

# Using Sources in Reunion



## I. Why You Need Sources

- a. So you can find your proof again
- b. So others can find your proof
- c. To give your research reliability and credibility
- d. To help you figure out how to resolve conflicting information

II. A **citation** is a reference to a source — it's the link between the information you enter (such as events, places, etc.) and the source of the information.

## III. Creating sources – formatting types and fields

- a. Unlimited, add, delete, edit, include in reports
- b. Types – general categories of sources
  - i. **Preferences**, spade – last on second line
  - ii. Different types with different fields for each
  - iii. Add a type, delete a type, duplicate
  - iv. Labels in end notes
  - v. Delete – check usage first
  - vi. Changing the source type – open a source, change in drop down on bottom left
- c. Fields – elements of a source record
  - i. Add, remove fields
  - ii. Reorder fields – order in fields determines appearance in endnotes
  - iii. Deleting – Reunion will scan to see if it's used (in Preferences)

## IV. Edit Source Window – four buttons

- a. Source Fields – provides for different bits of information
  - i. Add, delete, reorder
- b. Free-Form Text
  - i. Contains one scrolling text field that holds 30,000 characters, can specify font and color
  - ii. Copy source info from Ancestry or FamilySearch
  - iii. Can exclude from end notes – top left
  - iv. Doesn't work with gedcom
- c. Preview – shows how the source will appear as an endnote
- d. Multimedia – lists multimedia items linked to the source record.
  - i. Drag and drop them onto a source record in the **Source List**.
  - ii. Drag and drop them into the **Multimedia** section of the Edit Source window.
  - iii. Click the **Add** button (plus sign) in the **Multimedia** section of the Edit Source window.
  - iv. Choose **Add Items** from the **Tools** popup menu.
  - v. Column shows how many are linked to the source record.
  - vi. Icon in color in source window shows they are present

## V. Using Sources

- a. Citation – the reference to a source
  - i. Can show/hide on the family card, choose the color (**Preferences** > Family View > Misc)
  - ii. **Detail** – optional – something very specific, shows in endnotes
  - iii. See usage – use **Source Tools** on **Source List**
- b. Using sources
  - i. List of 20 recent sources – drop down **Add Source**
  - ii. Repeat use of same source (command r)
  - iii. Find source by number
  - iv. Find source by snippet and drag
  - v. Create a new one

- c. General sources – apply to cards already entered
  - i. **Change** > set general sources
  - ii. Only applies to people, not events, etc.
  - iii. Apply to all people, all marked people, all unmarked people
  - iv. Shows in different color at top, also in list below name
- d. Automatic sources – apply to cards you are going to enter, such as from a GEDCOM
  - i. On **Name** card, bottom right
  - ii. Only applies to people, not events, etc.
  - iii. Use as a default when entering lots of info from the same source

## VI. Citing sources

- a. Content vs. form – content of the source record or the format – or both?
- b. Create your own or use a template provided by software? (Legacy, Roots Magic, FTM, Reunion)
- c. GEDCOMs?
- d. *MLA (Modern Language Association)*, *Chicago Manual of Style*, *Evidence Explained* by Elizabeth Shown Mills, *Practical Citation* by Ben Sayer

## VII. *Practical Citation* by Ben Sayer <http://practicalcitation.com>

- a. Ben's Reasons
  - i. Citations don't need to be as complex as people are making them
  - ii. Transferring information between leading genealogy applications is unsafe
- b. *Practical Citation* is a set of methods for:
  - i. Determining what source and citation information to store
  - ii. Testing citations to be confident they can be used to locate source
  - iii. Storing information about sources and citations in your software so they won't be lost during export and import
  - iv. Converting existing sources and citations for safety and consistency
- c. Four Components – use to create source fields in Reunion
  - i. Descriptive Title
  - ii. Originator
  - iii. Publication Facts
  - iv. Information Location
- d. Ask Who, What, When, Where
- e. Create Types and Fields in Reunion
- f. What's Included:
  - i. The Practical Citation Guide in PDF format so you can print it
  - ii. An easy to remember method for figuring out what information to put in a citation
  - iii. Examples and exercises to help you learn and apply the method
  - iv. A quick trick for testing your citations so you can feel more confident
  - v. Step-by-step instructions for recording your sources and citations in Reunion 10, where they'll be safe when transferred
  - vi. One simple citation format that works for any kind of source
  - vii. Instructions for converting your existing sources and citations so your records will be safe and consistent
  - viii. Access to the Practical Citation Community Forum where you get access to me and other family historians who are recording Practical Citations, answers to your questions, and advice on citations you're finding difficult to cite

