Citation and Stylistic Template for *Our Heritage*

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“Fair Use” means that researchers are able to use small portions of a copyrighted work without asking the author’s permission. There is no set amount that constitutes “fair use;” in the past, it has been determined case by case in court. The *National Genealogy Society Quarterly* follows a “rule of three,” explained in its guidelines (see http://www.ngsgenealogy.org/galleries/Pubs_files/3.1.1_Guidelines_for_NGSQ_Writers.pdf). In the interests of clarity, writers for *Our Heritage* are asked to follow this rule:

If more than three words in a string are borrowed from another source (published or unpublished), they are enclosed in quotation marks and their source is cited. If three or more paragraphs are copied from a published source, the author must also obtain permission from the writer and publisher of the quoted material.

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**When in doubt, the best rule is to ask permission to reprint something.**

For a general understanding of copyright restrictions, questions about specific kinds of works, how to ask permission to reprint, and other copyright guidelines as applied to genealogy, please refer to *Carmack’s Guide to Copyright & Contracts* by Sharon DeBartolo Carmack, CG (Baltimore: Genealogical Publishing Co., Inc., 2005). Full compliance with copyright laws is the responsibility of the person who uses another’s original material.
The source of every image should be cited. Wording may be as follows: Reprinted by permission of the publisher (or author), Courtesy of Battle of Franklin Trust or of the photographer, etc., General Sam Houston, portrait by S. Salomon; photograph DRT Library, SC13638, Courtesy of Harris & Ewing Collection, Library of Congress, reproduction no. LC-DIG-hec-27749.

Citation Formats


For Our Heritage, we prefer for the footnote/endnote number to be placed at the end of a sentence or paragraph in superscript. The actual note reference at the bottom of the page for footnotes, or at the end of the article for endnotes, should be preceded by a full sized number. If, however, your computer program sets them both in superscript, that is acceptable. A single citation may include more than one source and/or an explanation of a point made. In the case of group citations, citations are separated by periods and appear in the same order as the text material. If desired, you can precede a succeeding group citation with the word “Also.” In the text, please avoid note references in the middle of a sentence or double or more notes at a single location.

The examples presented in this template have been used by contributors to Our Heritage. Unique footnotes to genealogy will be added as they appear in our publications. We welcome corrections to our interpretation of how to cite a particular source.

Stylistic Preferences and Notations

Abbreviations in full reference notes
The abbreviation of the word “township” (Twp.) “county” (Co.), states and countries, long words like “department” (Dept.), military units and months over four letters are preferred (but not in titles if they are written in full). Please use traditional abbreviations for states instead of postal. See p. 498, CMS.

Numbers zero through one hundred
Spell out whole numbers from zero to nine and above that use ordinal numbers.

Dates
Dates arranged by day-month-year are the standard for Our Heritage.

Place names
In the text of an article, please spell out the names of states, territories, possessions, and foreign countries. Commas should separate cities and states in the text as in this sentence: San Antonio, Texas, was founded by Spain. See pp. 498-99, CMS.
Names: Jr., Sr., II, III, etc.
Abbreviate Junior as “Jr.” and Senior as “Sr.” and do not place a comma between the surname and the designation: Julian Lopez Jr., and Julian Lopez Sr., Julian Lopez III, Julian Lopez IV. When names are surname first, it would be Lopez, Julian, Jr. or Lopez, Julian, III. See pp. 323-24, CMS.

Using commas v. semi-colons in a series
Even if a colon is used to introduce a series, use commas to separate elements unless they are long and complex. See p. 313, CMS.

Military terms, numbered military units, and abbreviating military titles
While it is the “First Battalion,” the “Korean War” and the “United States Navy,” (all capitalized) they are referred to as the battalion, the war and the navy. In text for Our Heritage, military titles are spelled out and capitalized when used as part of a person’s name such as Private John Lewis, General Ulysses S. Grant and Colonel Washington, but are not capitalized when they are not a title as in John Lewis, a private in the army, or General Ulysses S. Grant, the commander in chief. See pp. 434-35, CMS.

In text, ordinal numbers designating military units are spelled out for one hundred or less: Fifth Infantry Division, 101st Airborne Division, Sixteenth Regiment. The term “Company,” “Infantry,” and the like are also spelled out, along with the state name, as in Thirty-ninth Regiment Missouri Infantry. See p. 480, CMS.

For a listing of military names and ranks, or frequent usage of names and ranks, traditional abbreviations may be used in the text. For a list, see p. 493, CMS.

Use of Ibid.
If a reference note is the same as the preceding note, use “Ibid.” Add a comma and a page number, if different. If the preceding endnote/footnote included more than one source, ibid. cannot be used. See p. 669, CMS.

Block quotations
A hundred words or more words—six to eight lines—are set off in block quotations which are indented. A block quotation is not enclosed in quotation marks but quotes within a block quotation use the double quotation marks. See p. 623 and p. 631, CMS.

Titles
Titles of books, journals, newspapers, and websites, such as Ancestry.com, appear in italics. Chapters appear in quotation marks. In a URL, a database name is not italicized (http://www.ancestry.com). If there are more than 3 authors, use et al. See pp. 447; 707; 696, CMS.

Please note: online databases v. digital images
A database is an electronic index or abstract that is not an original document. It points you to an original document. It is created by a person, company, society, governmental entity, etc., and is therefore a derivative work. It is a collection of data, created by someone or some entity. A digital image is an exact copy of the original. There is a Pension Index, for
example, that is a database. On the other hand, there are images of Pension Index cards on microfilm and digital images online. These sources are not cited the same. Examples are provided in our template. See p. 262, 438-39, 510-11, EE.

**Descriptive comments**
Ms. Mills urges the writer to include “descriptive comments” about the source in the first reference note if it is important to evaluating the source. Some examples of “descriptive comments” are noted in our citations. See pp. 38; 43; 388; 461 in EE.
# Examples of Citations for Footnotes and Endnotes

From Various Sources


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<thead>
<tr>
<th>First Full Reference Note</th>
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<td><strong>PRINTED PUBLICATIONS</strong></td>
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<td><strong>Books, basic format, p. 646.</strong></td>
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<td><strong>Books, multivolume set, p. 649 and unknown author, p. 671.</strong></td>
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<td><strong>Books, multiple authors, p. 669.</strong></td>
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<td><strong>Books, chapter, p. 647 and reprint, p. 650.</strong></td>
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<tr>
<td><strong>Journals and periodicals, p. 798 and 803.</strong></td>
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<tr>
<td>Note: If a journal is cited in multiple citations, include its abbreviation in parentheses after the full name and upon next use, only the abbreviation is required.</td>
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### Newspapers, obituary, p. 807.

### ONLINE/ELECTRONIC PUBLICATIONS

#### City directories, digital images, pp. 661; 696.

#### Books, pp. 661; 696.

#### Journals and periodicals, pp. 804-06.

#### Newspapers, pp. 808-09.

#### Databases, p. 438.

#### Blogs, p. 812.
Topics in online publications, pp. 127; 661; 701.
Note: Online digital archive, treated like a book with different chapter authors.


Encyclopedias and specialized essays, pp. 693-94.


4. David Minor, "Alton, TX, (Denton County)," The Handbook of Texas Online (2012).

LAND, PROPERTY AND TAX RECORDS

Various, state and county, pp. 488-89.


Note: See also citations for databases.


### Land entry files, manuscript, p. 584.

### Tax records, state level, pp. 434; 532-33.
1. Sebastian "Kuntz" tax entry, San Antonio, unpaginated entries arranged chronologically and grouped alphabetically, 1853 Bexar Co. Tax Roll; Tax Rolls 1837-1910, reel 1, Texas State Library and Archives Commission, Austin, Texas.

### Tax records, FHL film, p. 531.

### VITAL RECORDS

### Birth records, local, p. 425.
1. Buncombe Co., N.C., birth certificate no. 633 (1924), Betty Jane Richards; Buncombe County Register of Deeds, Asheville.

### Birth records, online, delayed, p. 439.

### Church baptismal records, pp. 220-21; 323-25; 436.

Note: the person/persons of interest are included if they are not identified in the text.

1. Calvary Episcopal Church (Underhill, Chittenden County, Vt.) Parish Registers, Baptisms, Book 2:128; entries for Mrs. Amelia (Chaney) Bingham and children Lillian Lucy, Fannie Rosamond, Jennie Eliza and Alice Anna; Episcopal Diocese of Vermont Archives, Burlington.

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<td>Note: For all record types, see identifying spouses and dates, p. 435. In the case of a book, if the marriage information appears in the text, the names do not need to be repeated in the citation.</td>
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<th>Marriage records, online indexes and images, pp. 438-39.</th>
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<td>Note: Dates must be included when the entry is not on a specific page.</td>
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<th>Marriage records, FHL film, p. 437.</th>
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<th>Marriage records, county, pp. 434-35.</th>
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<td>Note: This format is the same as for Deed Books, p. 488.</td>
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<th>Marriage records, family Bible, p. 107.</th>
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<th>Death records, state, p. 431.</th>
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<tr>
<td>1. Erie Co., N.Y., death certificate no. 6262 (1921), Minnie Moss; Division of Vital Statistics, Buffalo.</td>
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<tr>
<td>3. Erie Co., N.Y., death certificate no. 6262 (1921), Minnie Moss, Buffalo.</td>
</tr>
<tr>
<td>4. S.C. State Board of Health, death certificate no. 12121 (1933), Mrs. Jennie Richards.</td>
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Death records, online index and images, p. 438.

Death records, Social Security online database, p. 626.

CEMETERIES, FUNERAL HOMES AND GRAVESTONES

Funeral home records, pp. 222; 226.
1. Crown Hill Funeral Home and Cemetery office (Indianapolis), photo copies of an undated plat map and list of those buried and the dates of their burials in Section 7, Lot 22, and an August 1871 ledger sheet showing W.P. Bingham’s purchase of the cemetery lot for $475 and the burials of “Moore Bingham, born in Vermont died in Wisconsin, heart disease” and “Mary M. Bingham, born and died in Indianapolis, spotted fever.”

Cemetery records, online database, p. 597.
Note: This is the same format as for Civil War Soldiers & Sailors System, p. 597.

Gravestone markers, p. 213.
Note: “Descriptive comments.”
1. Hampton Hill Cemetery, also known as the Caleb Warren Cemetery (Washington Co., N.Y. York; County Road 18, GPS Latitude 43.52189, Longitude 73.25768), Ann Bingham marker, photograph supplied by the Rev. James S. Taylor, rector of Trinity Episcopal Church, Granville, N.Y., November 2009. This marker identifies Ann as the wife of the Rev. Moore Bingham.
2. Cumberland Presbyterian Cemetery, alias Old South Carrollton Cemetery (South Carrollton, Muhlenberg Co., Ky., Hwy 181, right before the road leading to Green River), John Fentress marker (June 1, 1781-Jan. 24, 1860), personally read, April 1992. This marker is broken across the middle, between the two dates.
4. Cumberland Presbyterian Cemetery (South Carrollton, Muhlenberg Co., Ky.), John Fentress (June 1, 1781-Jan. 24, 1860).
Cemetery records, online database and images, p. 215.


PROBATE

County probate records, p. 500.


2. Bexar Co., Texas, Probate Record Book 16: 112, Jose Angelo; Co. Clerk’s Office of Probate, San Antonio.


Wills, online archive.

Note: This is the same as the Journal format, p. 804.


MILITARY AND PENSION

Military records, state, pp. 442; 604-05.

1. James Alexander Reynolds, Pvt. (Waddell’s Battery), Confederate pension application no. 09856, Archives and Information Services Division, Texas State Library and Archives Commission [TSLAC], Austin, Texas, Bastrop Co.

3. James Alexander Reynolds Confederate pension no. 09856, TSLAC, Austin, Texas.

Military records, database by individual.


Books, p. 705; citing the name, see p. 696.

Note: The name of interest does not need to be entered if it is given in the text or unless it is spelled in an unexpected way. If entered, the name should follow the page number as in the second example below.


Pension records, service member, pp. 603-04.

Pension records, widow's file, p. 604.
1. Harriet Elizabeth Sanders, widow's pension application no. 761,251, certificate no. 947,787, service of William B. Bingham ( Pvt., Co. E, 11th Ind. Inf., Sgt., Co. B, 11th Ind. Inf. & Capt., Co. G, 53rd U.S. Col. Vol. Inf., Civil War); Case Files of Approved Pension Applications ... , 1861-1934; Civil War and Later Pension Files; Dept. of Veterans Affairs, Record Group 15; National Archives, Washington, D.C.
3. Harriet Elizabeth Sanders, widow's application no. 761,251, Civil War, RG 15, NA-Washington.

Pension records, single document within file

Military records, online digital images, pp. 605-06.
Note: Use “n.d.” when no date of publication is known.

Military records, online databases and indexes, pp. 597-98; 601-02; 605.


Military records, draft registration, online digital image, p. 598.


IMMIGRATION AND TRAVEL

Passenger lists, online digital image, p. 578.


Passport applications, online digital image, pp. 605-06.


FAMILY TREES

Note: “Descriptive comments.”

Family trees, online database, p. 438.


3. Payne, Kenosha Kin-Nections, database, Rootweb WorldConnect, entry, Parley John Foster.


EMAIL

Personal email, pp. 154-55.

1. Linda E. Perry, Annenberg, Virginia [EMAIL ADDRESS FOR PRIVATE USE], to Kathryn P. Orlans, email, 24 Aug. 2012, Alexander Maltsberger’s Civil War Service File, Civil War Project. Perry is a descendant of Michael Maltsberger and long-time family researcher.

2. Linda E. Perry to Kathryn P. Orlans, e-mail, 24 Aug. 2012.

Census Records

For some years, the U.S. Census Bureau compiled multiple schedules, such as a population schedule or manufactures schedule or slaves schedule. For 1820 and 1850 onward, citations should indicate which schedule is referenced.

When a name is misspelled in the census, it can be corrected in brackets as in Jacob Malsberger [Maltsberger], or placed in quotation marks as in Sebastian “Cuntz” or “Cantz.” Examples of both are found below but the author should be consistent. When a dwelling or family number is not available, line numbers should be cited.

For Our Heritage, when provided, it is always correct to use both dwelling and family number as Ms. Mills prefers, but the use of family number by itself is sufficient. Examples of both are found in our template. Authors should be consistent.

If you have a consecutive citation to the same county and state, you can use “ibid” followed by the new data. See Mills, 6.21 (pp. 272-73).
In *Ancestry.com* and other online resources, indexes of the U.S. census can be databases that are linked to digital images. For a specific person, Ms. Mills gives examples of how to cite the database as well as the digital images. Our examples of citations for census records follow the digital format which is most likely to be consulted.

At the risk of being redundant, we have provided a census example for several years of the microfilm format, and every year for online images. Since census records are such an essential part of genealogical research, we hope to make them as easy to cite as we possibly can.

Ms. Mills mentions that unusual situations on censuses should be noted, such as the arrangement of households in alphabetical order. Such “descriptive comments” can affect how you analyze the material. This information has been provided in our template because it varies from 1790-1840. See 6.21 (pp. 272-73) in *EE*.

<table>
<thead>
<tr>
<th>First Full Reference Note</th>
<th>Subsequent Reference</th>
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<td><strong>1790 census, online image, pp. 266-75.</strong> Note: There was no set page design for this census. You may or may not need to cite columns. It was unusual for three names to appear as part of one household and so it is noted.</td>
<td>1. 1790 U.S. census, Prince George Co., S.C., Georgetown, p. 507 (penned), col. 4, John Dozier in household of John Dozier, John Tiler and Wm Oldgee; digital image, <em>Ancestry.com</em> (<a href="http://www.ancestry.com">http://www.ancestry.com</a> : accessed 22 Jan. 2013); citing NARA microfilm publication M637, roll 11. This census rearranges households into semi-alphabetical order. 2. 1790 U.S. census, Prince George Co., S.C., Georgetown, p. 507 (penned), line 31, John Dozier in household of John Dozier, John Tiler and Wm Oldgee.</td>
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<tr>
<td><strong>1800 census, online image</strong> 1. 1800 U.S. census, Abbeville Co., S.C., p. 20 (stamped), line 7, John Banks; digital image, ProQuest, <em>HeritageQuest Online</em> (access through participating libraries : accessed 8 December 2006); citing NARA microfilm publication M32, roll 47. This census rearranges households into semi-alphabetical order.</td>
<td>3. 1800 U.S. census, Abbeville Co., S.C., p. 20 (stamped), line 7, John Banks.</td>
</tr>
<tr>
<td><strong>1800 census, NARA microfilm</strong> 1. 1800 U.S. census, Abbeville Co., S.C., p. 20 (stamped), line 7, John Banks; NARA microfilm publication M32, roll 47. This census rearranges households into semi-alphabetical order.</td>
<td>Same as above.</td>
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<td>Year</td>
<td>Source</td>
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<td>1810 census, NARA microfilm</td>
<td>1. 1810 U.S. census, Ohio Co., Ky., p. 445 (penned), line 29, John Dozier; NARA microfilm publication M252, roll 8.</td>
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<tr>
<td>1820 census, online image</td>
<td>Note: Since more than one schedule was compiled in 1820, it is necessary to indicate “population schedule.”</td>
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<tr>
<td>1830 census, NARA microfilm</td>
<td>1. 1830 U.S. census, Lawrence Co., Ill., p. 279 (penned), line 8, Nimrod Canterbury; NARA microfilm publication M19, roll 38.</td>
</tr>
<tr>
<td>1840 census, online image</td>
<td>Note: When a page number is absent, the term “unpaginated” is used.</td>
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1840 census, NARA microfilm
Note: “no twp.” appears because it is unusual for none to be stated.

1. 1840 U.S. census, Ohio Co., Ky., no twp., unpaginated, line 16, Charles M. Dozur [Dozier]; NARA microfilm publication M704, roll 121. This census rearranges households into semi-alphabetical order.


1850 census, online image


3. 1850 U.S. census, Dist. of Charleston, S.C., pop. sch., St James Goose Creek Parish, unpaginated, fam. 229, Wm R. Reynolds.

Note: In slave schedules, a person cited should be noted as a slave or owner. Since the listed owner may be a manager, it is proper to label the person as “Owner or Manager.” See pp. 276-77.


1850 census, NARA microfilm


3. 1850 U.S. census, Coles Co., Ill., pop. sch., Independence Precnt, p. 93B (stamped), dwell. & fam. 73, Elzira “Canterbery.”

1860 census, online image


1860 census, NARA microfilm
Note: Misspelled names may be placed in parentheses or brackets.

1. 1860 U.S. census, Bexar Co., Texas, population schedule, Post Office San Antonio, p. 301 (penned), p. 495 (stamped), dwelling 2522, family 2410, Sebastian "Cuntz" or "Cantz;" NARA microfilm publication M653, roll no. 1288.


1870 census, online image


3. 1870 U.S. census, Montgomery Co., Pa., pop. sch., Pottstown, p. 6 (penned), fam. 48, Jacob Malsberger [Maltsberger].

1870 census, NARA microfilm


1880 census, online image
Note: From 1880 onward enumeration districts are included. It is permissible to only list the family number for Our Heritage.


3. 1880 U.S. census, Bexar Co., Texas, pop. sch., Prec. 2, enumeration district (ED) 19, p. 6B, dwell. 45, fam. 47-48, Alex and Aaron Maltsburger [Maltsberger].

1880 census, NARA microfilm

1. 1880 U.S. census, Bexar Co., Texas, population schedule, Post Office-San Antonio, enumeration district (ED) 19, p. 2 (penned), family 8, John Wiegand; citing NARA microfilm publication T9, roll 1291.

3. 1880 U.S. census, Bexar Co., Texas, pop. sch., P.O. San Antonio, ED 19, p. 2 (penned), fam. 8, John Wiegand.

1900 census, online image


1910 census, online image


1920 census, online image

1. 1920 U.S. census, Travis Co., Texas, population schedule, Ward 2 - Confederate Home, enumeration district (ED) 97, sheet 2A, p. 151 (stamped), line 24, J. A. Reynolds; digital image, Ancestry.com (http://www.ancestry.com : accessed 10 Oct. 2012); citing NARA microfilm publication T625, roll 1852. The home covers Sheet 1A, p. 150 (stamped) to sheet 4B, (no stamp) and has no one person indicated as the person in charge of the institution. There were 348 inmates.


1930 census, online image at Heritage Quest

Note: See p. 269 for an explanation of citing HeritageQuest Online. The name of a database provider does not appear in italics, but the website does.

1. 1930 U.S. census, Dallas Co., Texas, population schedule, Mesquite, enumeration district (ED) 57, p. 201 (stamped), dwelling 1, family 1, Harry Shaw; digital image, ProQuest, HeritageQuest Online (access through participating libraries : accessed 23 January 2013); citing NARA microfilm publication T626, roll 2322.

2. 1930 U.S. census, Dallas Co., Texas, pop. sch., Mesquite, ED 57, p. 201 (stamped), dwell. 1, fam. 1, Harry Shaw.


1940 census, online image


2. 1940 U.S. census, Warrick Co., Ind., pop. sch., Boonville City, Boon Twp., ED 87-4, Sheet 4B, household 116, Margaret Howard.

3. 1940 U.S. census, Warrick Co., Ind., pop. sch., Boonville City, Boon Twp., ED 87-4, Sheet 4B, household 116, Margaret Howard.

State sponsored census, online digital images, pp. 296-97.


2. 1945 Fla. State census, Polk County, pop. sch., Lake Garfield, p. 2 (penned), line 11, John W. Kreps.

3. 1945 Fla. State census, Polk County, pop. sch., Lake Garfield, p. 2 (penned), line 11, John W. Kreps.