

# Documenting your Sources

A genealogist's guide

by

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# Covering

- Why? & When?
- How - using Australian examples
- Shortcuts
- Help on the internet

# Quote

*“Research, Evidence, citation and analysis are inseparable. Evidence is the vehicle that moves our research from curiosity to reality. Citation and analysis are the twin highways that get us there, smoothly and safely.”*

*Mills, Elizabeth Shown. Evidence! citation & analysis for the family historian. Baltimore, Genealogical Pub. Co. 1997*

# Why?

- Accurate and comprehensive citations demonstrate the quality of your research
- Citations assist the reader to understand the context & strengths of your arguments
- Citations allow you to acknowledge other researchers & authors who helped in your work.

# Why?

- It protects you against charges of plagiarism
- It allows other researchers to track down and use the source themselves both now & in the future

# When?

- Using statements of facts that are not common knowledge or information that is unfamiliar to your readers. Eg. WW1 started 1914 vs when John Smith enlisted.
- Cite sources when quoting, paraphrasing or summarizing.
- Cite sources that add relevance no matter what for it is. Eg. Verbal, letter, email, etc.

# How - Style

- Effective citations are complete and consistent
- There are a variety of styles
  - Harvard (Author/date system)
  - Chicago (used by Elizabeth Mills)
  - Vancouver (a footnote/ endnote style)

# Style - how cont.

- Styles set by Professional Association & Journals
  - Modern Language Association (MLA)
  - American Psychologists Association (APA)
  - Chemists
  - Lawyers
  - etc.

# Book citation

- Author/Editor/Compiler's Surname,  
Author/Editor/Compiler's First name. *Title*.  
Edition. Place of publication, Publisher,  
Year of Publication.
- Hawkings, David T. *Bound for Australia*.  
Sydney, Library of Australian History,  
1988.

If necessary  
Check a library catalogue for details

EXPORT SAVED LIST

CLEAR SAVED RECORDS

START OVER

**Record 1 of 1**

*Author*

Hawkins, David T.

*Title*

**Bound for Australia / David T. Hawkins.**

*Published*

North Sydney : Library of Australian History, 1988 [i.e. 1987].

**LOCATION**

**CALL NO**

**STATUS**

Bundoora General

929.1072094 H392b 1988

AVAILABLE

*Description*

[269]p. : ill.

*Subject*

Convicts -- Australia.

Australia -- Genealogy -- Archival resources.

*Notes*

Simultaneously published: Chichester, Sussex : Phillimore.

Includes index.

*Bibliography*

Bibliography: p. 256.

*ISBN*

0908120664

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# Chapter in Book

- Author's Surname, Author's First name.  
Title of Chapter. In Editor or Compiler's  
Surname, Editor or Compiler's first name or  
initial. *Title of Book*. Edition . Place of  
Publication, Publisher's name, Year of  
Publication.

## Chapter in Book cont.

- McDougall, Anne M. McDougall, John Keith. In Forth, Gordon, editor. *The Biographical dictionary of the Western District of Victoria*. South Melbourne, Hyland House Pub. Pty. Ltd. 1998. p. 101-102.

# Journal article

- Author's Surname, Author's First name.  
Title of Article. *Title of journal*. Volume number (issue no), Year of publication: page numbers.
- Kent, Alan. Blanch Hendra's legacy.  
*Cornwall Family History Society journal*, 89, September 1998: 22-23.

# Newspaper article

- Ross, Caroline. All in the family. *The Sun* (Melbourne), 30 April 1976. p 40-41.

# CD- ROM generally

- Author/Editor. *Title of Publication*. Medium. Edition Statement. Place of Publication, Publisher, Date.
- Registry of Births, Deaths and Marriages, Victoria. *Victorian Pioneer index 1837 - 1888: an index to Births, Deaths and Marriages*. CD ROM. Melbourne, RMIT in association with The Registry, 1991

# CD-ROM individual record

- Horman, Charles Lyster. Birth 1865  
Registration no. 22271. Registry of Births,  
Deaths and Marriages, Victoria. *Victorian  
Pioneers Index 1837 - 1888: an index to  
births, deaths and marriages*. CD-ROM.  
Melbourne, RMIT in association with The  
Registry, 1991.

# CD ROM - later edition

- Moodie, William. Death 1871 Registration no. 7086. Registry of Births, Deaths and Marriages, Victoria. *Pioneer Index, Victoria 1836 - 1888 index to births, deaths and marriages*. CD-ROM. Melbourne, The Registry, 1999

# Birth registration

- Clarence Mary Muriel Wilson, birth certificate no. 35434 (1889). Registry of Births, Deaths and Marriages, Melbourne, Victoria.

# World Wide Web

- Authors name. “Title of document” *Title of complete work (if relevant)*. Date of publication or last revision. <URL in angle brackets> (Date of access in parentheses)

# World Wide Web

- Archives Office of Tasmania and National Heritage Foundation “Roberts, George” *Tasmanian Family Link*. 18 December 1997.  
<<http://pioneers.tased.edu.au/taslink3asp?ID=43315>> (31 August, 2000)

# E-Mail message

- Author's name.<address?> "Subject line"  
Date of sending. Type of communication  
(personal email, distribution list) Date of  
access in parentheses.
- Gooch, John. <jjgooch@gil.com.au>  
"Genealogy query re jane quick" 6 February  
1999. (personal email) 2 September 1999.

# Personal Letter

- Letter from Joan E. Lindsay. (11 James Avenue, Brooklyn Park. S.A. 5032) to Meg Bate. 3 August 1998. Held by Meg Bate. Others comments as required.

# Interview

- Interview with Patricia White. (23 Haig Avenue, Edithvale. Vic.) by Meg Bate, 10 April 1980. Transcript held by Meg Bate. Other notes as required.

# Probate

- Archival Authority, Agency which created/maintained the records, Series and Consignment, Unit, Item/file including description.
- Public Record Office of Victoria. VPRS 28/P3, Unit 2194, file 240951 Will of Hugh Aitchison Campbell.