



## 2. Sources

In general, a source is the communication from another person who told you something, or the document, CD, web site etc. containing a specific piece of information.

### Examples:

Communication from another person (interview, letter or email)

You decide if any attachments are treated as part of the email or as a separate source.

Books

Database on the web: IGI, Ancestry

CD ROM

record groups: census , civil registration.

### Sources in TMG

3 source “categories”, Lackey, Mills, custom .

*Found in File>Preferences>Current Project>Other*

Custom source types are needed for three reasons:

to have types meeting your needs,

to customize some for Canadian sources (see Alison Hare’s article), and

to customize others where needed (see Terry Reigel’s and John Cardinal’s sites)

*Tools > Master Source List >*

Can override the style for any particular source. (a good feature)

Use of Ibid – see p. 101 in Hoffman’s Getting the Most ... book

*Report > List of ... > Sources*

**Abbreviation** – never prints; only used for finding a source

Up to 50 characters long

Examples of Abbreviation styles in use.

1. Frank Alexander obituary [Mills] [my preferred style]

Exception: I record communications from people using the possessive, such as

“John Smith’s 1995 letter”.

2. Alexander, Frank – obituary [Sample database]

3. OBIT Alexander, Frank [TMG book, Ch.7, Jim Byram].

Pick a style that best helps you to find specific sources, or to browse all sources for one person.

*Tools > Source Types*

## Sample custom source type

Example:

Custom source type = .Birth registration

The period in the title puts it at the top of the list.

Includes: paper or film; include late regn, but not actual certs.

Template origin: Hare (mod) & TMG Birth Reg (~~state level~~) mod.

Abbrev./Short Title Exs: Jean Harrison's birth registration

Full title Ex: Jean Harrison's 1887 Ontario birth registration

Full Footnote sentence Ex : Jean Harrison, Ontario civil birth registration #015711 (1887);

Archives of Ontario Microfilm MS929 Reel 127. This birth in 1887 was registered in 1895.

Format: [NAME OF PERSON], [JURISDICTION] civil birth registration #[FILE NUMBER]

<([YEAR OF FILING] )> ; [REPOSITORY] <microfilm [MICROFORM INFO] . > <

[COMMENTS] . >

*To create a new source type, you need to use the "custom" source category*

## Process for entering a new tag, citation, source & repository.

citation

Tag . -----→ Source ----→ Repository

Method 1: (slower but less confusing)  
create Repository (if needed);  
create Source & link to repository;  
create tag and cite the source.

*Method 2: enter from tag end, in stages.  
Can be confusing with many windows open on top of one another.*

## What you need to decide about Sources

Choose your sources category: Lackey, Mills, or custom

Design & test custom source elements & types.

Style for Source Abbreviations

Will you use the source type "personal knowledge"

How and when will you use "Ibid".

Choose a preferred method of entering new sources.

## 3. Citations

In general, citation(s) link the information in your database to the source(s) of that information.

### Citations in TMG

Citations are links from tags to sources.

Each cited source has surety values assigned to fields labeled 12DPM

i.e. 1<sup>st</sup> person, 2<sup>nd</sup> person, Date, Place and Memo.

Surety Values (TMG default definitions)

A numerical value assigned to indicate the quality of a source in documenting a given fact recorded in the data set. The surety values are:

**3** = an original source, close in time to the event

**2** = a reliable secondary source; My default for most sources.

**1** = a less reliable secondary source or an assumption based on other facts in a source

**0** = a guess

- = the source does not support the information cited or this information has been disproved

*Reports > List of ... > Citations . . . examine some samples*

### **What you need to decide about citations**

Question

[my answer]

Will I use surety levels ?

*[yes]*

Definitions of surety levels

*[ in help file].*

When to use citation details

*[only for books ].*

## **4. Repositories**

In general, each source has a repository, which is where the source was found, or is now stored i.e. “where the information sits” (David Walker’s phrase)

Examples: an institution, a cemetery, or a person’s home

### **Repositories in TMG**

*See Tools > Master Repository List*

*Note repositories can be renumbered &/or merged.*

Can link one source to two repositories: where you found it, and where someone else could find it.

For the example of a newspaper clipping from a family member, one repository is your own home, where your copy is kept, and the other repository is the archives where that newspaper can be accessed.

Repositories are also used in the Research Log

### **What you need to decide about repositories**

How you will structure & order your repository ID numbers (using the renumbering feature to control ID numbers).

*[For convenience, I recommend that repository #1 be your own home, which I refer to as “the author’s own collection”].*