

DOCUMENTATION - SOURCE NOTES

Include the following when sourcing information:

Title, Author, Publisher (year), Place of Publication, Page numbers, Call numbers, Place where research was done, Type of source such as book, microfilm, microfiche, letter, family bible, family member, etc., List if information is in the possession of someone else, including his/her name, address, telephone number, email.

Type of Record	Information for Source Notes
<i>Books</i>	Author, title, publication facts (place of publication: name of publisher, year published), page number, where you found it, call number
<i>Census Records</i>	Specific descriptive title, civil division, page numbers or other specific designation, location and form of record, where you found it, call number, image number if digital)
<i>Cemetery Records</i>	Descriptive title, significant dates, specific location, form used, repository, call number
<i>Church Records</i>	Descriptive title, significant dates, specific location, form used, repository, call number
<i>Civil Vital Records</i>	Descriptive title, significant dates and numbers, specific location of the document, form used, repository, call number
<i>Courthouse Records</i>	Descriptive title of the record, significant dates, specific location of the records, form used, repository, call number
<i>Family Bible Records</i>	Name and principal residences of original owner, publication information, including title, city, publisher, and date of publication, present owner's name and address (or agency or library), form used and location, where you found it, call number
<i>Letters</i>	Description of the letter (who is the letter to and from & summary), date, specific location of the letter, form used, repository or who has the letter
<i>Military Records</i>	Title for a particular record, file title and number, statement with reference to the government and the service, specific location of the file, form used, repository, call number
<i>Monographs</i>	Author, title, publication facts (place of publication: name of publisher, year published), page number, where you found it, call number
<i>Newspapers</i>	Name of newspaper (place of publication), date of issue, page numbers, section, column numbers, location, where you found it, call number
<i>Oral Interview</i>	Title of notes or tapes, date of interview, interview content, present owners name and address (in whose possession, form used and location, evaluation of interview is optional
<i>Periodicals</i>	Title of the article, name of periodical, volume, month/season and year, page numbers, where you found it, call number
<i>Pamphlets</i>	Author, title, publication facts (place of publication: name of publisher, year published), page number, where you found it, call number
<i>State and Federal Land Records</i>	Title for the particular record, type of record from which the entry was taken, statement with reference to the government agency or land office, specific location of the record, form used, repository, call number or image number if digital
<i>Tax Lists</i>	Specific descriptive title, civil division, page number or other specific designation, location and form or record, where you found it, call number
<i>Unpublished Documents</i>	Descriptive title of the document, significant dates or numbers, specific location of the document, form used, repository, where you found it, call number
<i>Web Site</i>	Descriptive title of web site, complete web site address, date of download, description of information

