

ENTERING LINEAGE DATA CORRECTLY ON APPLICATIONS

1. NAMES:

- a. **Enter full names** when provided by documentation. **Do not omit or abbreviate middle names** when the full names are proven. **Do not include titles, ranks, or professional designations.**
- b. **Place nicknames in quotation marks**, i.e. Mary “Polly” Smith -- *do not put nicknames in parentheses.*
- c. **Use a forward slash to separate different spellings of the same name**, i.e. “Mary/Maria Browne/Brown” and “Johann/John Smith/Smythe.” *Do not put alternate spellings in parentheses.* A slash represents the word “or.”
- d. **State a previously married woman’s name as “Mrs. First Middle Maiden Former-Married-Surname,”** i.e. “Mrs. Mary Ann Smith Jones.” Her name should be stated to reflect her name at the time of her marriage to the husband in that generation. NOTE: Do *NOT* include a *subsequent* married surname if the wife remarries *AFTER* the death of, or divorce from, her husband in the lineage. It may be necessary, however, to prove with documentation that she is the same woman on, for instance, her death certificate that shows her with that subsequent married surname.

2. DATES:

Dates should be entered as “day month year,” i.e. “08 Sep 2001.” **Enter only the first three letters of each month (with no periods).** Do not use dashes or slashes. Allow one space between the day and the month and the year. If only a year is known, simply type the year without slashes before it. Note: a slash can be used between two dates or months or years to indicate “or,” such as when two different dates are provided by secondary sources, when no primary source is available. **Example: 20 Mar 1922/23**

3. LOCATIONS:

- a. **For state names, enter ONLY the standard two-letter, uppercase abbreviations with no periods; do not spell out state names.**
- b. To indicate a county name, use “Co.” after the name of the county *or* you can follow the format stated on the application form (city/county/state).
 - i. If you are only entering a county and state, but no city, enter “/county/state.”
Example: /Jefferson/KY
 - ii. If you are entering a city and state, but no county, that location should be listed as “city/ /state.” **Example: Louisville/ /KY**
 - iii. If entering only a state, simply enter the standard two-letter abbreviation in that field (no slashes are needed).
- c. **NOTE: If both a city (or town) AND a county are stated on documentation, enter BOTH, not just one or the other. Example: Louisville/Jefferson/KY**

4. MISCELLANEOUS TIPS:

- a. **Leave all unknown or non-applicable fields completely BLANK.**
 - i. Do not enter “living” in the death date field for those who are not deceased.
 - ii. Do not enter “N/A,” “unknown” or “unk” or “??” in any unknown fields.
- b. **Cite all sources in the Reference Section for each generation. There is no need to explain what proof or connections the documentation provides. Feel free to use abbreviations, such as BC (birth certificate), DC (death certificate), MC (marriage certificate). When referring to an SAR or DAR application for proof, cite the national number AND patriot name.**
- c. **Proof all applications for accuracy -- compare side-by-side with supporting documentation.**
- d. **Remember, documentation is required for all data entered in the lineage section. [See Genealogy Policy #3.5001]**