

Lancashire Family History & Heraldry Society



Chorley Branch Education Group Talk Handout First Steps

Record Keeping

- * is important that you keep the record of your research neat and tidy
- * Family History soon becomes complex and confusing
- * A good system keeps track of what you have done and what still needs to be done
- * If you are confident with a computer it is probably better to do your record keeping with a Family History computer program
- * A good program can store almost all of the information that you might find
- * However ...
- * A well-organized paper system is just as good

Facts to Record

- * There are many different types of facts to record
 - * Facts about individuals
 - * Facts about Families
 - * Facts about places
 - * Historical Facts
 - * Etc.
 - *

Facts about Individuals

- * Birth, Marriage and Death
- * Also Baptism and Burial
- * Photographs
- * Occupation
- * Residence
- * Nick names
- * Military
- * Education
- * Description
- * Immigration / Emigration
- * Medical History
- * Memorial Inscription
- * Newspaper Articles
- * Religion
- * Will
- * And many more

Facts about Families

- * Marriage & Banns
- * Census
- * Parents
- * Children
- * Photographs
- * Divorce
- * Wills
- * Holidays
- * Residence
- * Immigration / Emigration

Facts about Places or Historical Facts

- * These are used to fill in the background to a person's life
 - * Was the place where your ancestor lived mainly agricultural or residential or industrial?
 - * Where did he work?
 - * How far was it between home and his workplace
 - * What were living conditions like?
 - * In the period your ancestor lived were their lives affected by wars or economic slumps?
 - * Etc.

Sources

- * Whatever facts you record make a note of where you got it from
- * This is very useful for yourself and any who might follow you
- * The source comes in three parts
 - * The Citation
 - * The Source
 - * The Repository

The Citation

- * This is where you quote what you found and say what the source was
 - * E.g. For the Fact - Occupation of John Chapman – Joiner. The citation would be 1861 Census for John Chapman and family in Darlington. RG9/4259/F23/P21/S124 Date 21/11/2011
 - * Or
 - * George Chapman had a twin but the name is unknown – Verbal information from Jean Chapman Date 15/3/1990
 - * The 1861 Census and Jean Chapman in these examples are the Sources.
 - * The dates are the date the information was obtained.
 - * A Citation often has an image of the document attached.

The Source

- * The source should have a title
- * An indication of the type of information
- * The author
- * It can have the publication details
- * And usually has the repository name
- * For our two examples the sources would be
 - * 1861 Census, Type census, Repository – FindMyPast
 - * Jean Chapman, Type verbal (No repository)

The Repository

- * The repository is the place where you obtained the information
- * The repository information could include
 - * Name of Repository
 - * Address
 - * Contact Name
 - * Telephone Number
 - * Email
 - * Website

Some standard forms a Family Historian might use

- * Pedigree Chart – Ancestor Tree
- * Family Group Sheets
- * Individual Record Sheet
- * Census
- * GRO Birth, Marriage and Death Searches Sheets
- * Research Log
- * To Do List
- * Citation, Sources & Repository Lists
- * Etc. - Design your own to meet your needs

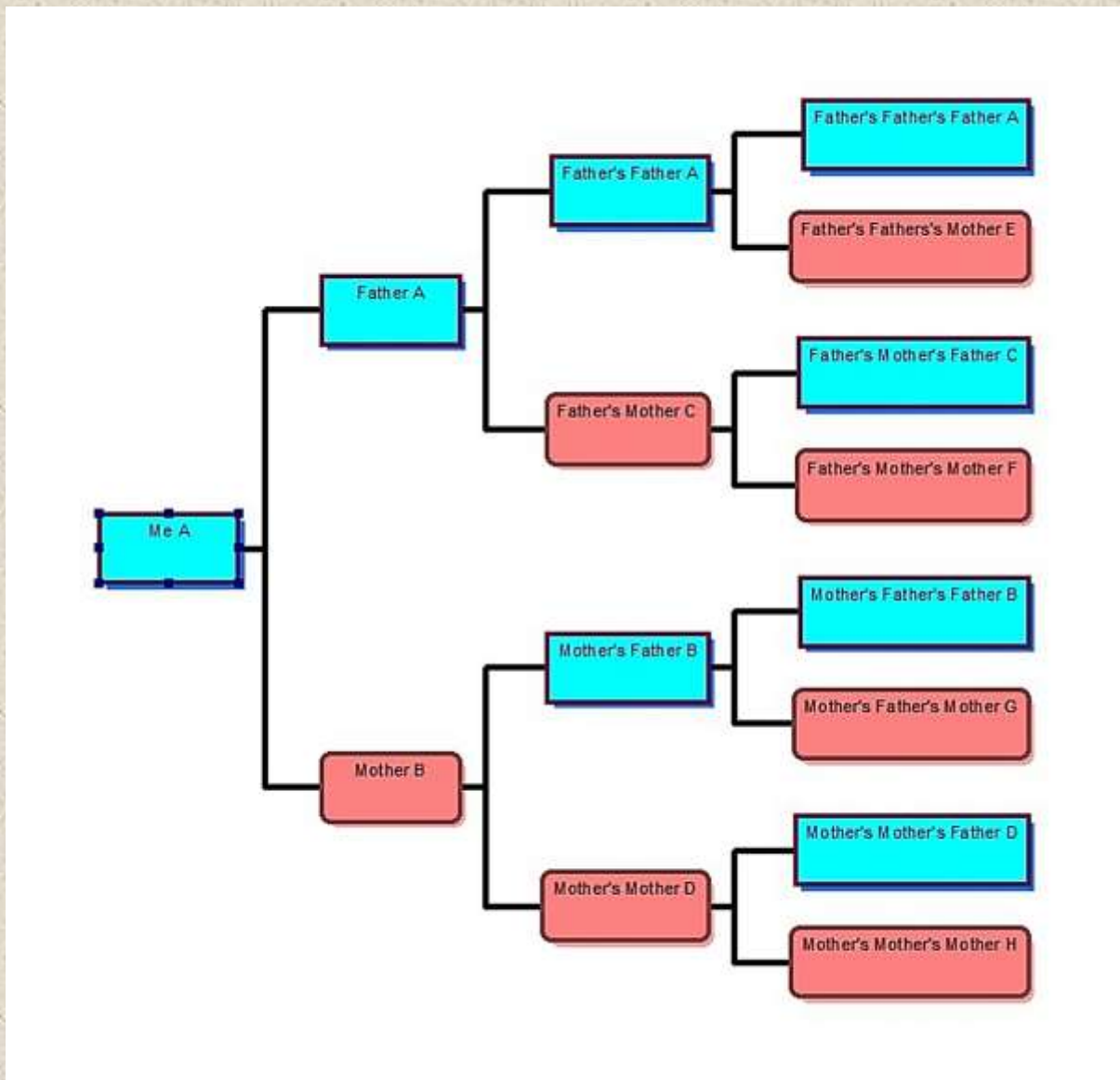
Numbering Systems

- * If you are using a family tree program then each individual is assigned a unique number
- * These allow you to identify one John Smith from another John Smith
- * If you are doing a paper based system it is a good idea to introduce one.
- * Many systems exist but a simple sequential one is easiest. When a person is added the next number is used.
- * You might see the Ahnentafel numbering system mentioned
- * It is an American Numbering system best suited to Genealogy and not Family History

Family Tree Charts

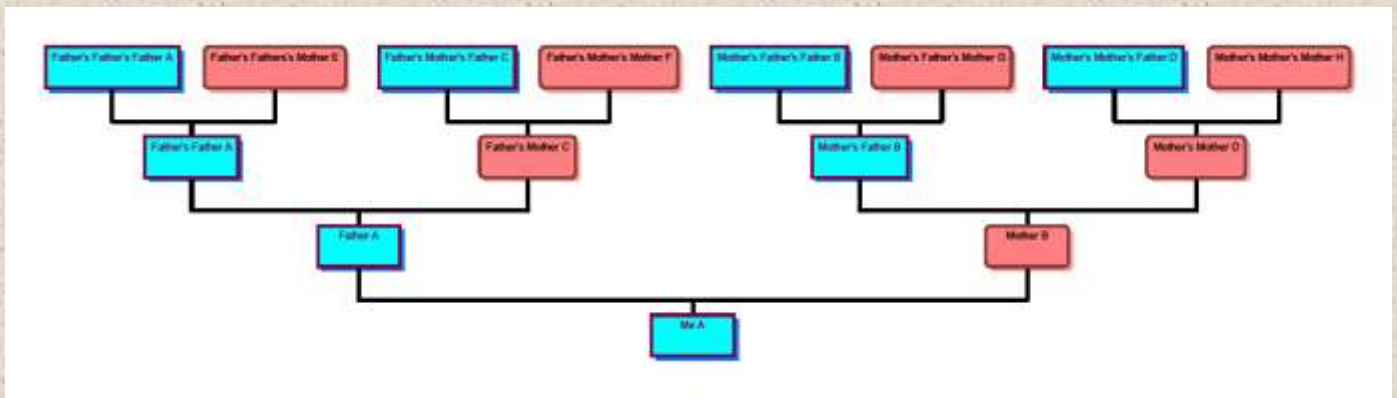
- * Two basic forms
 - * Ancestor or Pedigree Tree
 - * Descendant Tree
- * Both can be Horizontal or Vertical
- * Plus combination of the two
 - * Hour Glass Tree
 - * Bow tie Tree

Horizontal Ancestor or Pedigree Chart

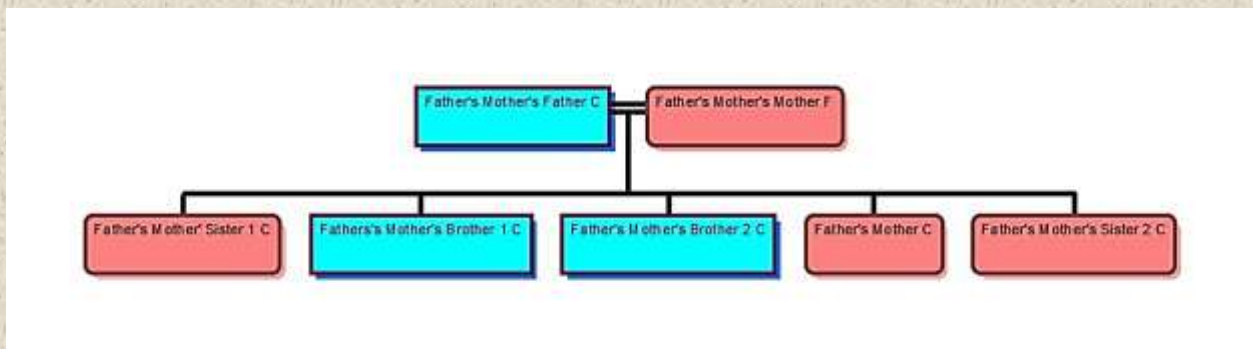


- * 4 Generations and 15 people
- * Not everyone appears on the diagram
 - * No siblings and no second marriages
- * The chart used a great deal in America

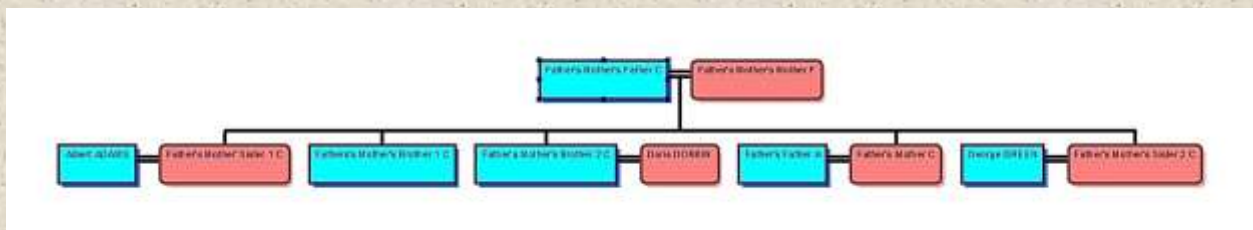
Vertical Ancestor or Pedigree Chart



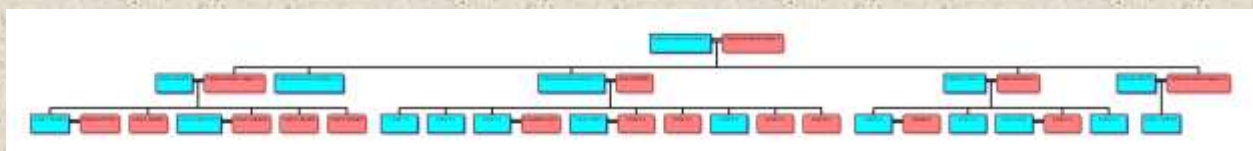
Vertical Descendant Chart



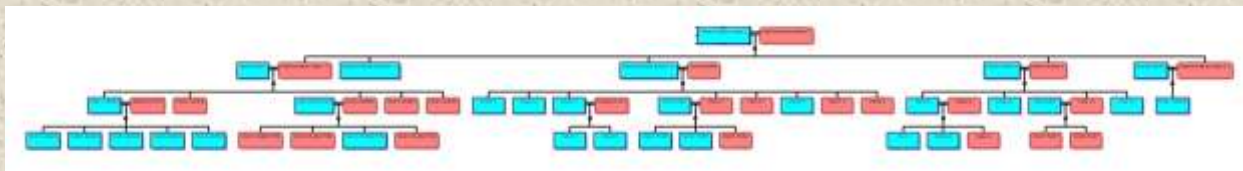
Two generations – 7 people –
no marriages for children



Two generations – 11 people –
with marriages for children

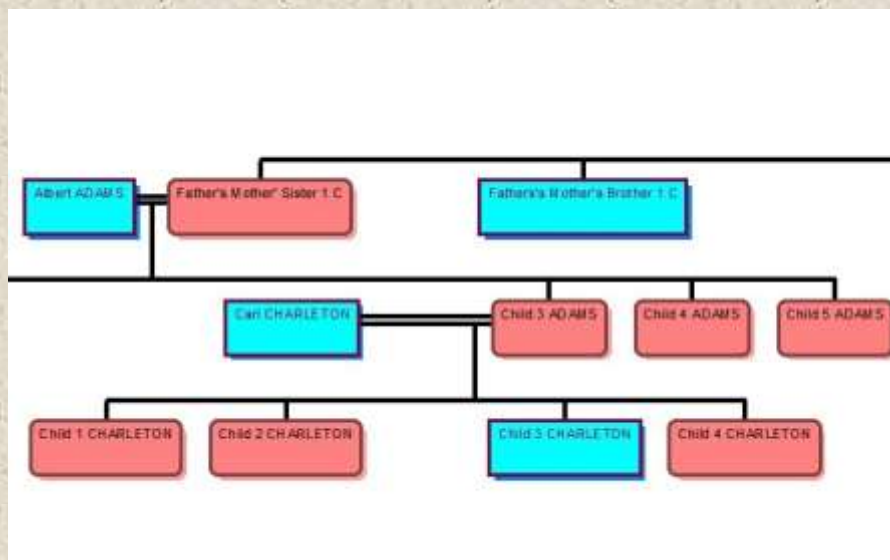
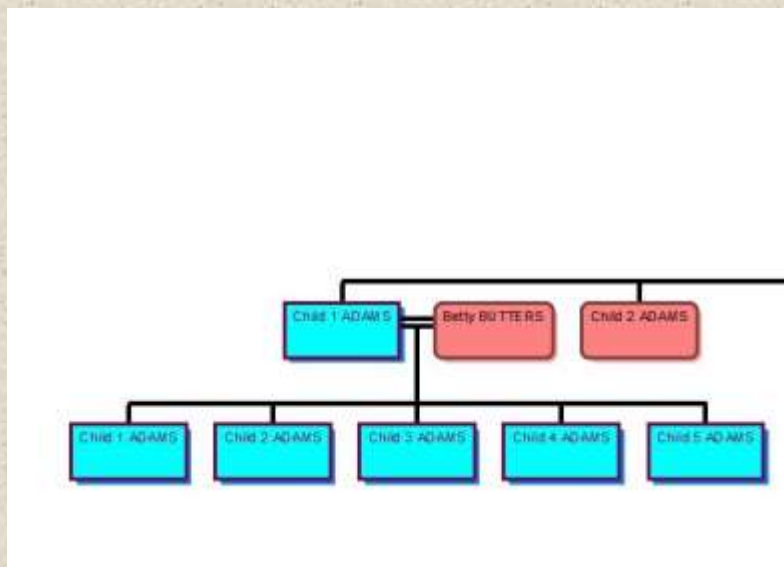


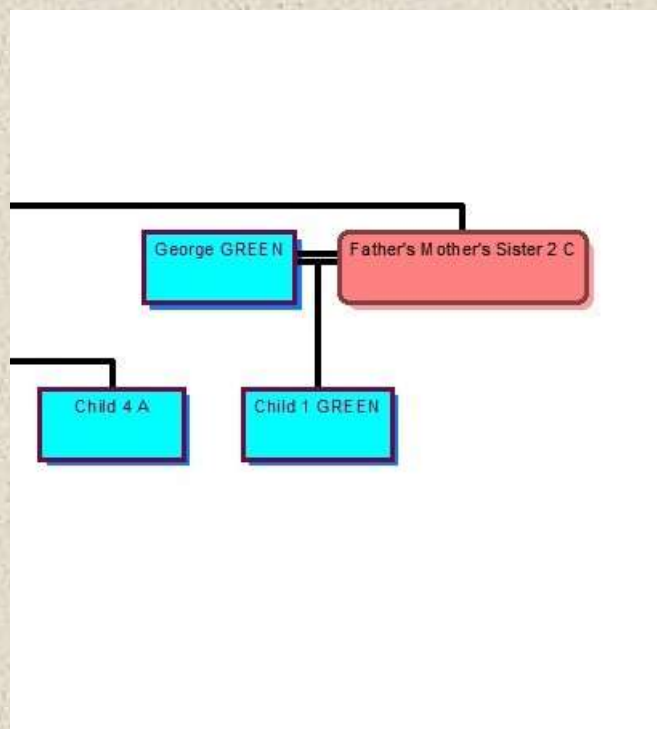
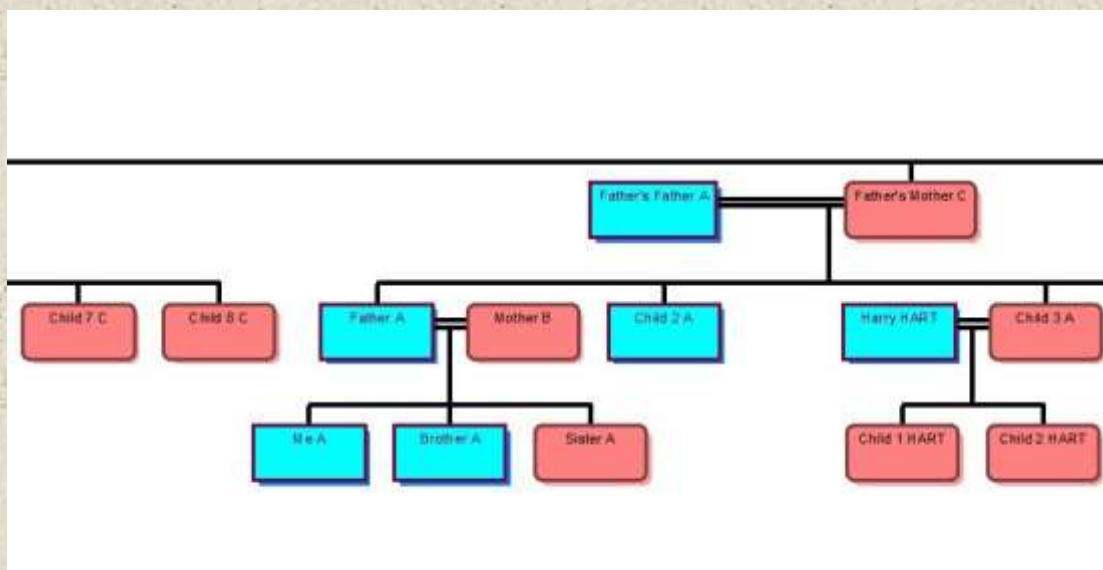
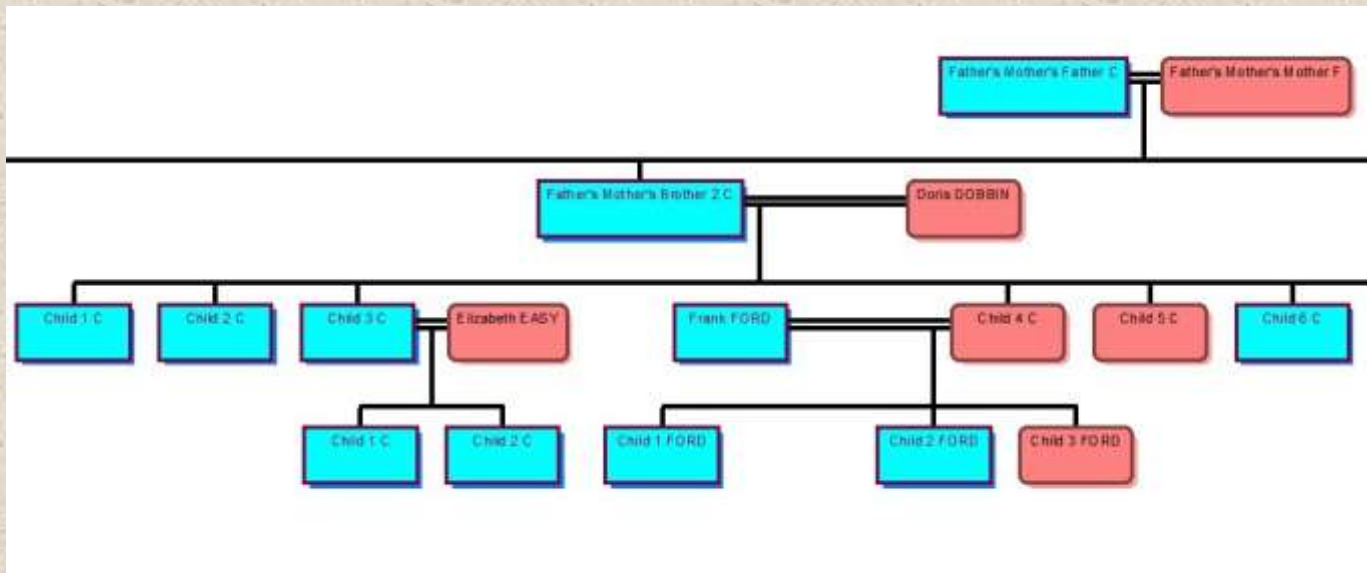
Three generations – 35 people –
with marriages for children



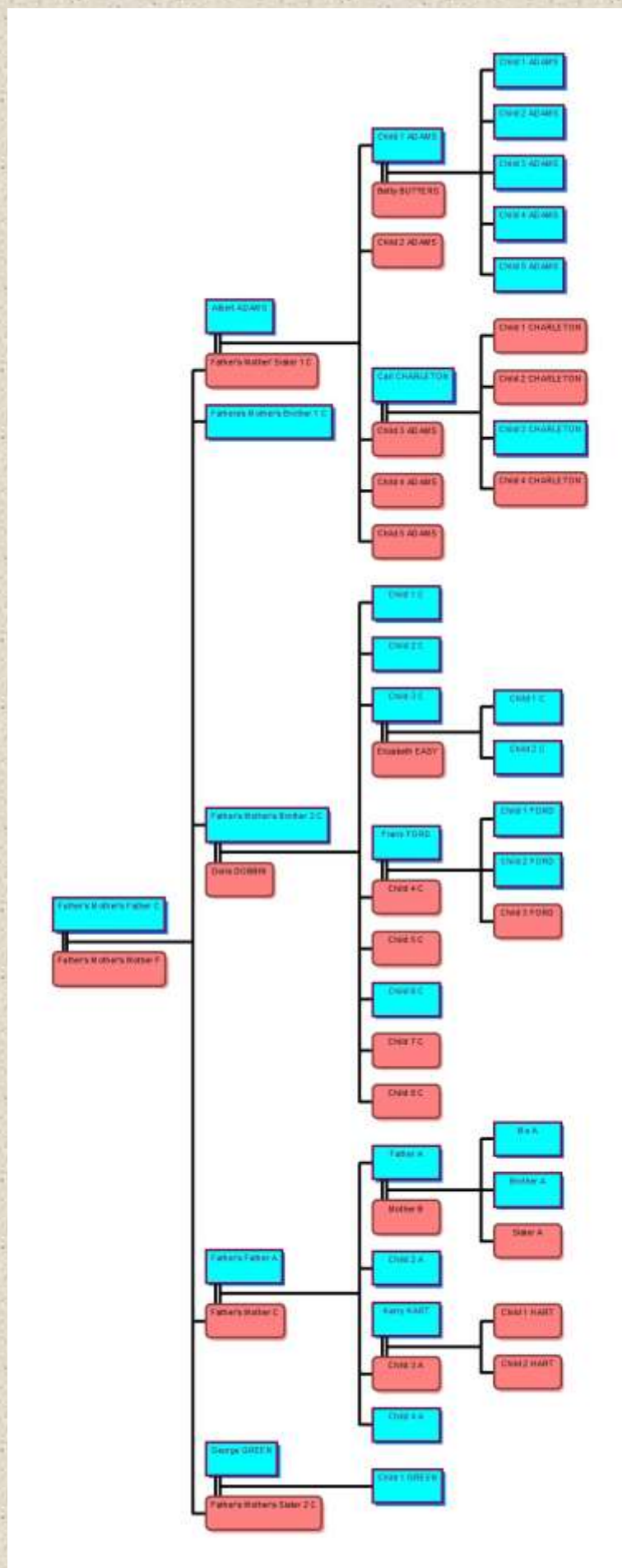
Four complete generations – 54 people
 Too many to easily show and this is the tree for just one pair of the 4 sets of great-grandparents.

You could split it over many sheets

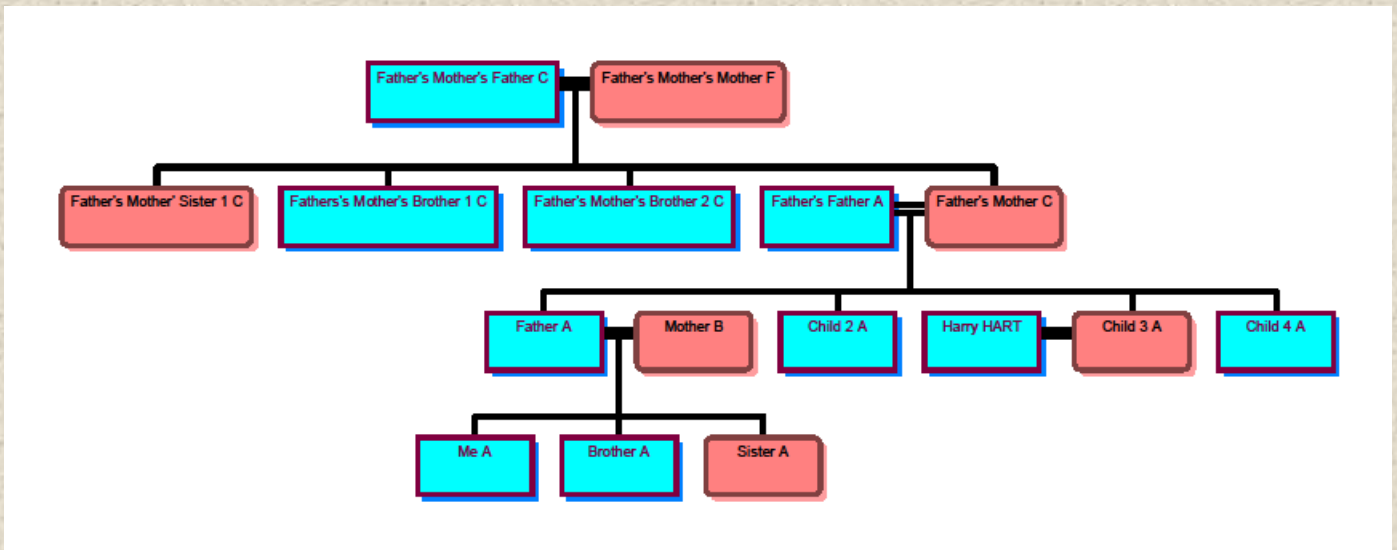




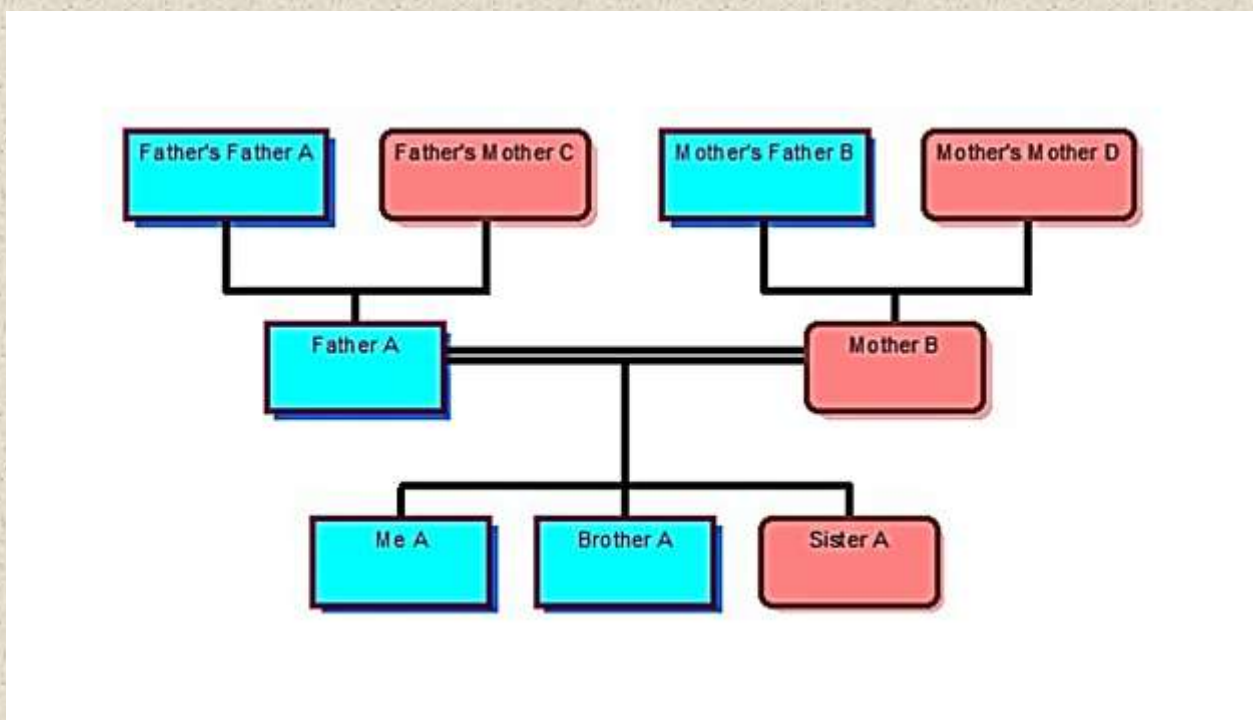
Displaying the chart horizontally only helps a little



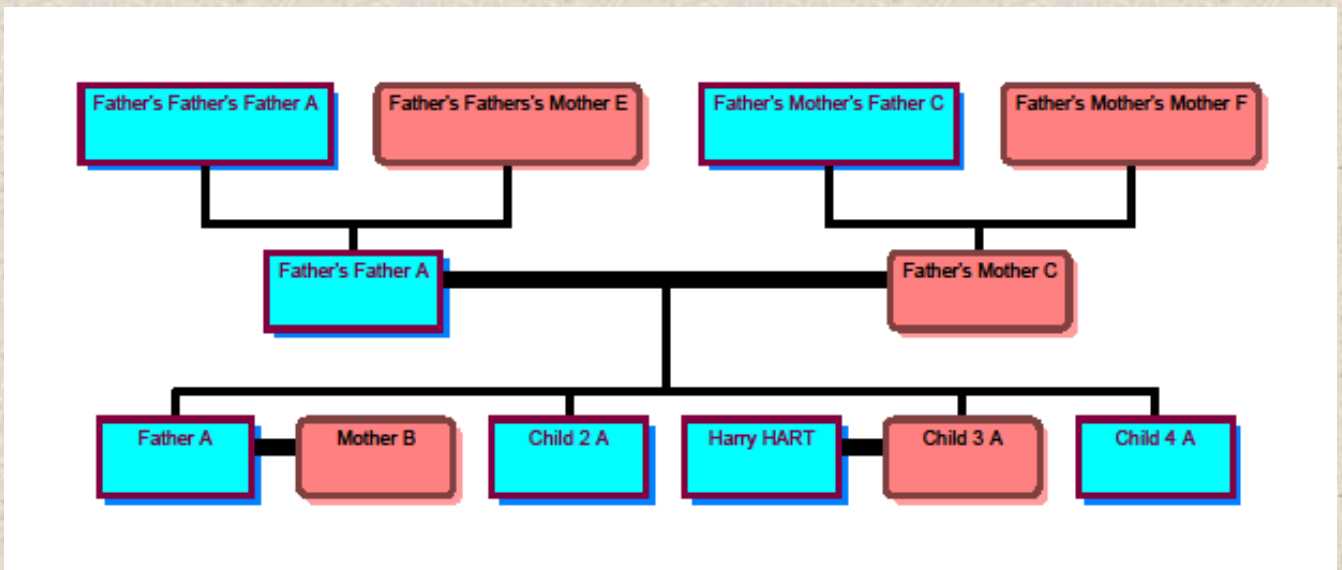
The layout might be cut back drastically to illustrate a particular point – in this this case the family between 'Great Grandfather C' and 'Me A'



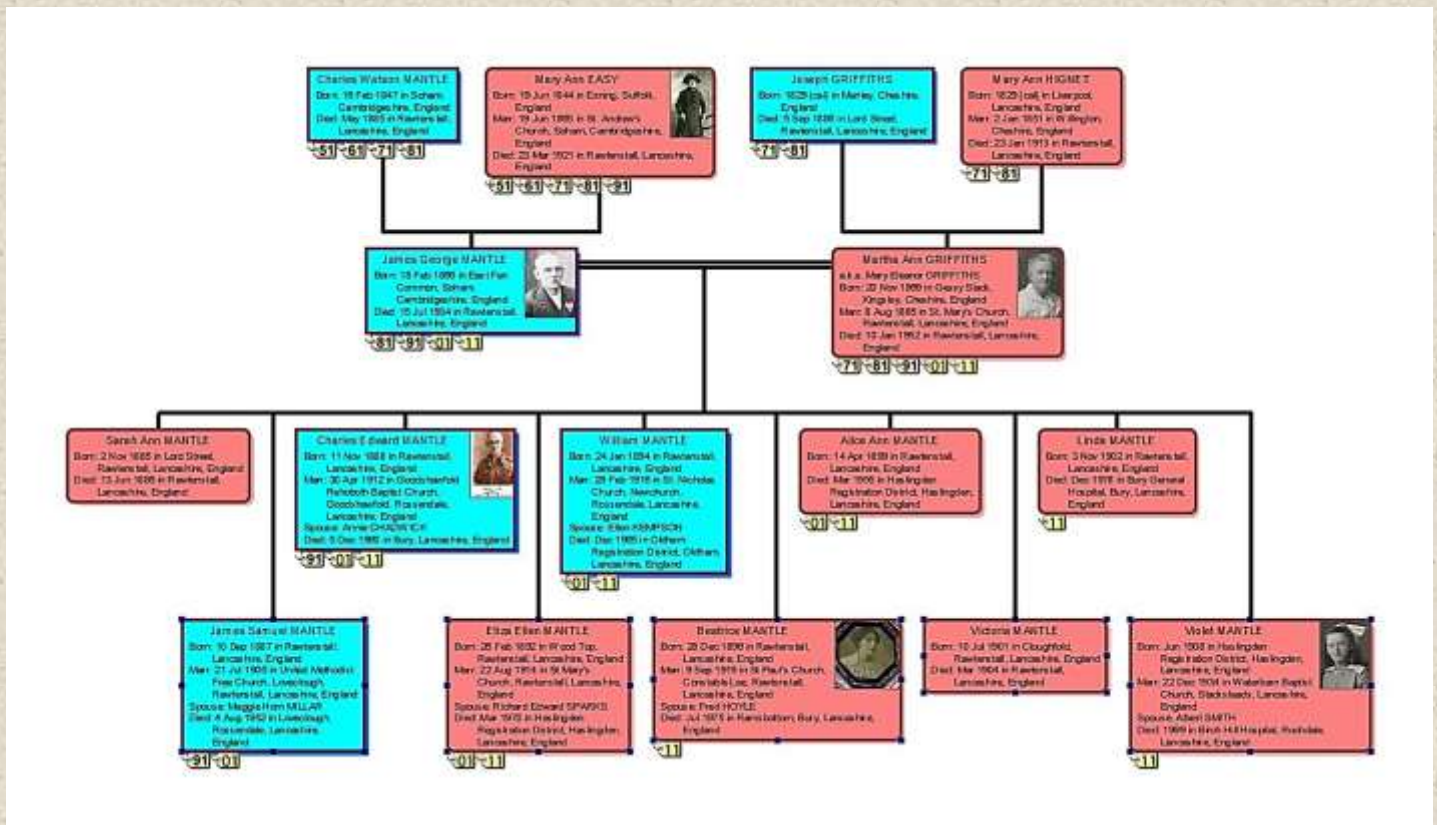
This is a small 3 generation tree that replicates the Family Group Sheet Layout



Here is another, just one generation up with
Father and Mother bottom left

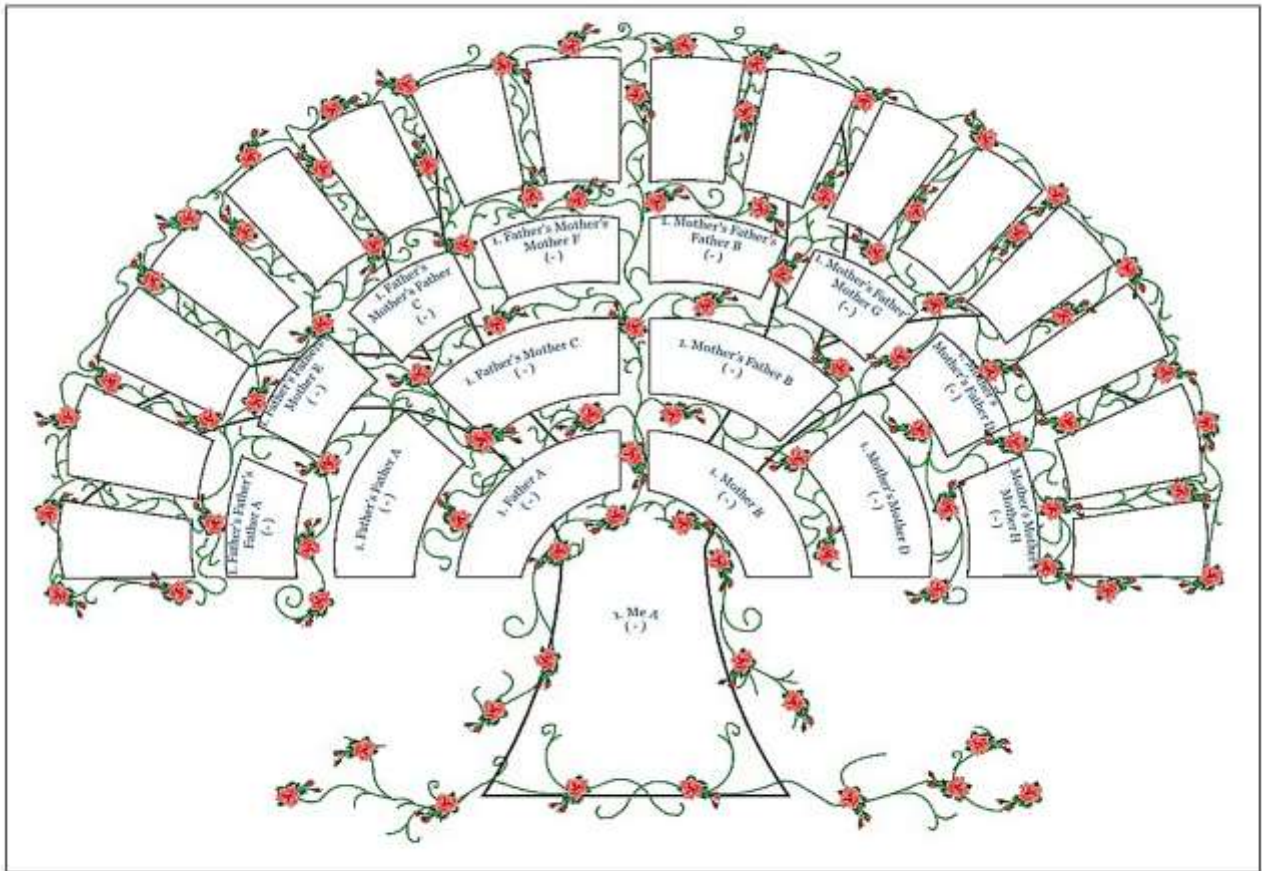


Here is an actual tree



And here is a Fan Chart.

A fan chart is basically an Ancestor / Pedigree tree.
Good at showing gaps in your work



**Lancashire Family History & Heraldry Society
Chorley Research Centre at Astley Hall Farmhouse**

Opening times

First & Third Saturdays Noon—4:00pm
Monday, Wednesday & Friday 10:00am—4:00pm

Last appointment 3:00pm

Booking advisable—Tel. 01257 231 600 (When centre is open),
Tel. 01257 262 028 (When centre is closed)

or

Book on line at - Chorley Family History Research Centre Website – www.cfhrc.com

Research Enquires - chorleyresearch@lffhs.org.uk

Chorley Branch Website - www.lfhschorleybranch.com

LFHHS

President –

Society Website – www.lfhs.org.uk

Reg. Charity Number - 513437