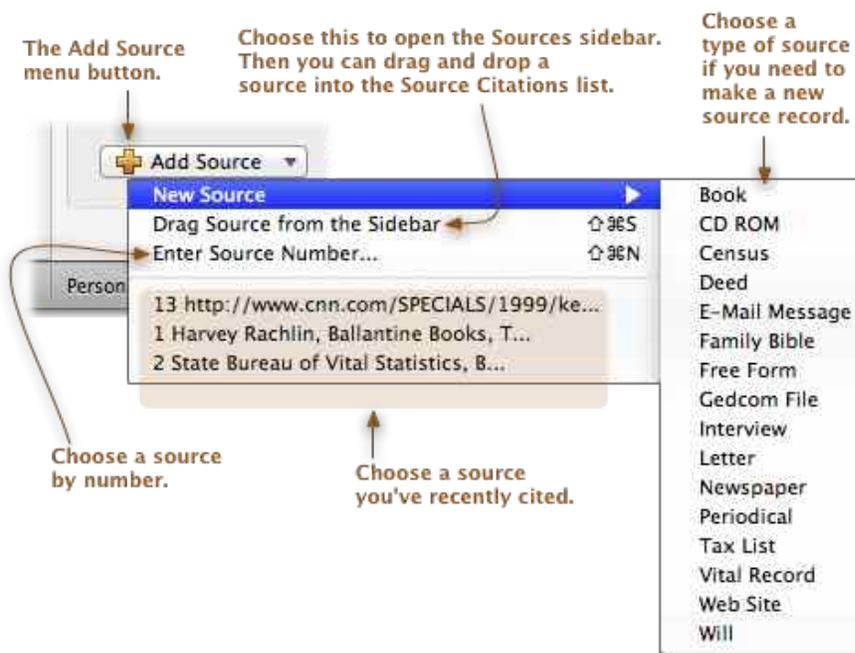


## Citing the Source of a Name, Event, or Fact

To document (or cite) the source of a name, event, or fact, follow these steps...

- Click the **Add Source** menu button (see the illustration below). This displays four basic choices...



- **Create a new source:** Choose the [type](#) of source from the **New Source** submenu. After you select the type of source desired, the [Source window](#) appears with a new, empty source record wherein you enter information for the source.
- **Drag and drop a source from the Sources sidebar into the Source Citations list:** To pick a source that has already been entered but isn't one of the last 20 cited, click **Add Source** and choose **Drag Source From the Sidebar**. The [Sources sidebar](#) will appear with a list of the sources already entered. Just drag and drop the correct source into the **Source Citations** list (under the names, events, or facts). [For a shortcut, press Shift+Command+S.](#)

- **Choose a source by number:** If you're familiar with the numbers of your source records, click **Add Source** and choose **Enter Source Number**. For a shortcut, press **Shift+Command+N**.

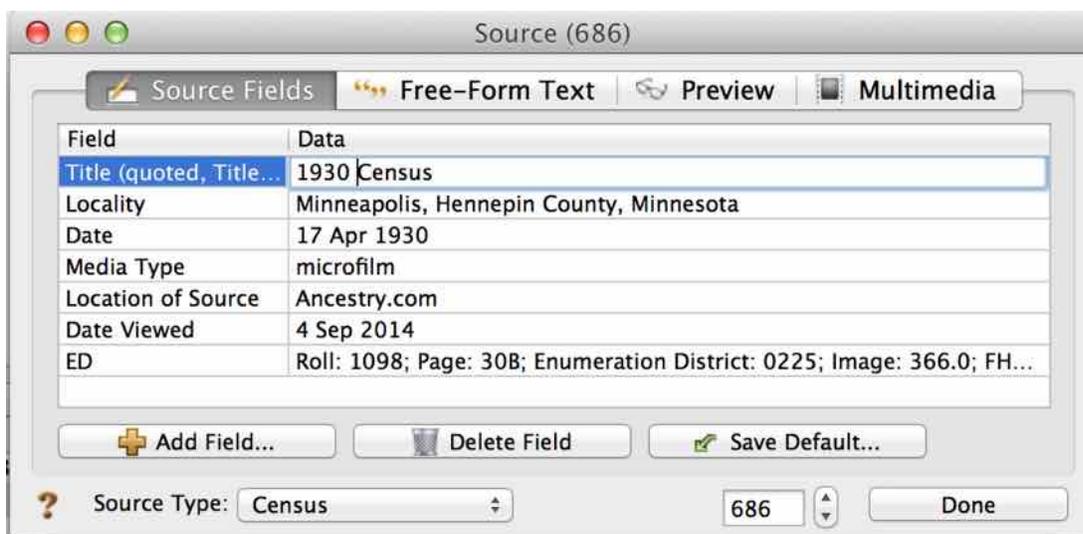


- **choose a source you've recently cited:** To use one of the last 20 sources cited, click **Add Source** and choose it from the bottom section of the menu.
1. If necessary, make an entry in the Detail field.

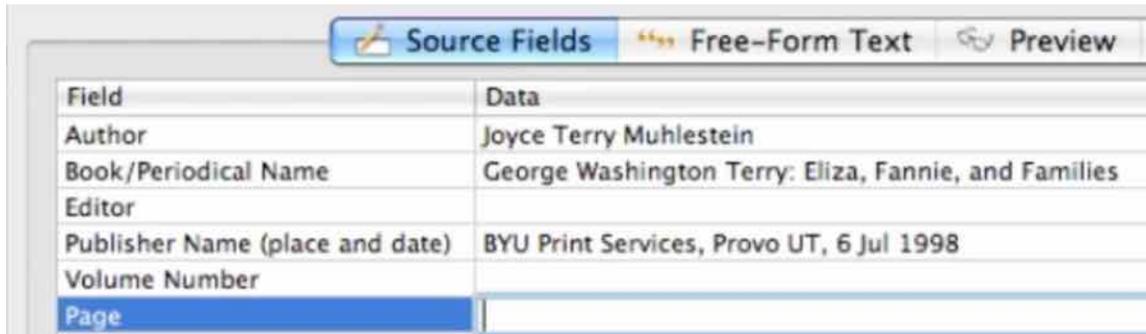
## The Detail Field

The **detail** is typically something very succinct and specific, like a page number, that connects a source to a piece of information. Detail is optional. You might think of sources as being more general, and detail as being more specific. For example, a book might be a source. A particular page number in the book would be the detail.

## Census Source example:



## Book Source Example:

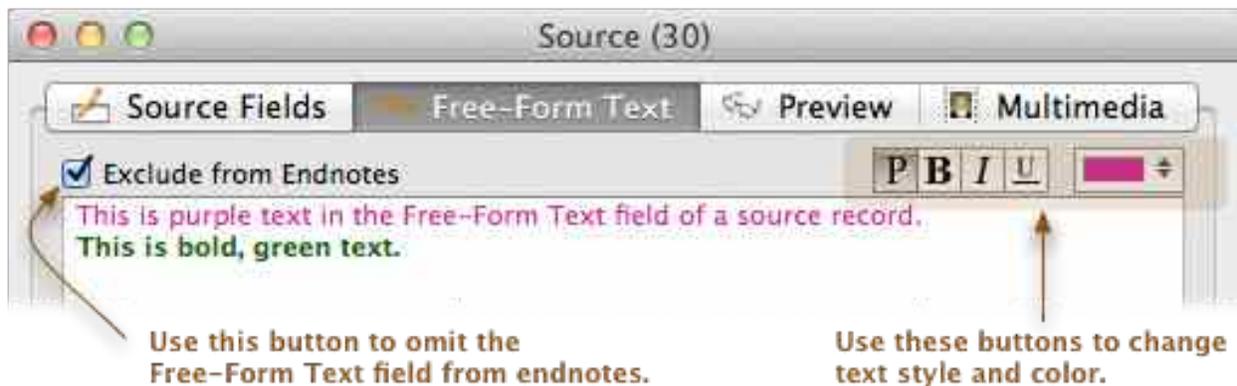


Field	Data
Author	Joyce Terry Muhlestein
Book/Periodical Name	George Washington Terry: Eliza, Fannie, and Families
Editor	
Publisher Name (place and date)	BYU Print Services, Provo UT, 6 Jul 1998
Volume Number	
Page	

## Free-Form Text Field

Each source record has, at a minimum, one **Free-Form Text** field. Some people prefer recording **all** source information in a single free-form text field. Other people prefer a more structured approach, using different fields for different bits of information. Reunion offers both — allowing you to use free-form source records, structured source records, and/or both.

To see or edit the Free-Form Text field, click the **Free-Form Text** button in the Source window.



This section contains one scrolling text field, holding up to 30,000 characters of text.

The font applied to free-form text is specified in the [General Preferences](#). To apply different text styles and color to free-form text, use the **Text Style** and **Text Color** menu buttons.

To exclude the free-form text field from endnotes, check the **Exclude from Endnotes** button in the **Free-Form Text** section of the Source window.

Sources such as birth certificates provide one example of a situation where this exclusion might be handy. You could capture the origin of the document (archive, file number, volume, etc.) in the structured source fields and enter the full text of the birth certificate in the Free-Form Text field. For reports, you could then exclude the Free-Form Text field (in this case, the text of the birth certificate) from the endnotes.

### **Sample Citations** by Luana Darby-ISGS webinar

#### **Book**

Henry C. Peden, *Revolutionary Patriots of Caroline County, Maryland, 1775-1783* (Westminster, Maryland: Family Line, 1998), FHL 975.231 M28p.

#### **Film/Microfiche**

St. John's Parish, *Church Records, 1749-1858* (Salt Lake City, Utah: GSU, 1949), FHL Film 14144, Item 2.

#### **Death certificate**

Death certificate for Charles Wm. Lohrengel, 15 December 1927, Certificate no. 101-2575, Kansas State Board of Health - Division of Vital Statistics, Topeka. Copy in possession of Luana Darby.

#### **Online census image**

1900 U.S. Federal Census (Population Schedule), Glenwood, Gage County, Nebraska, ED 51, Sheet 10A, Dwelling 180, Family 180, Charles Loring household, .jpeg image (Online: Ancestry.com, 2013), subscription database [Digital copy of original records in the National Archives, Washington DC], <[www.ancestry.com](http://www.ancestry.com)>, accessed June 2013.

#### **Online databases**

Illinois State Archives & Illinois State Genealogical Society, "Illinois Statewide Marriage Index, 1763-1900," Illinois State Archives (Online: Illinois State Archives, 2013), <http://www.cyberdriveillinois.com/departments/archives/marriage.html>, accessed May 2013.

#### **Online family tree**

Karen Hammel <[khamdc@editedout.com](mailto:khamdc@editedout.com)>, "Hammel/White Family," GEDCOM database uploaded 25 Aug 2001, *Ancestry World Tree* (Online: Ancestry.com, 2013), <<http://www.ancestry.com>>, accessed May 2013.