



Appendix B

Source Templates

Family Tree Maker includes more than 170 source templates based on the Quick-Check models used in Elizabeth Shown Mills's book *Evidence Explained*—the premier reference for citing genealogy sources. Source templates take the guesswork out of citing facts: no more wasted time entering irrelevant information; no more hoping that you've captured the right data; and no more wondering whether other family members will be able to follow your research paths. And templates also ensure that your sources are consistent.

This appendix lists all the source templates that are available, organized by source group and category.

Archives and Artifacts

Category	Templates
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Archived Material

Artifact

Digital Archive

Manuscript Record by Collection

Manuscript Record by Document

Manuscript Record by Series

Personal Bible

Portrait

Research Report

Unpublished Narrative

Vertical File

Category	Templates
Preservation Film	FHL-GSU Preservation Film In-House Film
Private Holdings	Artifact Diary or Journal Family Bible Records Family Chart or Group Sheet Historic Letter Interview Tape and Transcript Legal Document—Unrecorded Family Copy Personal Correspondence Personal Email Research Report Tradition, Recorded Firsthand Knowledge

Business and Institutional Records

Category	Templates
Corporate Records	Bound Volume Document—Loose Record Extract Supplied by Staff Microfilm Online Database Online Image
Lineage Society Records	Application File Online Database
Organizational Records	Archived In-House Archived Off-Site
Professional Reports	Genetic Testing Historical Research—Corporate Historical Research—Online
School Records	Administrative Material Student Transcript

Cemetery Records

Category	Templates
Cemetery Office Records	Personally Used Supplied by Staff Online Image Preservation Film, FHL-GSU
Grave Markers	Rural Location Urban Location Online Image
Memorial Plaques	Memorial Plaque
Derivatives	Cemetery Abstract—Vertical File Cemetery Abstract—Card File Online Database

Census Records

Category	Templates
Original Manuscripts	Local Copy—United States Federal Census National Archives Copy
Digital Images	CD/DVD—United States Online Archive—France Online Archive—United Kingdom and Wales Online Commercial Site—Generic by Census Year and Location Online Commercial Site—Generic by Census Year Population Schedule—U.S., 1790-1840 by Census Year and Location Population Schedule—U.S., 1790-1840 by Census Year Population Schedule—U.S., 1850-70 by Census Year and Location Population Schedule—U.S., 1850-70 by Census Year Population Schedule—U.S., 1850-60 Slaves by Census Year and Location Population Schedule—U.S., 1850-60 Slaves by Census Year Population Schedule—U.S., 1880-1930 by Census Year and Location Population Schedule—U.S., 1880-1930 by Census Year

Category	Templates
Microfilm	Native American Tribal Census Non-population Schedule—NARA Film Non-population Schedule—FHL-GSU Film Non-population Schedule—UNC Film Population Schedule—U.S., 1790-1840 by Census Year and Location Population Schedule—U.S., 1790-1840 by Census Year Population Schedule—U.S., 1850-70 by Census Year and Location Population Schedule—U.S., 1850-70 by Census Year Population Schedule—U.S., 1850-60 Slaves by Census Year and Location Population Schedule—U.S., 1850-60 Slaves by Census Year Population Schedule—U.S., 1880-1930 by Census Year and Location Population Schedule—U.S., 1880-1930 by Census Year Population Schedule—U.S. State-Level Copy: In-House Film State-Sponsored Census—FHL-GSU Preservation Film
Derivatives	Database, CD/DVD Database, Online SOUNDEX and Miracode, Microfilm Statistical Database, Online, User-Defined Report

Church Records

Category	Templates
Church Books	Named Volume—Held by Church Numbered Volume—Held by Church Named Volume—Archived Off-Site Numbered Volume—Archived Off-Site
Image Copies	Digitized Online Microfilm—FHL-GSU Preservation Copy Microfilm—LDS Records at the FHL Microfilm—Publication
Derivatives	Church-Issued Certificate Church Record Book, Recopied Church Records Database, Online

Local and State Records—Courts and Governance

Category	Templates
Original Records	Local—Case File Local—Record Book Local—Case File, Archived Off-Site Local—Record Book, Archived Off-Site State Level—Appeals Court Record Book State Level—Legislative Petitions and Files
Image Copies	CD/DVD Microfilm—Archival Preservation Copy Microfilm—FHL-GSU Preservation Copy Online Image
Derivatives	Database Online

Local and State Records—Registrations, Rolls, and Vital Records

Category	Templates
Local Records	File Item File Moved to State Archives Registers—Named Volume Registers—Numbered Volume Vital Records Certificate Vital Records Register Vital Records, Amended Vital Records, Delayed
State-Level Records	Miscellaneous Files Vital Records Certificate Vital Records Register Vital Records, Amended

Local and State Records—Property and Probate

Category	Templates
Original Records	Local—Case File Local—Registers Local—Tract (Plat) Book State Level—Land-Grant Registers State Level—Land Warrants, Loose
Image Copies	CD/DVD Microfilm Online
Derivatives	Abstracts, Online Database, Online

National Government Records

Category	Templates
Original Materials (United States)	Audio Recordings—National Archives Manuscript—Library of Congress Manuscript—National Archives Manuscript—National Archives, Regional Map—National Archives Photograph—Library of Congress Railroad Retirement Board Pension File Social Security Administration Forms SS-5
Databases	CD-ROM Publication Database Online—National Archives (Australia) Database Online—National Archives (Canada) Database Online—National Archives (United Kingdom) Database Online—National Archives (United States) Database Online—Generic (any country; any online database) Database Online—Social Security Death Index

Category	Templates
Image Copies	NARA Microfilm—NARA-Style Citation NARA Microfilm—Publications-Style Citation
Images Online	Online Image—Library of Congress Online Image—National Archives (U.S.) Online Image—Patent and Trademark Office (U.S.)

Publications—Books, CDs, DVDs, Maps, Leaflets, and Videos

Category	Templates
Print Publications	Book—Basic Format Book—Chapter Book—Edited Book—Multi-volume Set Book—Reprint Book—Revised Edition Leaflet Map
Electronic Publications	Audio book CD/DVD Book—Text Video Website as Book
Image Copies	CD/DVD Publication Microfilm—FHL-GSU Preservation Copy Microfilm Publication Online Publication

Publications—Legal Works and Government Documents

Category	Templates
Book—Basic Format	Book—Basic Format
Legal Reference Works	Case Reporter—Series Named for Editor Case Reporter—Standardized Series Codes and Statutes, Online—State Database Codes and Statutes, Online—United States Code Slip Law—Federal Statutes—Federal Statutes—State
Printed Government Documents	Congressional Records—Citing Volume from Title Page Congressional Records—Traditional Academic Style Congressional Records—Online Images National Archives (U.S.) Guides—Descriptive Pamphlet, Online National Archives (U.S.) Guides—Preliminary Inventory, Microfilmed

Publications—Periodicals, Broadcasts, and Web Miscellanea

Category	Templates
Periodicals	Journal Article—Print Edition Journal Article—Online Archive of Print Journal Journal Article—Online Journal Magazine Article—Print Edition Magazine Article—Online Reprints, Random Title Newsletter Article—Print Edition Newspaper Article—Print Edition Newspaper Article—Print Edition by Location Newspaper Article—Print Edition by Newspaper Name Newspaper Article—Online Archive by Author Name Newspaper Article—Online Archive by Newspaper Name
Broadcasts and Web Miscellanea	Blog Discussion Forum or List Podcast Radio or Television Clip