
“Personal Ancestral File User’s Guide:

The Sources Screen

When using the “Edit” function for data entry, pressing the Source feature allows you to record information about where you find your family history information.

There are ten types of source fields available for data entry. They are: **Life, Birth, Christening, Death, Burial, Baptism, Endowment, Sealing-to-parents, Marriage & Divorce, and Sealing-to-spouse.**

The Source fields allows entering bibliographical data including: **Source Title, Author, Publication Information, Source/Call Number, Repository Name & Address, Film/Volume/Page Number, Date of Entry, Actual Text and Comments.**

Great care should be used in designing the source title. The source screen allows you to attach multiple sources to any event like a birth. The source title is a key field which will determine how the source is listed in the source list and how the sources are grouped together. If it is well designed it will allow for repeated use.

Rule 1: Source titles of a geographic area such as the name of a county or state should be written so that source can be used for every person in your data bank to whom it applies.

Rule 2: Start source titles with the surname to which it applies to allow grouping all sources with that surname.

Source Title (required field).

- For a published record, such as books, magazine articles, newspapers, compact discs, use the title on the cover or title page. Click the italics option for books.
- For an unpublished record, such as birth certificates, parish registers, census records, journals, private collections, write a brief description of the record, such as "Wooley, Samuel - Journal" or "St. Paul's Lutheran Church, Christening Records 1653-1805." Do NOT click italics option.
- Make the title for unique unpublished sources unique and clear where it identifies the material, like “*Oklahoma Certificate*” or “Mason, Terry - Journal.”
- The title of an article in a periodical or newspaper should be enclosed in quotation marks. The name of the periodical or newspaper should be entered in the Publication Information field in italics.

(Refer to Handout pages 3 & 4 for examples.)