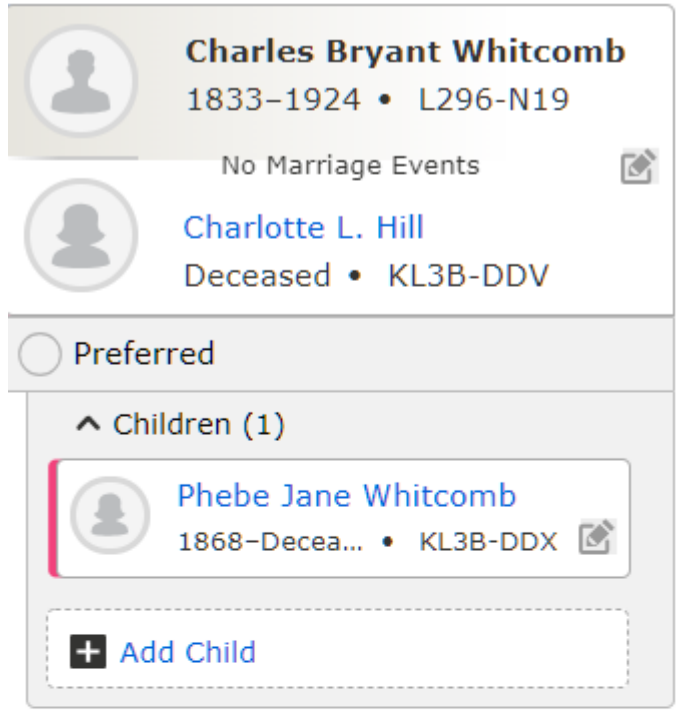


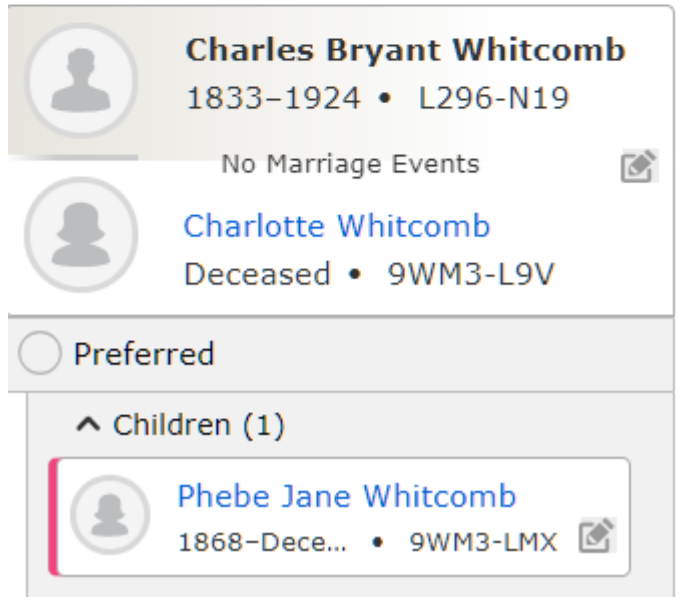
Now we had three marriages to merge. All for variations of Charlotte Hill, who had a daughter Phoebe or Phebe Jane Whitcomb.











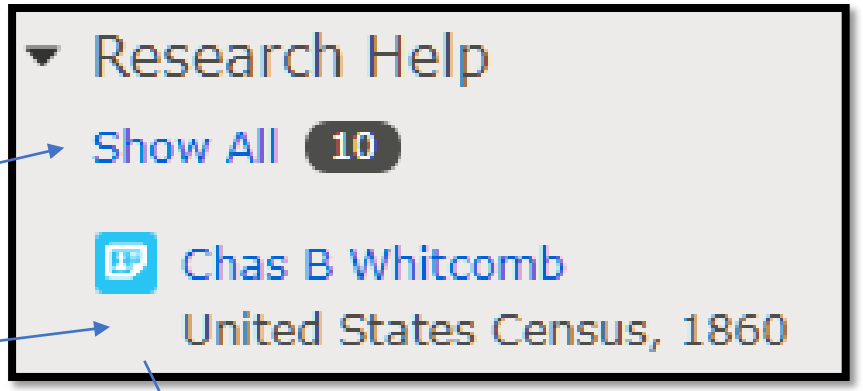
- Merged **Phebe Jane Whitcom 9WM3-L9V** into Phebe Jane Whitcomb **KL3B-DDX** because of an extracted IGI Record that was used to create the person.
- Then removed second set of parents to **Phebe Jane Whitcomb KL3B-DDX**
- Merged **Charlotte L. Hill KL3B-DDV** who has a birth place of Worcester, Worcester, MA, into **Charlotte Dresser Hill L296-JQ6** who only has Massachusetts as birth place. Nothing was pulled over but will note the birth place in Charlotte's name source.
- Next merged **Charlotte Whitcomb 9WM3-L9V** with **Charlotte Dresser Hill L296-JQ6** who had the same husband and the same daughter Phebe Jane Whitcomb KL3B-DDX (with her birth record) and **L296-J5K Phoebe J. Whitcomb.**
- Then a new possible duplicate came up of Charlotte Hill MKN8-7ZQ born 6 Feb 1837 to same parents but no sources—as Charlotte Dresser Hill L296-JQ6 has many sources. Both had a set of parents whose names match but not their ID#s.

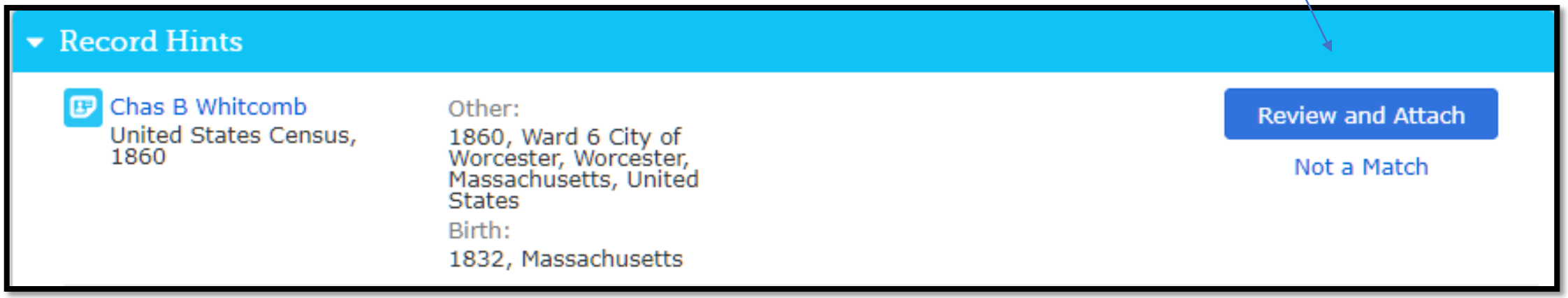
- This left **Charlotte Dresser Hill L296-JQ6** with 16 sources, a birth 6 Feb 1837 in Worcester, Worcester, MA; and death 18 Apr 1905 Worcester, MA; and an exact duplicate with same ID number linked to two sets of parents.
- Removed her from her parents Richard Hill L2YH-936 and Charlotte Johnson L2YH-9HC.
- Richard Hill L2YH-936 and Charlotte Johnson L2YH-9HC had the same child, Charlotte Dresser Hill, but Richard Hill LH7D-8MF was a match and he already has 17 sources.

Record Hints

Once the merging is complete, check the record Hints for Charles, his wife Charlotte Hill and all 11 children at this point.

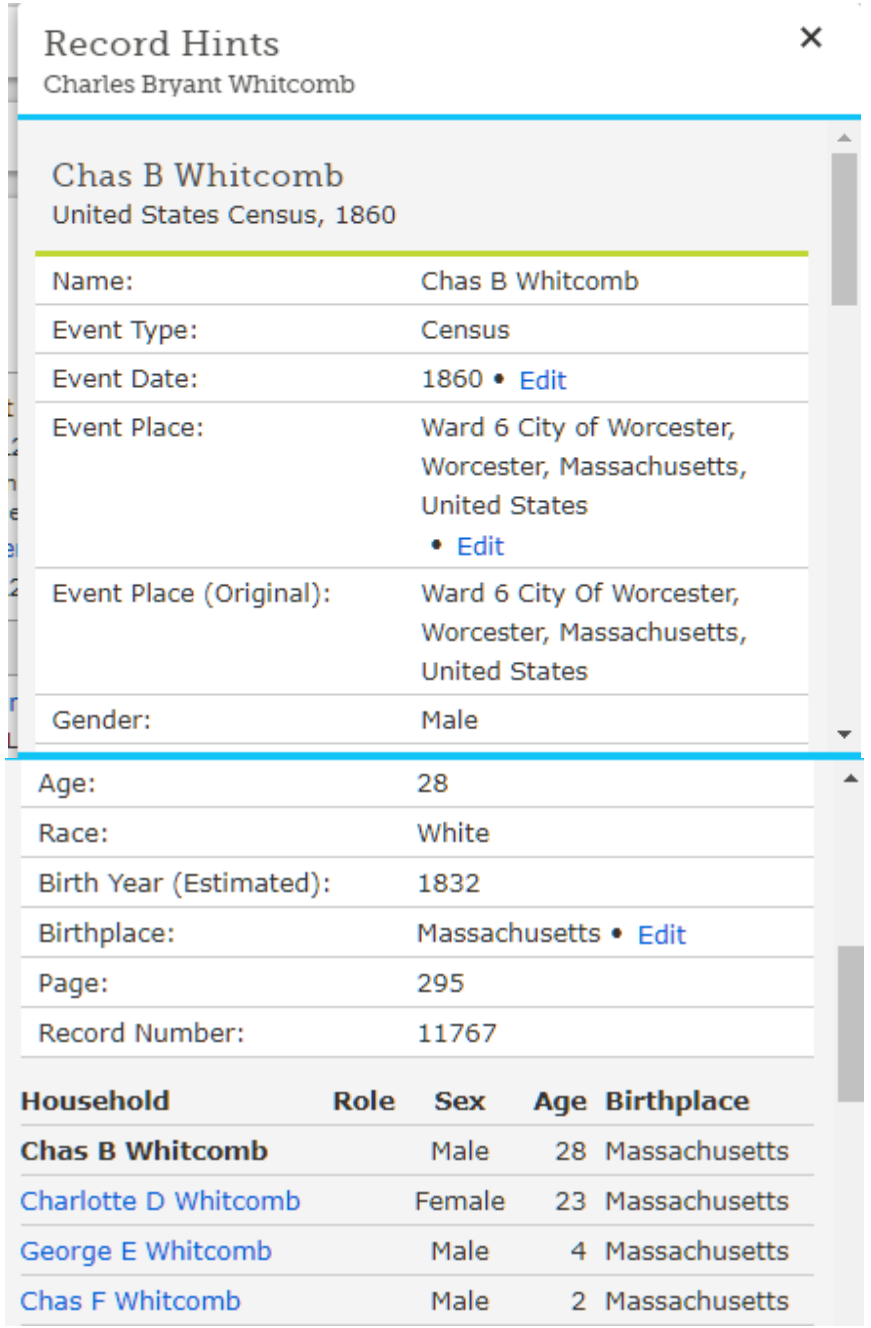
- If you click on Show All under the **Research Help** tool on the right tool bar of FSFT, you can see all the new hints at one time.
- If you click on the icon, it will open and then click Review and Attach if you think it is a match. Because Chas was born about 1833 and this one says he was born 1832, that is within 12 months so is likely correct.





Record Hints Open

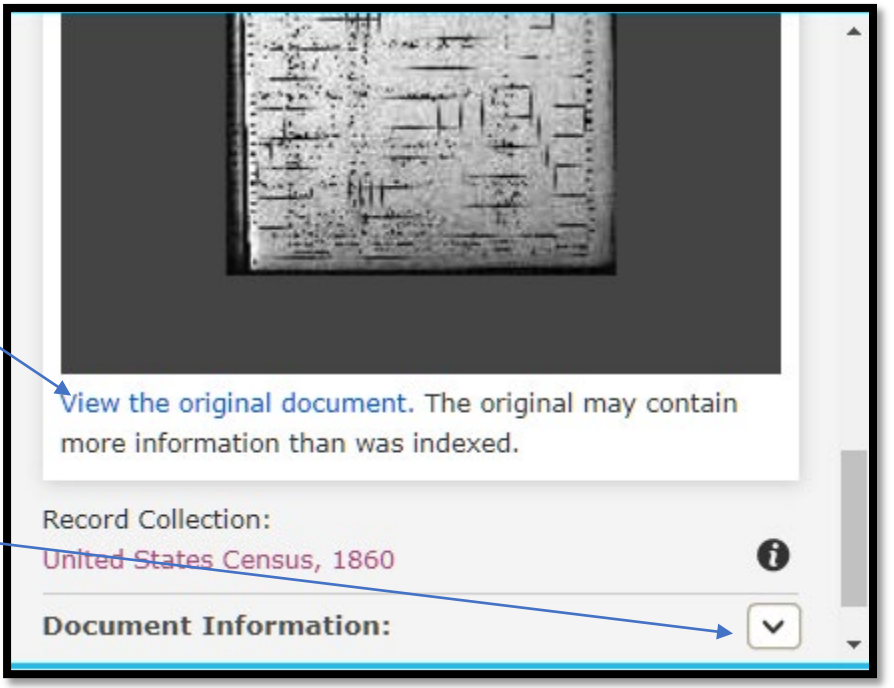
- The location of the event is listed,
- The birth year of the person who is on that person page is given,
- A list of each person on the record page, with their gender, age, and birthplace so you can determine if it is your ancestor's document.
- BUT REMEMBER THIS IS NOT THE ORIGINAL RECORD…IT IS AN EXTRACT.

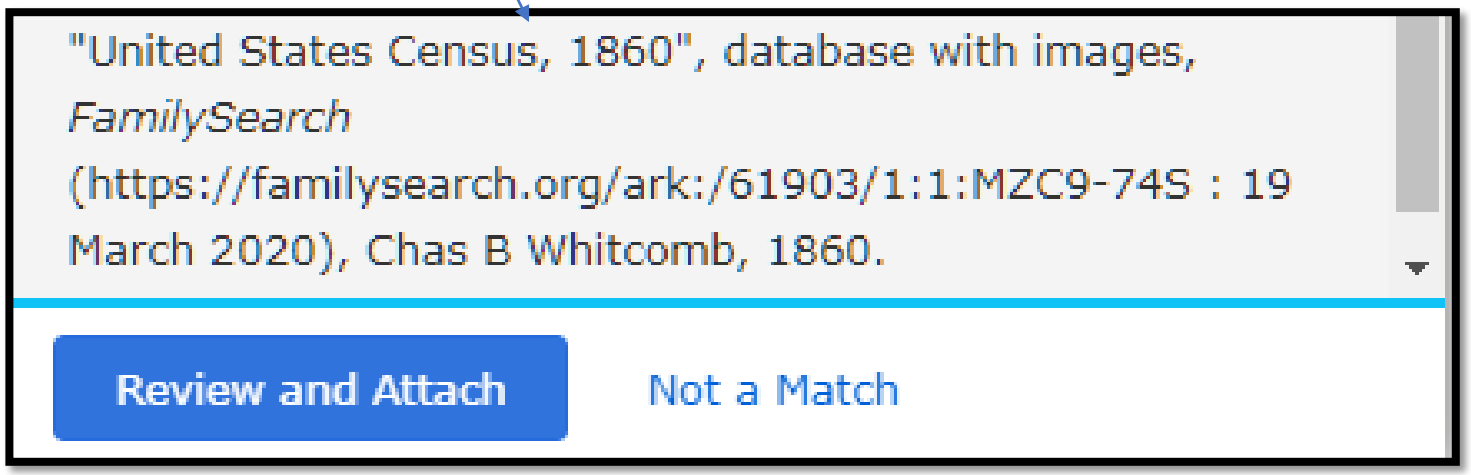


View the original document as it contains more than what was on the index.

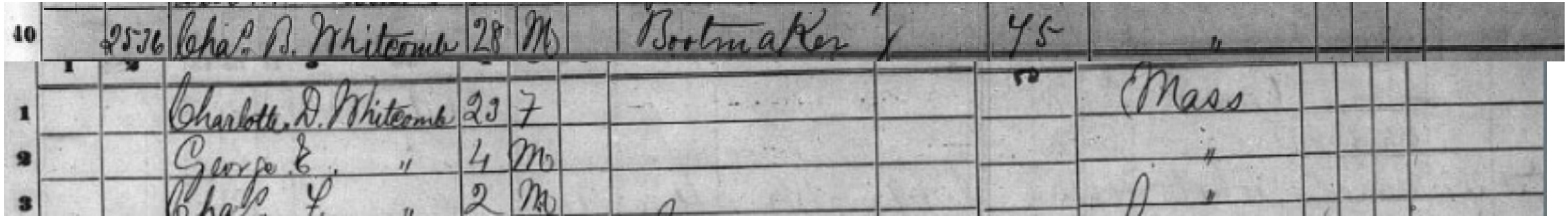
To open up the citation for a document, click this down arrow head to see:

- the complete Document Information,
- and its Citation





This family is split across two pages – be sure to go to the second page and abstract it.



1860 CENSUS: MA, Worcester Co., City of Worcester, "United States Census, 1860", database with images, FamilySearch (https://familysearch.org/ark:/61903/1:1:MZC9-74S : 19 March 2020), Chas B Whitcomb, 1860.

Chas. B. Whitcomb, 28, m, Bootmaker, age 45 born MA;
Charlotte D. Whitcomb, 23, f, born MA;
George E. Whitcomb, 4, m, born MA;
Chas. F. Whitcomb, 2, m, born MA

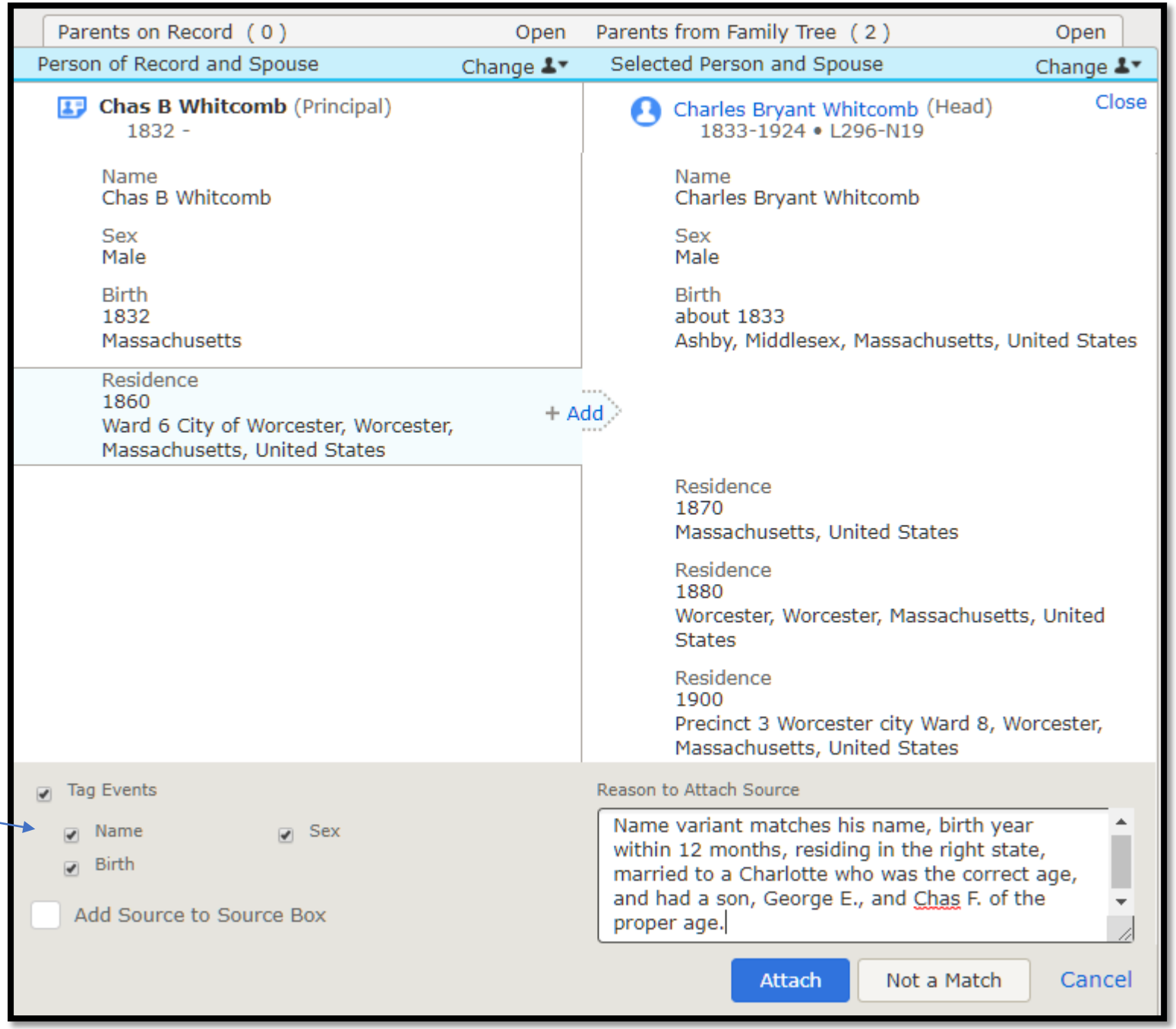
Review and Attach
Template

1860 census evidence is on the left, while assertions and facts from the Person page is on the right.

Compare info and click **+Add** to insert new info to Person page

Be sure to **Tag Events** for Name, Sex, and Birth so the source of evidence appears on Vitals.

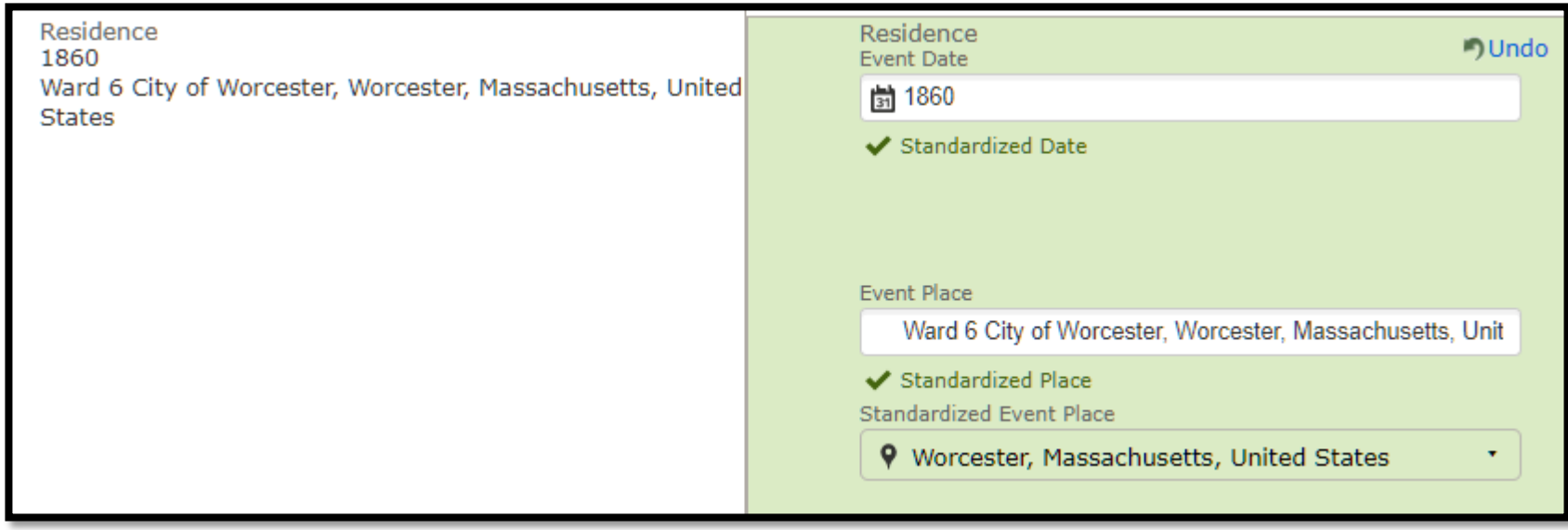
Record **Reason to Attach Source** and click **Attach.**

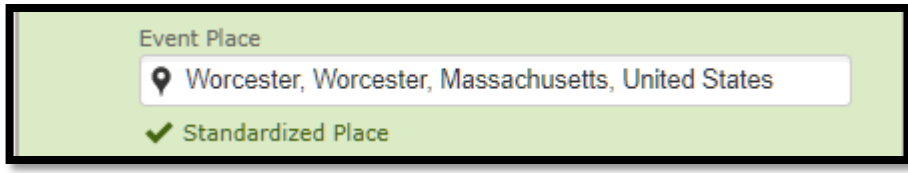


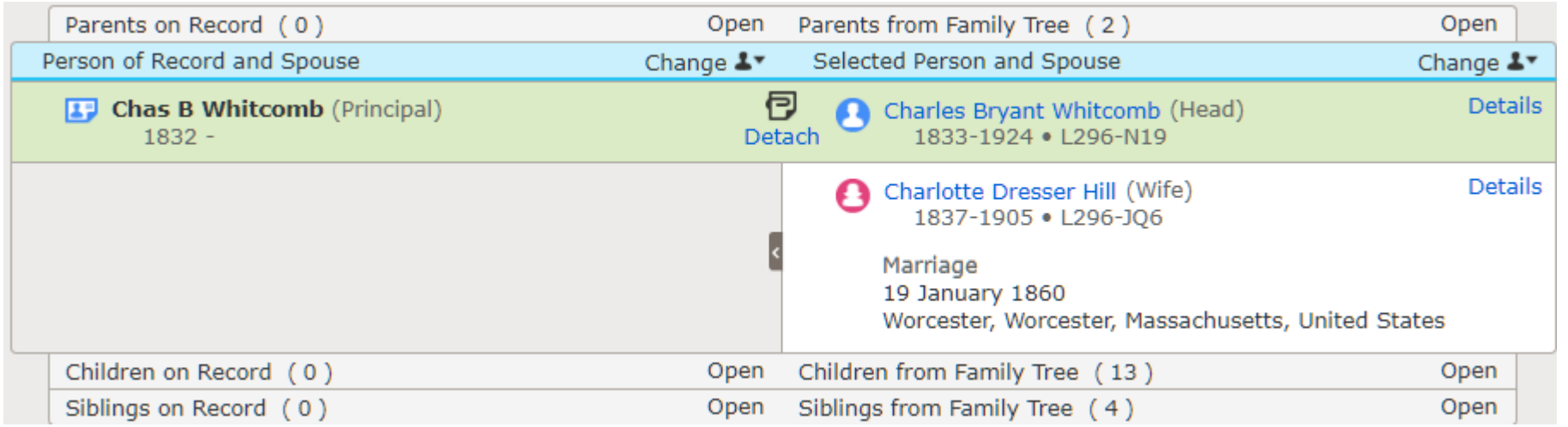
Review and Attach Template (Cont.)

User is prompted to standardize the place name by removing “Ward 6 City of” and a place pin now shows up on the locality that is standardized.

The next image shows Charlotte and her two children from this census.

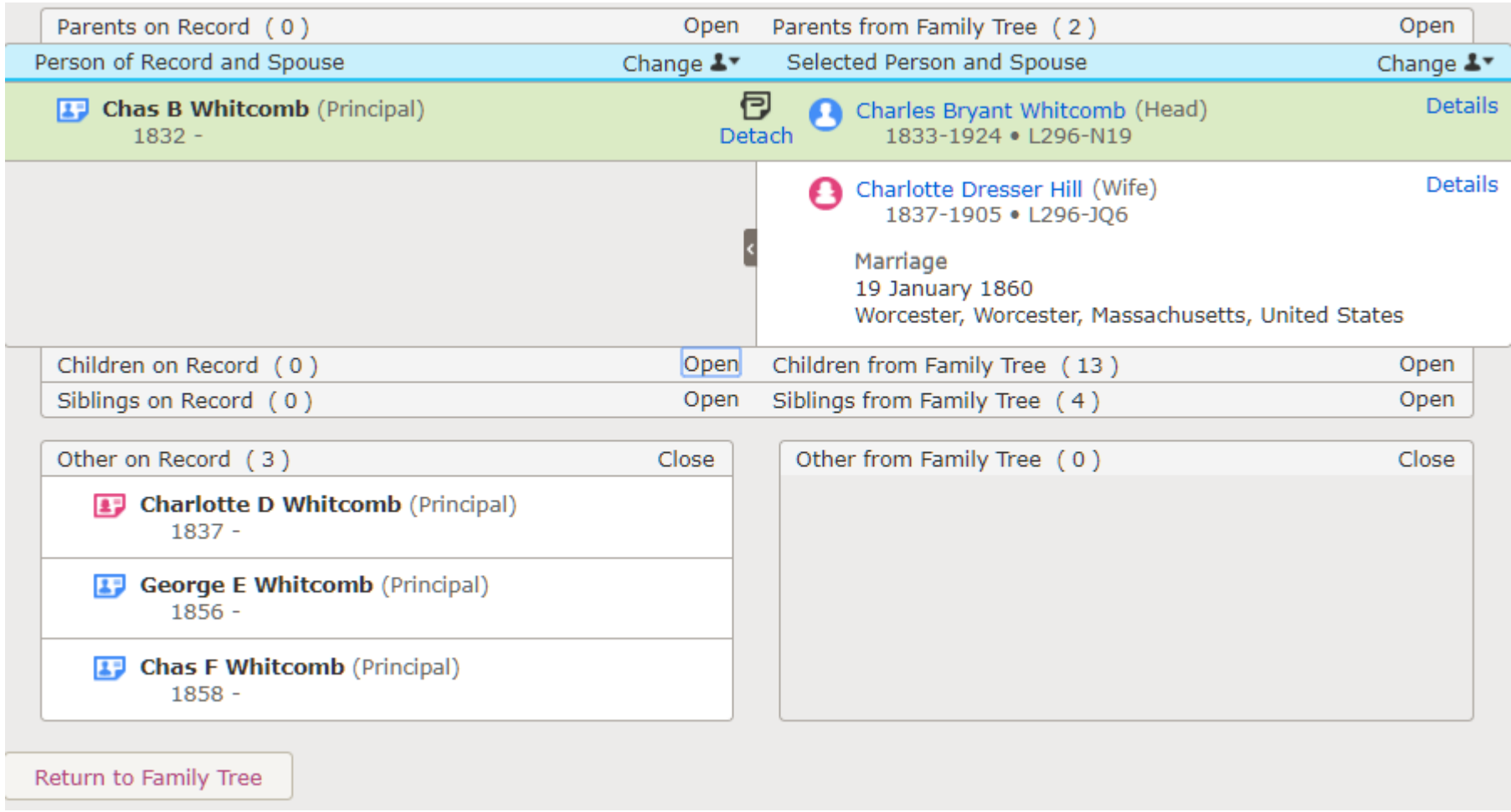


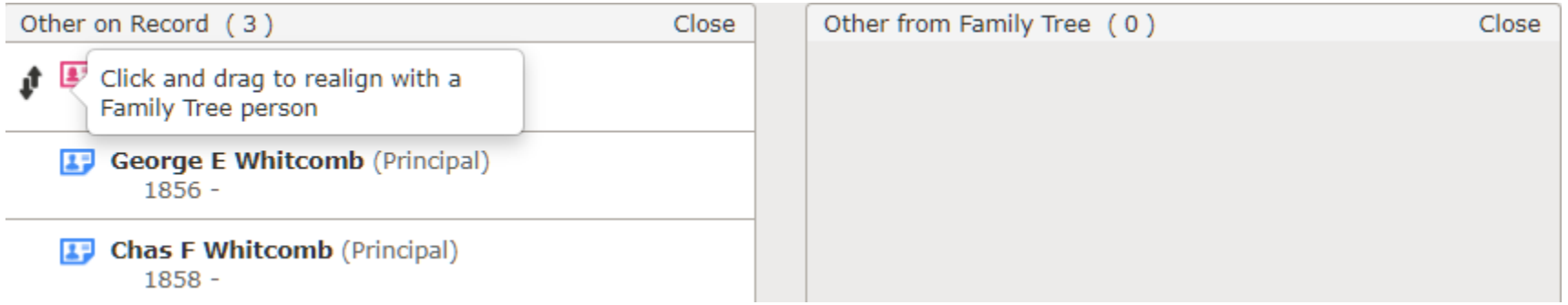




Review and Attach Template (Cont.)

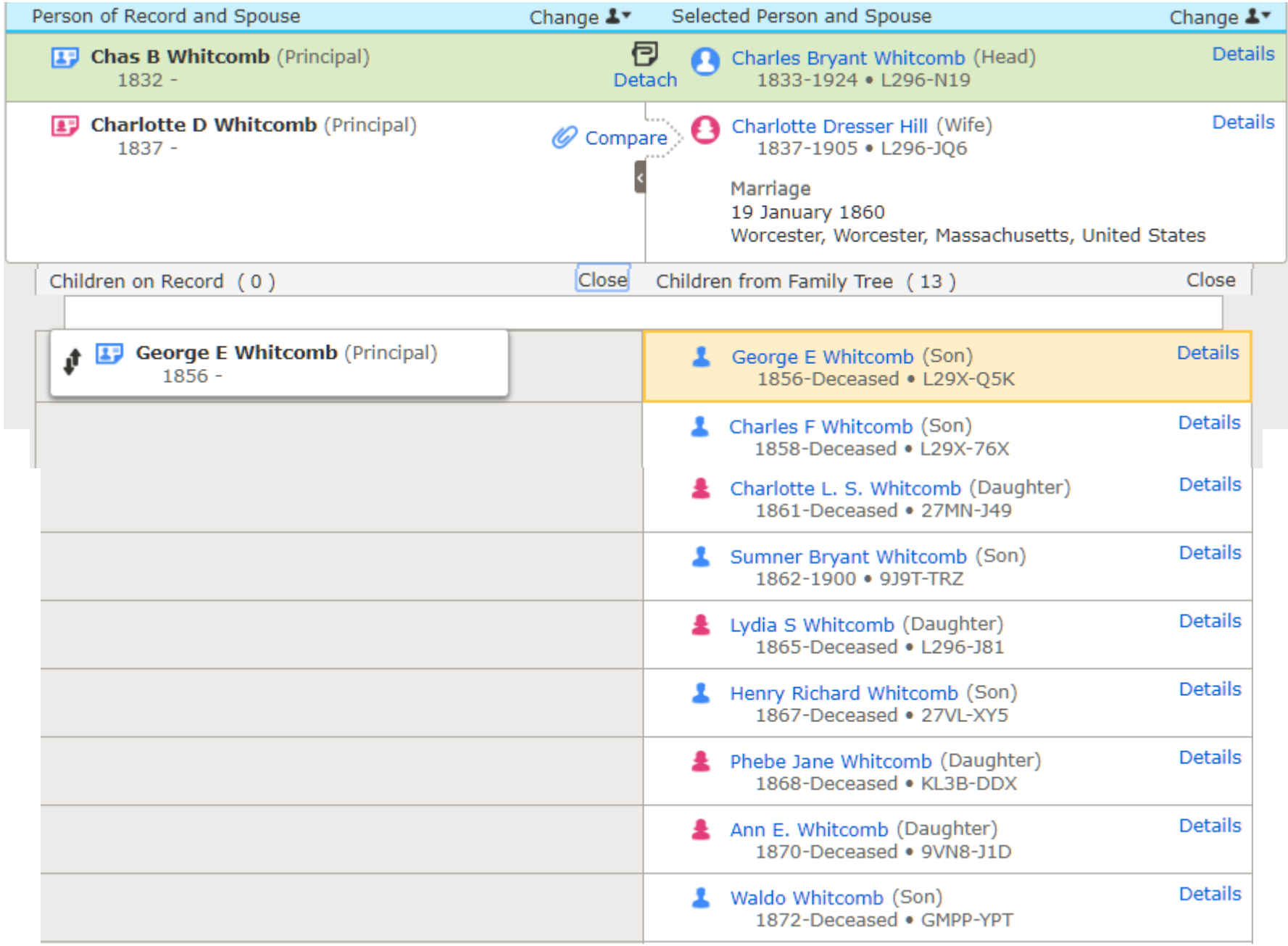
Charlotte and her two sons, George E. and Chas. F., are on the record, but only Charlotte is on the right. Hover over Charlotte's name, and it says to **Click and drag** to realign across from the proper person. See the word Open below where Charlotte needs to go. Click that Open to see the children.





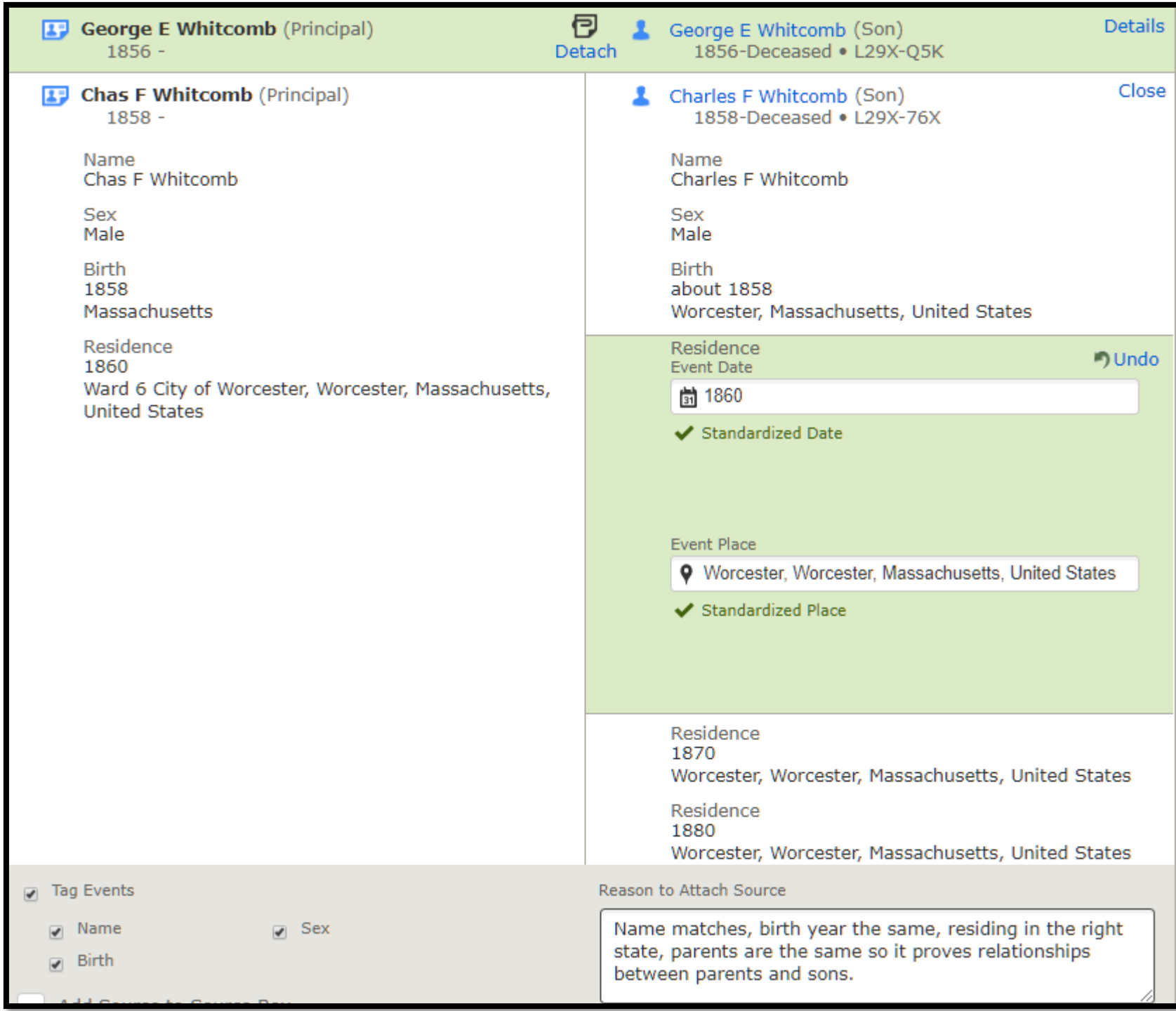
Review and Attach
Template (Cont.)

Click the paper clip between the two Charlotte spouses and repeat the previous process to standardize the place and give the reason to attach the source: “proves relationships between parents and sons.” I did not include all the children due to lack of space.



Review and Attach Template (Cont.)

Notice the reason to attach source repeats without having to type something different. Click Attach when done, and you have attached this source to everyone in it all at one time.



Sometimes when adding a hint, another Possible Duplicate will surface.

1. Phebe Jane Whitcomb born 31 Aug 1868 in Worcester City came up with a hint.
2. Phoebe J. Whitcomb was born about 1868 in MA and had the same parents.
3. Phebe Jane had another MA birth source. The 1900 census indicated that Charlotte had 14 children, but we only have 11 so far.

Standardizing

Standardizing locations, names, and dates, enables search engines to send you more hints, gives you more success in the FSFT Activities, and helps prevent duplication.

Standardization

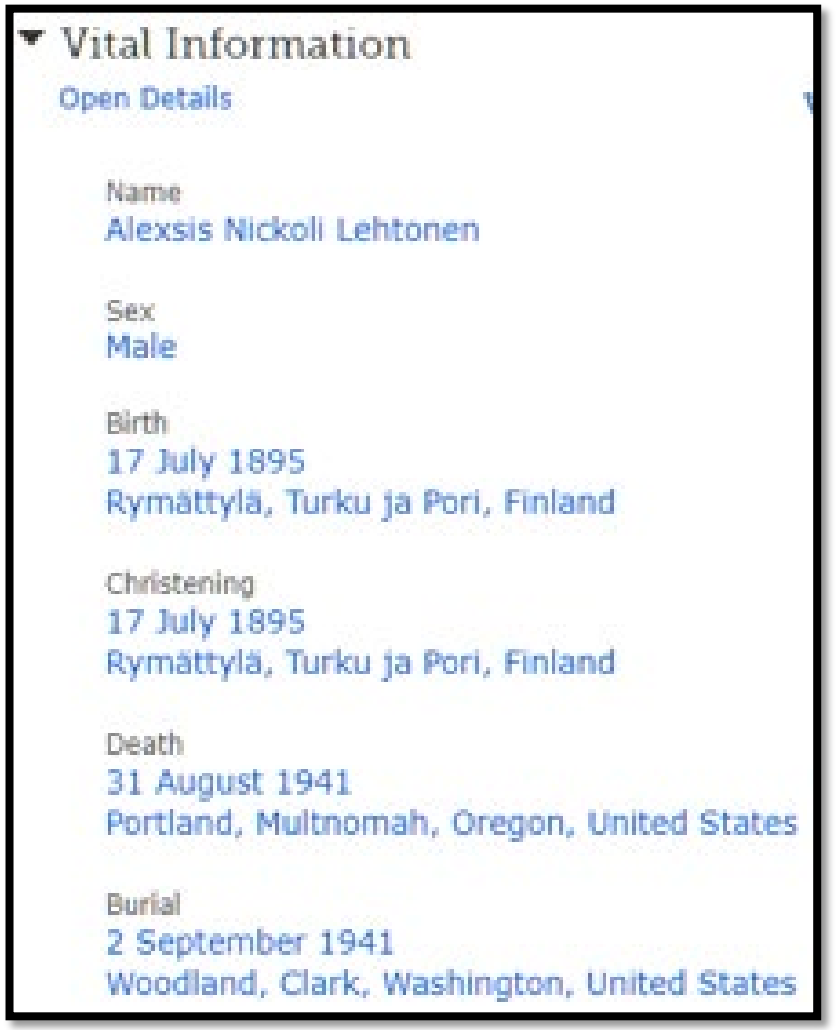
- For generations, genealogists have used a standardized format for entering names, dates, and places so families world-wide could understand the pedigrees of others.
- *FamilySearch.org* supports standardization so people with different languages, history, pedigrees, and computer skills can accurately share information.
- Only if your information is standardized can **search engines** compare and match YOUR names, dates and places in *Family Tree* with the over one million new records that are uploaded every day!

Standardization Rules at FSFT

- Spell out the name of the month and put dates in day, month, and year order like: **5 August 1851**.
- Record names a person received as an infant: their given, middle, and last name(s) (no commas in between) like: **Mary Elizabeth Sweeney.** Do **not** enter the surname all in capital letters**.**
- Record females with their maiden name, **not** their married name**.**
- When entering or correcting an event place, u**se the name as it existed at the time of the event**.
- Do **not** abbreviate words**. This applies to the words "before", "after", and "about"** as well**. Spell all words out completely.**

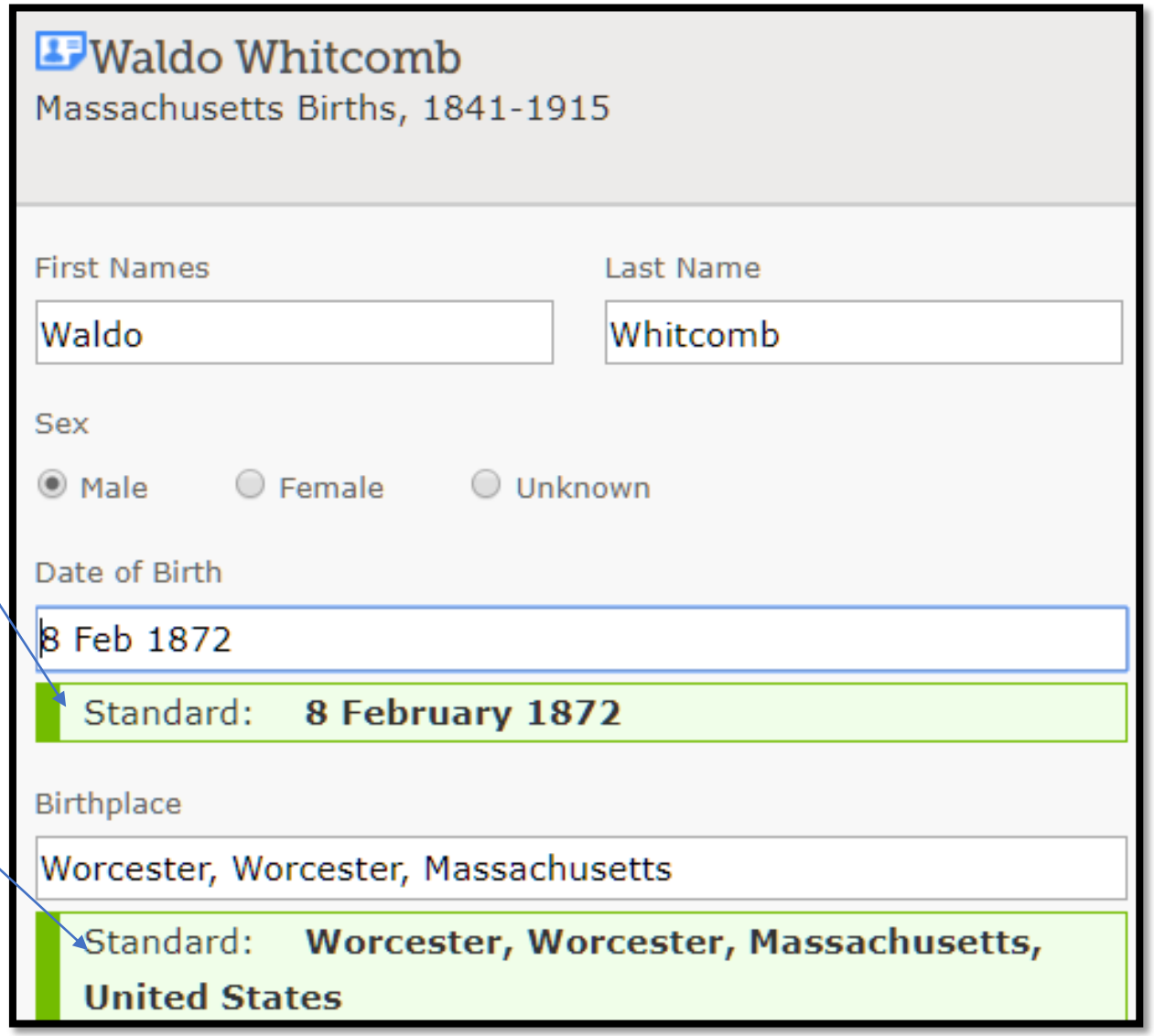
Standardizing Rules at FSFT (cont)

- Enter the full standardized name of the country **without abbreviations. Do not enter:** USA; **United States** is the standardized format.
- For locations, enter the smallest location to the largest location with a comma between each. For example, the town, county, state and country. Do **not** enter the words “town” or “county.”
- Do not put a comma in front of any word used in a search engine. That is okay in software database program (like our affiliate programs) but it gives too many “false” hints at *FSFT* or other online search engines.



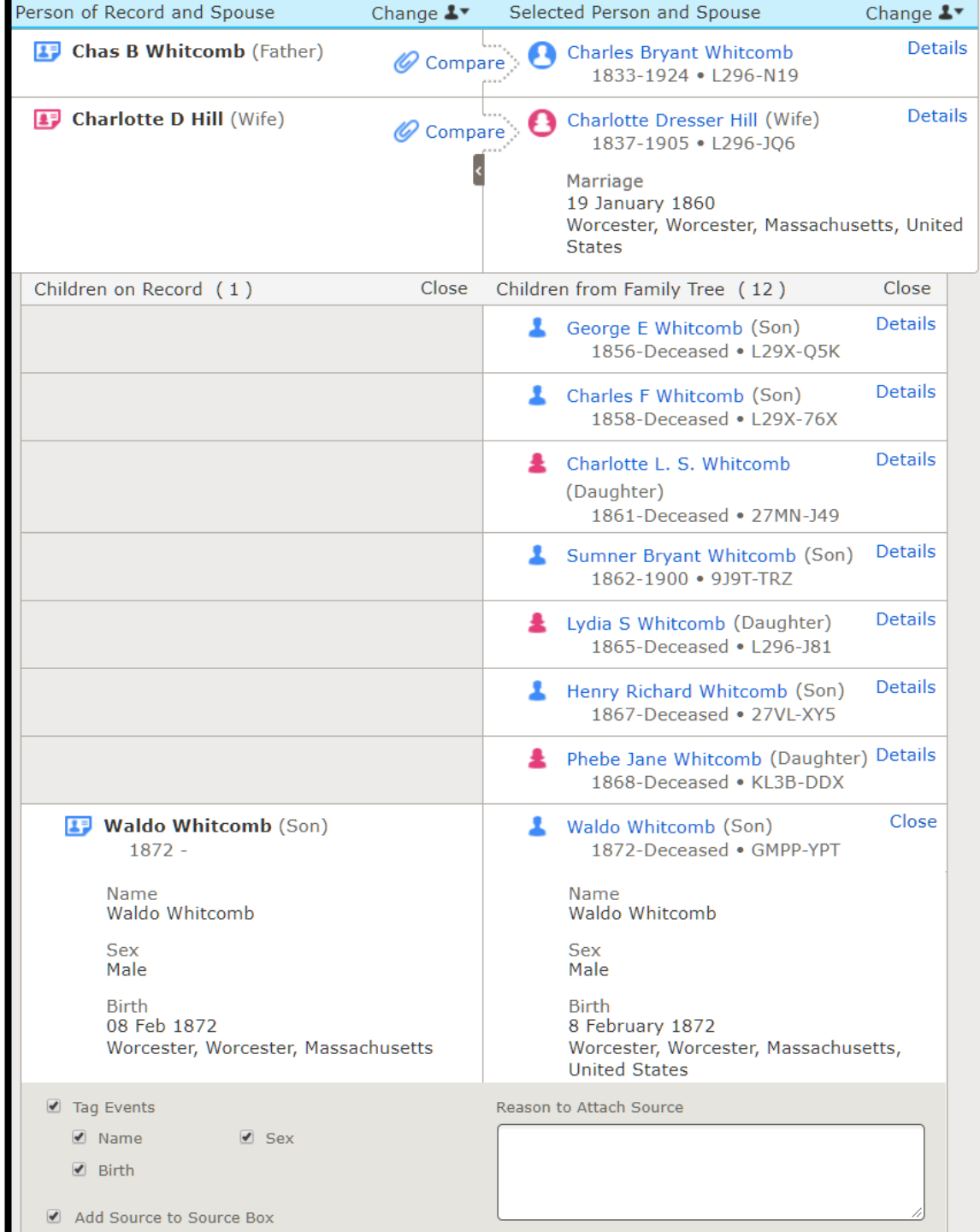
Standardize Date and Place HINTS as added

Standardize the Date and Place of an event as prompted by the *FamilySearch Family Tree* program.



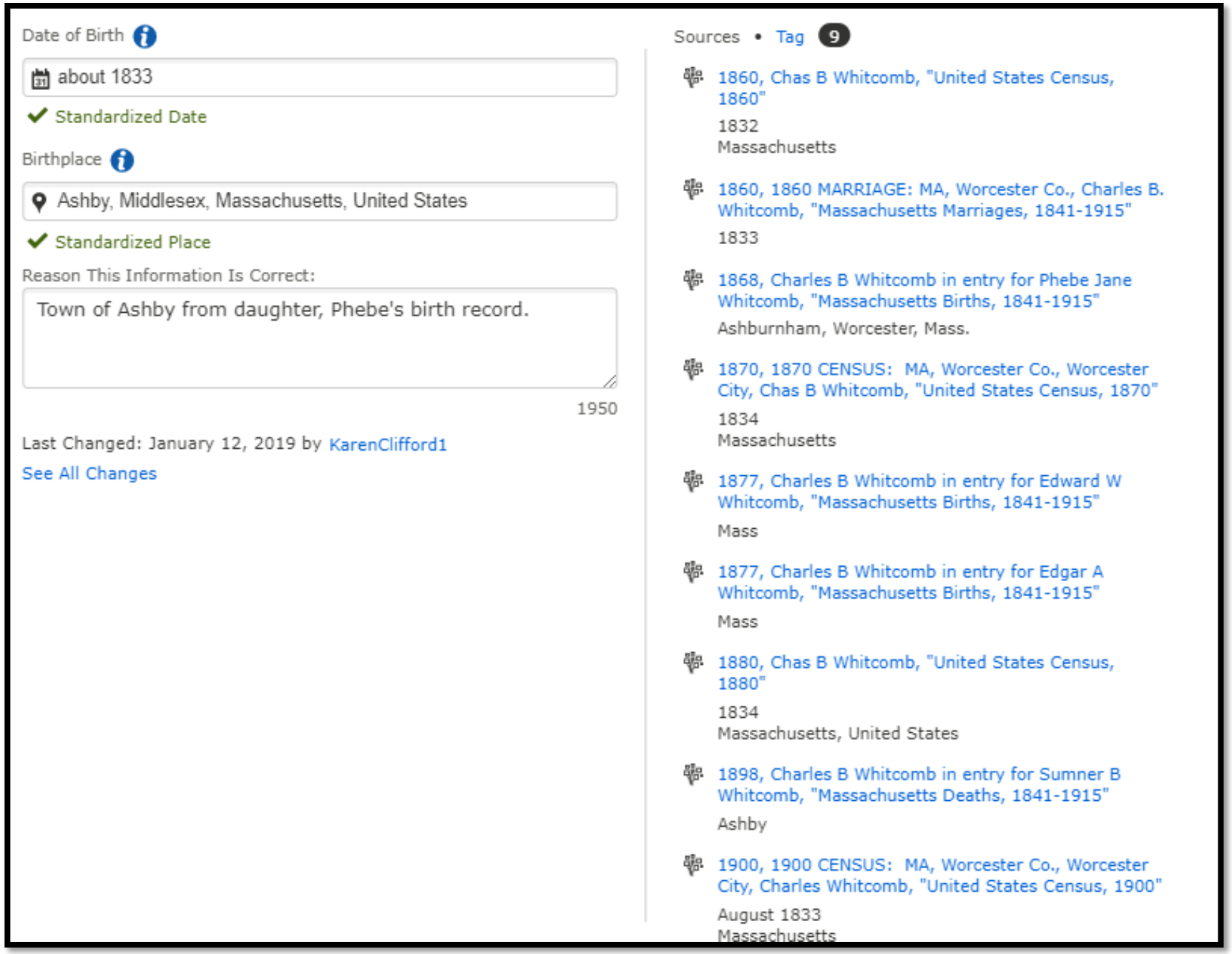
1. TIP: **Give Reason to Attach Source** to the **New Child** first—he is the principle reason for the record. Then compare parents & the same note will appear in all areas without the need of more typing.

2. **TIP: Tag Events** and they will show up when the **Edit** birth date and place is clicked under **Vitals** as shown on next page.



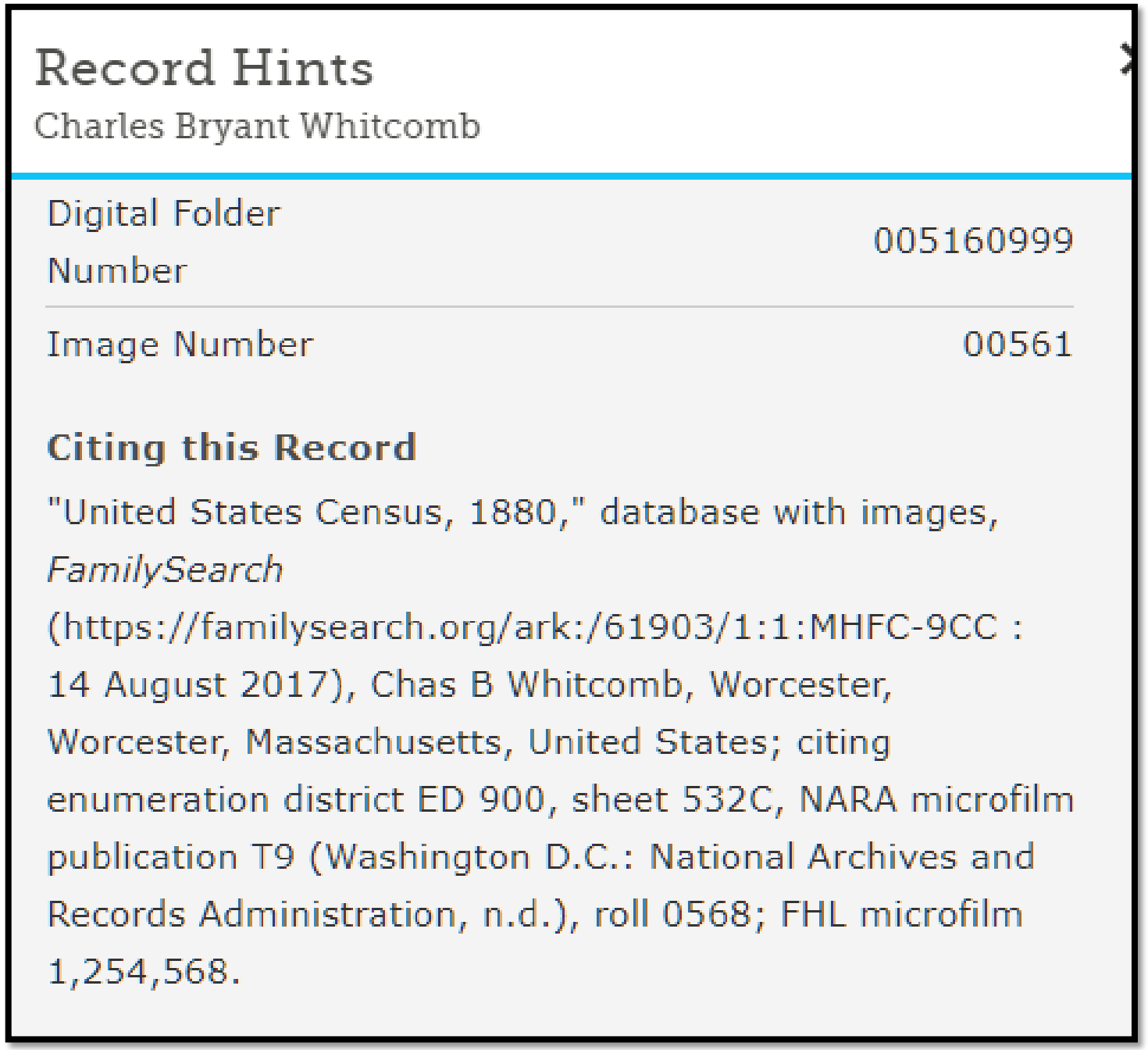
Tag Events when entering sources

This builds a Proof Statement when an original vital record no longer exists.



Remember to copy and paste Record Citation at the bottom of Hint preview:

"United States Census, 1880," database with images, *FamilySearch*(https://familysearch.org/ark:/61903/1:1:MHFC-9CC : 14 August 2017), Chas B Whitcomb, Worcester, Worcester, Massachusetts, United States; citing enumeration district ED 900, sheet 532C, NARA microfilm publication T9 (Washington D.C.: National Archives and Records Administration, n.d.), roll 0568; FHL microfilm 1,254,568.



Record Hints

Charles Bryant Whitcomb

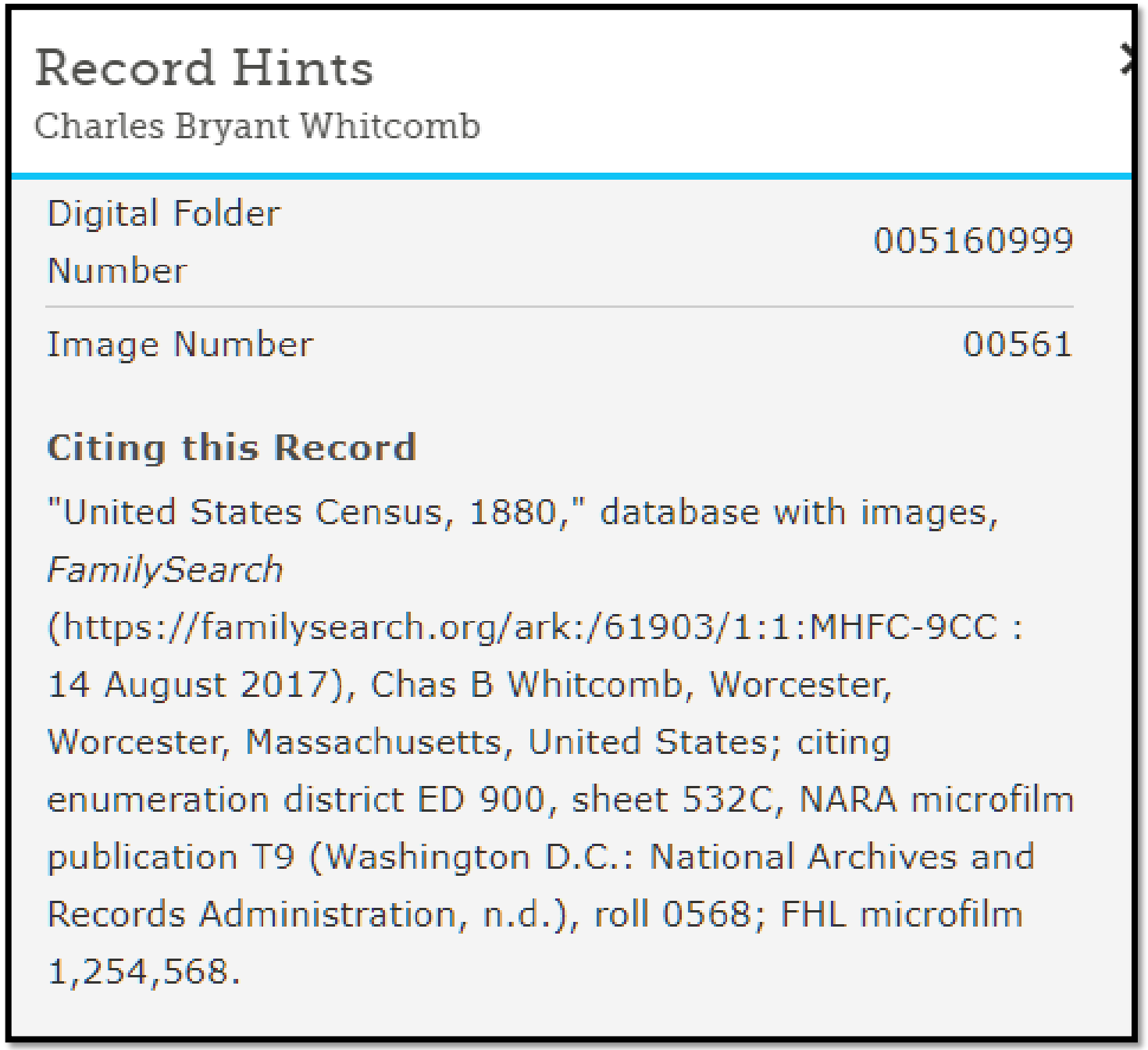
Digital Folder Number	005160999
Image Number	00561

Citing this Record

"United States Census, 1880," database with images, *FamilySearch* (https://familysearch.org/ark:/61903/1:1:MHFC-9CC : 14 August 2017), Chas B Whitcomb, Worcester, Worcester, Massachusetts, United States; citing enumeration district ED 900, sheet 532C, NARA microfilm publication T9 (Washington D.C.: National Archives and Records Administration, n.d.), roll 0568; FHL microfilm 1,254,568.

Add Uniform Header to the front of the citation:

1880 CENSUS: MA, Worcester Co., Worcester City, "United States Census, 1880," database with images, *FamilySearch*(https://familysearch.org/ark:/61903/1:1:MHFC-9CC : 14 August 2017), Chas B Whitcomb, Worcester, Worcester, Massachusetts, United States; citing enumeration district ED 900, sheet 532C, NARA microfilm publication T9 (Washington D.C.: National Archives and Records Administration, n.d.), roll 0568; FHL microfilm 1,254,568.



Record Hints

Charles Bryant Whitcomb

Digital Folder Number	005160999
Image Number	00561

Citing this Record

"United States Census, 1880," database with images, *FamilySearch* (https://familysearch.org/ark:/61903/1:1:MHFC-9CC : 14 August 2017), Chas B Whitcomb, Worcester, Worcester, Massachusetts, United States; citing enumeration district ED 900, sheet 532C, NARA microfilm publication T9 (Washington D.C.: National Archives and Records Administration, n.d.), roll 0568; FHL microfilm 1,254,568.

Test your new skills

- TASK 2: Find an ancestors needing your help. Click on the *FamilySearch* Logo

in the upper left corner of the FS screen.
- Under **Recommended Tasks** in the right column are people you are related to who need help. Maybe one fits the criteria you feel comfortable working on such as needing their names, date, or places standardized.
- Work on someone and share your experiences with someone.