

Citations: You Hate Them, But Need Them!

Carol Whitton

whittoncarolyn514@gmail.com

I. Why Create Citations?

- A. *Evidence Explained* emphasizes this **basic genealogy principle**: “We cannot judge the reliability of any information unless we know exactly where the information came from; and the strengths and weaknesses of that source.”
- B. YOU AND ALL USERS MUST BE ABLE TO **FIND EVERY ITEM AGAIN**. Avoid redoing research!
- C. **Copyright Laws**. Be legal, cite other’s material with permission.
- D. **Credibility**. Both professional and because there will be a family skeptic to whom you need to prove your point when they disagree.
- E. **Eliminate ambiguity**. When sources disagree you need to explain.
- F. **Help Evaluate**. If one source is better than another, why?

II. Genealogy Source Types, as well as Storage and Viewing After Creation

- A. PUBLISHED (newspapers, books)
- B. UNPUBLISHED (genealogy records)
 1. Government (U.S., State, local)—Census, Military, Immigration, Vital, Naturalization, Deeds, Taxes, Probate, Court Cases
 2. Church or Synagogue
 3. Cemetery
 4. Organizations, Schools, Businesses
 5. Artifacts, Heirlooms
 6. Family
- C. STORED and VIEWED at repositories other than Creating site
 1. Creating repository itself may be visited—cemetery, church, family home!
 2. Archives--National, State, Local, Religious
 3. Libraries
 4. Historical and Genealogical Societies
- D. ONLINE MATERIALS are published, some crowd sourced, some digitized copies from another source. ONLINE DIGITIZING COMPLICATES CITATIONS BY ADDING REPOSITORIES!

III. Resources For More About Citations

- A. Preferred for genealogy:
 1. Mills, Elizabeth Shown, *Evidence Explained, Citing History Sources from Artifacts to Cyberspace*, third edition (Baltimore: Genealogical Publishing Company, 2017)
 2. Online is most UPDATED! <https://www.evidenceexplained.com/>
 3. Mills, E.S., *Quick Sheet: Citing Ancestry Databases & Images Evidence Style, Second Edition, Revised* (Baltimore: Genealogical Publishing Company, 2019)
- B. Also: StLGS examples online: <https://stlgs.org/resources/on-this-site/citations-a-guide-to-creating-proper-source-citations>

C. OTHER:

1. Latest edition of *Chicago Manual of Style* is acceptable, but NOT genealogy oriented.
2. DO NOT use old style sheets from high school, university, publication houses, or employers. These all differ and are not up-to-date.

IV. Basic Citation Parts—First Footnote Format

A. Parts and Organization: Includes all possible repositories + Details.

1. ****CREATING REPOSITORY:** name repos., location, title, date.
2. ****CITATION DETAILS:** vol:pg, event date and type, person's name(s), item#.
3. **VIEWED REPOSITORY:** name, location, title, date accessed.
4. **OBTAINED/STORED REPOSITORY** (where Viewed repository obtained record to digitize): name, location, sometimes accession numbers if citing this repository.

B. For EACH repository answer: Who, Where, What, When?

1. Who=name of repository where created.
2. Where=city or county, state, country of original material.
3. What=the title.
4. When=accessed/visited date and/or event date.

C. Setup information:

1. ****KEY parts always included.**
2. Parts 3 & 4 may be reversed in order or used as needed. With much online now, part 3 often is also essential.
3. Punctuation counts!
 - a. Semicolon after each part, except the Details are part of the Original.
 - b. Commas within parts (first footnote format.) Periods instead for bibliography.
 - c. Italicize Title; quotes around sub-titles.
4. May omit repetitive items; but must remain clear to FUTURE users!

V. Building a Citation--[Using the first, full footnote format for U.S. Census.]

A. Key to creating citations:

1. Determine the Creating Repository.
2. Always check *Evidence Explained* format. More may be needed for a specific citation. Or you may need to learn about exceptions for a particular case.
3. U.S. census example format= *Title*, County, State, population schedule,

B. Build sample parts for U.S. Census.

- i. **Creator:** who=name repository, where=location, what=title, date.
U.S. Federal Census 1850, St. Louis County, Missouri, population schedule,
2. **Citation details come from the creating source:** vol:pg, event date and type, person's name(s), item#.
Bonhomme Township, p. 355A, dwelling 1145, family 1173, Friedrich Straub;
 3. **Viewed repository:** name, location, title, date. May add film or digital numbers.
digital image Ancestry (<http://www.ancestry.com> : accessed May 2010);
 4. **Obtained/stored repository:** name, location.
 - a. Don't need what and when because title and date would be repetitive.
 - b. This information is now available on FSL and on Ancestry. Look for it under source or citation!

- c. If citing comes last: citing NARA microfilm M432, roll 414.
 - d. If Not citing, goes before #3: Evangelischen Landeskirchenamt Stuttgart [Stuttgart Evangelical Church Archive], Stuttgart, Württemberg, Germany.
- C. Parts Combined.
 U.S. Federal Census 1850, St. Louis County, Missouri, population schedule; Bonhomme Township, p. 355A, dwelling 1145, family 1173, Friedrich Straub; digital image, Ancestry (<http://www.ancestry.com> : accessed May 2010); citing NARA microfilm M432, roll 414.

VI. Differences and Exceptions

- A. Order may differ in *Evidence Explained*. Or something may be added or subtracted.
- B. Some repositories have their own style preferences; *Evidence Explained* honored these.
- C. Don't need all four parts if:
 - 1. Viewed at original creating place.
 - 2. *Evidence Explained* format doesn't contain all parts.
- D. Repetition of places or titles may be omitted.
- E. Online images require more.
 - 1. Some section and item titles are NOT repetitive. Check carefully.
 - 2. Place obtained/stored needs citing too, to locate again.
- F. Your personal organizational preferences, especially if dealing with a publisher.

VII. Too Cumbersome? You Don't Want to Do It? Simplify! Type Once; Copy Thereafter.

- A. Organize Research Log Notes—create the citation when creating notes!
- B. Notes include:
 - 1. Where and when you're researching?
 - 2. Who you're seeking?
 - 3. What—the title, film #, sub-titles. INSTEAD CREATE THE CITATION HERE!
 - a. If done immediately from the original, less likely to forget to include (1) Creator, (3) Viewed Repository, (4) Obtained/Stored Repository.
 - b. In this location on notes omit (2) Details, these occur later in notes.
 - 4. How is what you're viewing Organized? Is each piece indexed or not?
 - 5. If indexed list persons and pages.
 - 6. (2) Details of items found: volume, page, ID#, dates, names, etc.
 - 7. What did you do with each item found—copy image? discard, why?

VIII. Attach Citation to Front of Image Using a Photo Editing Software

- A. Which photo program—Photoshop (\$), Photoshop Elements (came with scanners or printers), Irfanview (free), GIMP (free), and many others will do the following.
- B. How?
 - 1. Add an empty "canvas" box on front, bottom of image.
 - 2. Make background an obvious color.
 - 3. Remove any previous image citation details from text entry box.
 - 4. Copy citation from Research Log into program's text box for adding to image.

5. Then copy the new unique individual details for the image at the end of the text for the citation. Details at the end makes editing easier. This “Detail” field is out of proper *Evidence Explained* order, but what’s important is it’s there.
6. Save image.

IX. More Examples

A. Church Register

1. *Evidence Explained*

Name of Church (City, State), “Register Title,”

p. #, item #, person’s name(s), event type & date; [name obtained/stored repos. (location);] digital image viewed repos. name (URL: accessed date).

2. Viewed at the church. Do you really need the Viewed Repository at end?

St. Louis City, Missouri, St. Paul’s German Evangelical Church (Giles Av.), “Church Register,” v. 1: p. na, 1857 baptism no. 25, Franz Heinrich Schulz; at the church, St. Louis.

3. Online needs all parts and foreign language needs translation.

Selbitz, Bayern, Evangelische Kirche Selbitz, “Kirchenbuch Baptisms, 1808-1839”

[“Church Baptism Register, 1808-1839”], v. na: p. 853, 1833 Baptism no. 40, Johann Lorenz Goller [sic Schulz]; Landeskirchliches Archiv der Evangelisch-Lutherischen Kirche Bayern [Bavarian Evangelical Lutheran Church Archive], Nürnberg, Germany; digital image Archion, “Dekanat Selbitz” [Dean’s Office Selbitz]

(<https://www.archion.de/> : accessed December 2018).

B. Online Death Certificate

1. *Evidence Explained*:

County, State, “Collection Title,” database *Online site name* (URL : accessed date), event type, certificate #(s), person’s name, date.

2. Isn’t the Creator essential!?

Missouri Secretary of State, Missouri State Archives, digital image *Missouri Digital Heritage*, “Death Certificates, 1910-1972,”

(<http://www.sos.mo.gov/archives/resources/deathcertificates/> : accessed September 2000), Henrietta Louise Straub, no. 15995 (1925), [St. Louis County.]

C. Online Newspaper

1. *Evidence Explained*:

Author, “article title,” *Newspaper name* (location), issue date; digital image online site name (URL : accessed date); v.#, p. #, col. #, person’s name.

2. Adjust to the actual situation, but get all the parts available.

St. Louis, Missouri, “† C.D. Jaeger,” *Anzeiger Des Westens*, Friday, 30 July 1886;

digital image Newspapers.com (<https://www.newspapers.com/> : accessed August 2011); v. 52, no. 191, p. 8, col. 2.

D. Artifacts have many types; it’s difficult to explain every one with a single example.

1. *Evidence Explained*:

Creator, artifact type, creation date; privately held by owner's name [address for private use,] owner's City, State, year owned. Provenance of artifact including dates and/or description.

2. Applied can become long

"Curtis Jane "Jennie" Edwards' Family Bible Records covering 1833-1972," *The Holy Bible King James and the Revised Versions* (Newport, Kentucky: Henry Sphar Co., c1884); privately held by Carol Whitton [address for private use] St. Louis, Missouri, 2023. Hannah C. Dickmeyer Edwards presented this Bible to her daughter Jennie C. Edwards 20 Nov 1892. Jennie's sole surviving sibling Hannah W. Edwards Althaus inherited at Jennie's death 22 December 1941. Hannah W's daughter Verena "Vee" H. Althaus Wright inherited when Hannah W. died 23 March 1957. Vee's granddaughter Carolyn L. Wright Whitton inherited when Vee moved to a care facility in 1978. Entries are in four handwritings—Hannah C, Jennie, Hannah W, and Vee. Carol chose to preserve the Bible and instead pursue the genealogy.

X. Conclusions

- A. NOT EVERY CITATION FORMAT IS IDENTICAL.
- B. Identify the Creating Repository.
- C. Check *Evidence Explained*.
- D. Understand and identify common citation elements.
 - *Original Creator: Who/Repository name, Where/location, What/Title, When/date.
 - *Details: to locate the particular item in creator.
 - Viewed Repository: Who, Title, Where, When.
 - Obtained/stored image repository: Who, Where.
- E. Create a citation ONCE in Research Log notes.
- F. COPY citation to empty box added to bottom of images using a photo program.
- G. ONCE CREATED, SAVE THE FORMAT FOR REUSE!