

DOCUMENTING YOUR FAMILY HISTORY

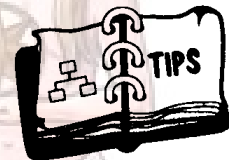
- PRESENTING THE FORMAL GENEALOGICAL PRESENTATION STANDARD -

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INTRODUCTION

So, you have now finally hit the moment when it is time to write something on your family history! All those years, or even decades, of research have led you to this moment in time. It may seem like a daunting task however I hope that this short article makes some light as to how easy it really can be to take this extra step.

You have spent many thousands of hours researching and documenting your study and it is good, if not imperative, that you now take the time to write it right!! My years of experience, and those of my firm in documenting genealogies for clients, allows me to offer you some brief tips in this matter which I hope will be helpful. However, I have not covered the final phase of these projects, specifically printing/publishing and distribution, as that is an entire article on its own.




GETTING STARTED

It is extremely important from the beginning of this phase to ask yourself three questions: Why am I doing this? Who is the manuscript written for? How much (approximately) do I want this to cost? The answers to these basic questions will play a major role in shaping the type of history/genealogy that you want to compile, print/publish, what it looks like, how many copies you print, how the manuscript will be eventually bound, and how much it will finally cost.

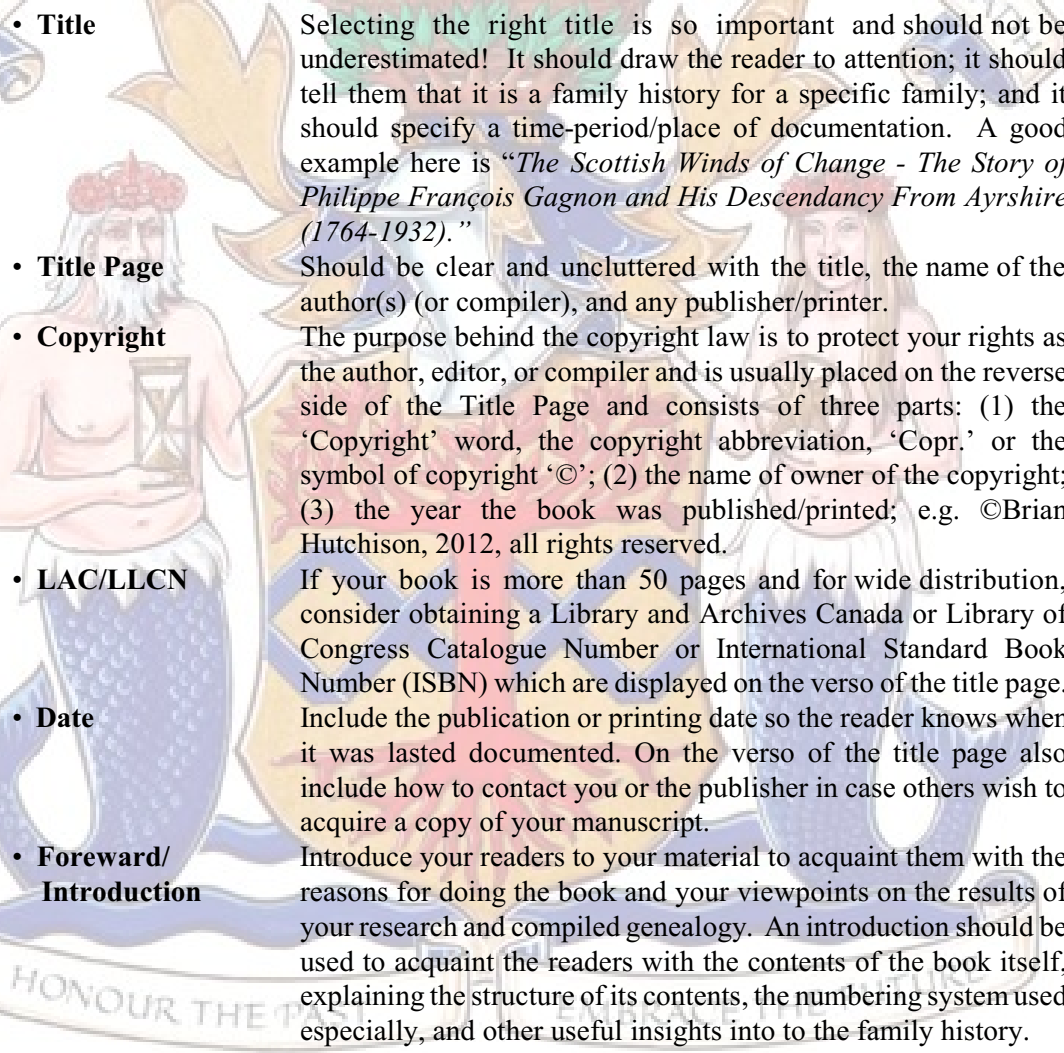
You need to make every effort to ensure that the material is easy to read, brings out the special personalities and characters that we all hold, including pictures of the times and the people, charts and graphs that are relevant, and an historical background on the times & places involved, where possible.

By now, you may have seen many different approaches to documenting your family history, however if you



want to not “recreate the wheel” and follow the formal standards for presenting respected genealogical works, this article is for you.

Firstly in this article, I want to talk about some important elements briefly, some components that are used for formal publishing which you may or may not want to include with your manuscript depending on how you see the final presentation, though all are important considerations. Up-front, you need to be looking at the following ‘administrative components’ before even tackling the family narrative:

- 
- **Title** Selecting the right title is so important and should not be underestimated! It should draw the reader to attention; it should tell them that it is a family history for a specific family; and it should specify a time-period/place of documentation. A good example here is “*The Scottish Winds of Change - The Story of Philippe François Gagnon and His Descendancy From Ayrshire (1764-1932).*”
 - **Title Page** Should be clear and uncluttered with the title, the name of the author(s) (or compiler), and any publisher/printer.
 - **Copyright** The purpose behind the copyright law is to protect your rights as the author, editor, or compiler and is usually placed on the reverse side of the Title Page and consists of three parts: (1) the ‘Copyright’ word, the copyright abbreviation, ‘Copr.’ or the symbol of copyright ‘©’; (2) the name of owner of the copyright; (3) the year the book was published/printed; e.g. ©Brian Hutchison, 2012, all rights reserved.
 - **LAC/LLCN** If your book is more than 50 pages and for wide distribution, consider obtaining a Library and Archives Canada or Library of Congress Catalogue Number or International Standard Book Number (ISBN) which are displayed on the verso of the title page.
 - **Date** Include the publication or printing date so the reader knows when it was last documented. On the verso of the title page also include how to contact you or the publisher in case others wish to acquire a copy of your manuscript.
 - **Foreward/ Introduction** Introduce your readers to your material to acquaint them with the reasons for doing the book and your viewpoints on the results of your research and compiled genealogy. An introduction should be used to acquaint the readers with the contents of the book itself, explaining the structure of its contents, the numbering system used especially, and other useful insights into to the family history.
 - **Acknowledgments** Advise reader of names of major others who assisted you in compiling your family history
 - **About the Author** Insert an autobiographical statement, about author(s) or

compiler(s) or editor(s), giving highlights and reasons for interest in the project.

- **Table of Contents**

The overall organization of your books should be laid out in this section; it should show a logical progression of thought and what the reader would expect to learn from our book.

COMPILING THE COMPONENTS

The Body of the Text

From the onset of your project you need to know from the beginning how you want to present your genealogy/family history. Is this manuscript going to show the story of all the descendants of a progenitor or will it show only your direct lineage of the person in question? Will it include all of the collateral branches of the family, or only those who settled in (or came from) a certain locality? Will it include stories, pictures and copies of documents, or concentrate only on the vital events in each subject's life, leaving the other aspects for a later volume? Therefore, identify what it is you want to show to your reader and how best to do that.


Incorporating some sort of discussion on the historical background (social, economic, political, ecclesiastical, technical world) of the communities involved, along with maps and photos of places your ancestors would have lived, are all extremely useful to readers when setting the stage for the complex family genealogies.

With regards to the genealogies, free-form writing is often very hard for most people to learn though is often the most flexible. However, my feeling is that structure is extremely important to these types of written works as the compiler and the readers can easily lose track of who is related to whom.

Thus my preference, despite even some of their own drawbacks, is to see compiled genealogical works in one of two major groups of formats, with possibly some minor variations on those as your personality dictates. Further, these have stood the test of time and worthy of serious consideration for your use. The selection of a numbering system for your genealogy is extremely important, and is often the reason why many compiled family histories do not convey well. Thus, the numbering system should be made with great care, understanding, and relevance as to what you are wanting to present.

Descendancy Genealogies

In the case of documenting descending genealogies I recommend either the *New England Register System* or the *National Genealogical Society Record System*, with the latter being my personal preference because it very clearly documents out relationships & descendancy, and better meets the needs of complex family arrangements & diverse immigration patterns. Two other older, less capable, systems for documenting descending genealogies exist, though I will not discuss them here as they are of little relevance to today's diverse documentary needs, in my view: The Henry System, and the Outline Format.

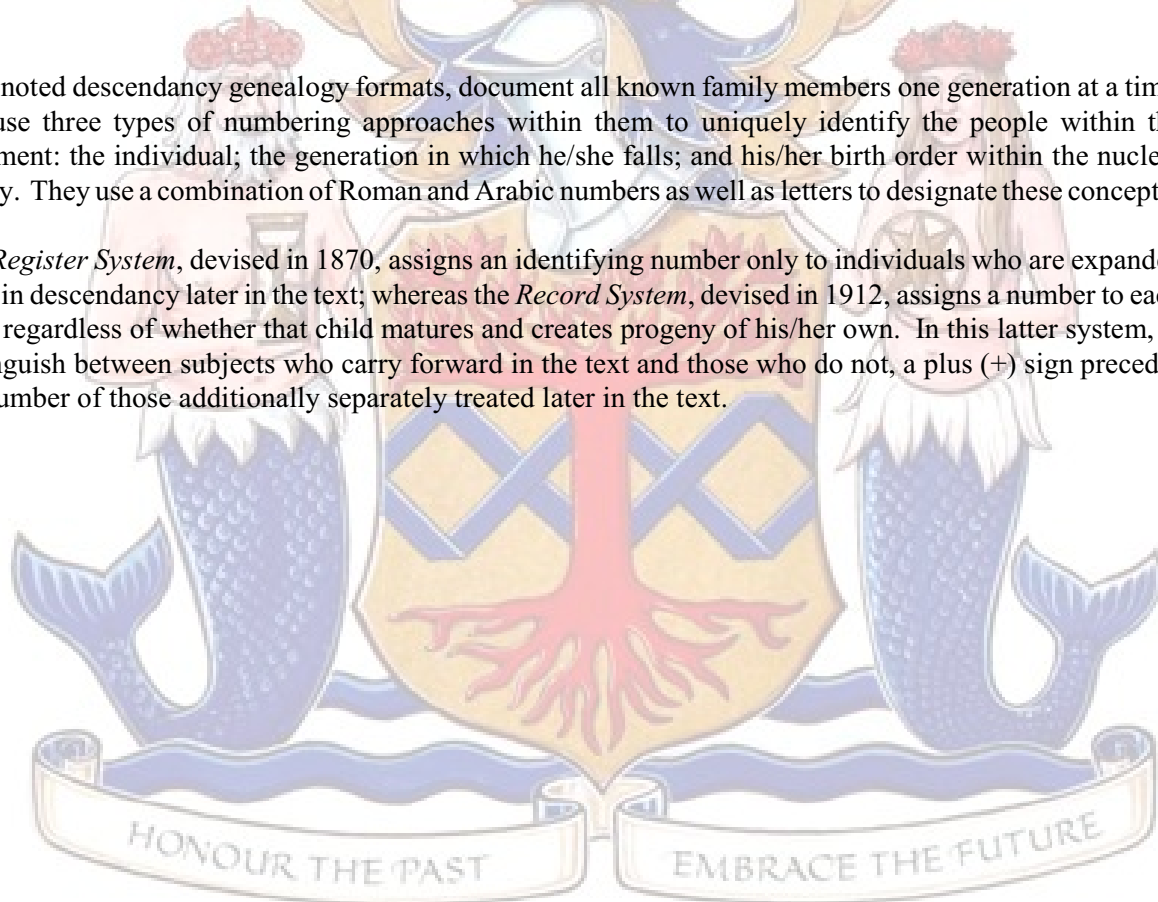


Two other formats worthy of note, these for documenting ascending genealogies, are the *Sosa-Stradonitz System* and the *Multi-Surname System*, with the former here being my personal preference. It should be also noted that my comments do not suggest that you cannot use the Record and Register Formats for ascending genealogies as well, only that they do not accommodate this type of reporting interest easily as with descending genealogies.

I will discuss each of these briefly as they are a book of discussion on their own, however for a more comprehensive discussion on the six formats, please consult the excellent new publication by Curran, Crane, and Wray, "*Numbering Your Genealogy*."¹ Also, please consult the following website for a brief discussion on the variations of 'Genealogical Numbering Systems' that have been established, some of which form a part of this discussion and others that are really not useful with today's genealogical documentation needs - http://en.wikipedia.org/wiki/Genealogical_numbering_systems.

Both noted descendancy genealogy formats, document all known family members one generation at a time, and use three types of numbering approaches within them to uniquely identify the people within the document: the individual; the generation in which he/she falls; and his/her birth order within the nuclear family. They use a combination of Roman and Arabic numbers as well as letters to designate these concepts.

The *Register System*, devised in 1870, assigns an identifying number only to individuals who are expanded upon in descendancy later in the text; whereas the *Record System*, devised in 1912, assigns a number to each child regardless of whether that child matures and creates progeny of his/her own. In this latter system, to distinguish between subjects who carry forward in the text and those who do not, a plus (+) sign precedes the number of those additionally separately treated later in the text.



¹ Joan Ferris Curran, Madilyn Coen Crane, John H. Wray, *Numbering Your Genealogy - Basic Systems Complex Families and International Kin* (Arlington, VA: National Genealogical Society, 2008), special publication #97 (revised).

FIGURE 1
Example of the
NGSQ Record System Format

Generation One

Pre-North American generation level

1. Samuel¹ Cassada (James^A, Samuel^B, Daniel^C), also known as Samuel Cassady, was born 11th March 1814 at W. Flamborough Twp, Wentworth Co, Ontario, Canada.¹ He married **Jane Howell**, daughter of Isaac Lanning Howell and Mary Rachel Kitchen, circa 1833 at S. Dumfries Twp, Brant Co, Ontario. After the death of his first wife, he subsequently remarried **Mary 'Jane' Content Murray**, daughter of Oliver Murray and Content [- - ? - -], on 9th July 1868 at Drumbo, Blenheim Twp, Oxford Co, Ontario² who bore him no other children. He died 7th January 1897 at Paris, S. Dumfries Twp, in Brant Co, at age 82 years³ and was buried on 9th January 1897 at the Old Wesleyan Methodist Cemetery, in the village of St. George in the same township.⁴

A man of the land, Samuel Cassada was employed at farming his 96 acres on Concession 3, Lot 12⁶. . . [discussion continues through the completeness of the subject's life events].

Known children of Samuel¹ Cassada and first wife, Jane Howell, were as follows:

- + 2 i. Henry "Lemuel"² Cassada, born 2nd October 1833 at St. George, S. Dumfries Twp, Brant Co., Ontario, Canada; married Lydia Eliza Lapierre; died 11th October 1884 at Blenheim Twp.**
- 3 ii. Isaac Cassada, born 1836 at S. Dumfries Twp; died 4th March 1907 at S. Dumfries Twp.
- 4 iii. Sarah Cassada, born 1st December 1839 at S. Dumfries Twp; married Hugh "Montgomery" Bonham; died 17th December 1926 at S. Dumfries Twp. This couple bore no children of their own.**
- 5 iv. Alice Maria Cassada⁹, born in 1843 at S. Dumfries Twp¹⁰ and died on the 18th April 1939 at Hamilton, Hamilton Twp., Wentworth Co., Ontario.¹¹
 She was never married⁹ and was buried on the 21st April 1939 at the Old Wesleyan Methodist Cemetery at St. George.¹¹

Individual number

Generation Two

Generation number

2. Henry "Lemuel"² Cassada (Samuel¹, James^A, Samuel^B, Daniel^C)¹⁸ was born on 2nd October 1833 at St. George, S. Dumfries Twp, Brant Co., Ontario.¹⁹ He married **Lydia Eliza Lapierre**, daughter of Samuel Lapierre and Margaret Scroggie, on 30th May 1854 at W. Dumfries Twp²⁰ and died on 11th October 1884 at Blenheim Twp, Oxford Co., Ontario at 51 years of age.²¹ He was buried on 13th October 1884 at the Drumbo Cemetery, Drumbo, Blenheim Twp.²²

He was also known to the community as 'King Cassidy'⁵, where he farmed being listed on the decennial census as head of household at S. Dumfries Twp. on the 7th April 1861.²³

Known children of Henry "Lemuel"² Cassada (Cassady) and Lydia Eliza Lapierre were as follows:

- 6 i. Lewis Charles³ Cassada, born in 1855 at S. Dumfries Twp, Brant Co²⁴ and died on 25th January 1933 at Woodstock, Oxford Co., Ontario²⁵ where he was buried in late-January 1933 at the Drumbo Cemetery, Drumbo.²⁶
 Lewis Cassady was never married and farmed in S. Dumfries Twp all of his life.²⁷ His last will & testament was made at Drumbo, on 12th May 1927 and probated in 1934 leaving everything to his nephew, Carl Lewis Cassada.²⁸
- + 7 ii. Eliza Jane Cassada, born circa 1860 at S. Dumfries Twp, Brant Co, Ontario, Canada; married John W. Sutton. She died in 1938 at Blenheim Twp.**

Birth order number

Generation Three

7. Eliza Jane³ Cassada (Henry², Samuel¹, James^A, Samuel^B, Daniel^C) was born circa 1860 at S. Dumfries Twp, Brant Co, Ontario.¹⁰⁵ She married **John W. Sutton**, son of Myron Sutton and Melinda Muller, in about 1885 at Blenheim Twp, Oxford Co.³⁰ She died in 1938 at Blenheim Twp, Oxford Co¹⁰⁶ and was buried in 1938 at the Drumbo Cemetery, Drumbo, Blenheim Twp.¹⁰⁷

The two known children of Eliza Jane³ Cassada and John W. Sutton, both born at Blenheim Twp, were as follows:

- 8 i. J. P.⁴ Sutton was born in 1890¹⁰⁸ and married Edith E. [- - ? - -] circa 1910 at Blenheim Twp, Oxford Co.³⁰ He died in 1962 at Blenheim¹⁰⁶ and was buried at the Drumbo Cemetery.¹⁰⁶
- + 9 ii. J. Stanley Sutton was born in 1896¹⁰⁸ and married Viola C. Carter in 1930 at Blenheim Twp³⁰ where he also died in 1984.¹⁰⁸ He, too, is buried in the Drumbo Cemetery.^{108**}

**The Record Format briefly summarizes all birth, marriage, and death data only known for each subject. Doing so helps highlight patterns in migration, marital choices, longevity, and family connections.

FIGURE 2

Example of the
NEHGS Register System Format

Generation One

Pre-North American generation level

1. SAMUEL¹ CASSADA (James^A, Samuel^B, Daniel^C), also known as Samuel Cassady, was born at W. Flamborough Twp, Wentworth Co, Ontario, Canada, 11th March 1814.¹ He married JANE HOWELL, daughter of Isaac Lanning Howell and Mary Rachel Kitchen, at S. Dumfries Twp, Brant Co, Ontario, circa 1833. After the death of his first wife, he subsequently remarried MARY 'JANE' CONTENT MURRAY, daughter of Oliver Murray and Content [- ? -] at Drumbo, Blenheim Twp, Oxford Co, Ontario, 9th July 1868² who bore him no other children. He died at Paris, S. Dumfries Twp, Brant Co., 7th January 1897, at the age of 82 years³ and was buried at the Old Wesleyan Methodist Cemetery, in the village of St. George in the same township, 9th January 1897.⁴

A man of the land, Samuel Cassada was employed at farming his 96 acres on Concession 3, Lot 12⁵ . . . [discussion continues through the completeness of the subject's life events].

Children of Samuel¹ Cassada and first wife, Jane Howell, were as follows:

- + 2 i. HENRY "LEMUEL"² CASSADA, b. St. George, S. Dumfries Twp, Brant Co., Ontario, Canada 2nd October 1833; m. LYDIA ELIZA LAPIERRE.
- 3 ii. ISAAC CASSADA, b. St. George, S. Dumfries Twp, 1836.⁷
- 4 iii. SARAH CASSADA, b. St. George, S. Dumfries Twp, 1st December 1839⁸; m. Hugh "Montgomery" Bonham.⁹
- 5 iv. ALICE MARIA CASSADA⁹, b. St. George, S. Dumfries Twp, 1843¹⁰; d. Hamilton, Hamilton Twp., Wentworth Co., Ontario, 18th April 1939.¹¹

She never married⁵; bu. Old Wesleyan Methodist Cemetery, St. George, 21st April 1939.¹¹

Individual number

Generation Two

Generation number

2. HENRY "LEMUEL"² CASSADA (Samuel¹, James^A, Samuel^B, Daniel^C)¹⁸ was born at St. George, S. Dumfries Twp, Brant Co., Ontario, 2nd October 1833.¹⁹ He married LYDIA ELIZA LAPIERRE, daughter of Samuel Lapierre and Margaret Scroggie, at W. Dumfries Twp., 30th May 1854²⁰ and died at Blenheim Twp, Oxford Co., Ontario, 11th October 1884, at 51 years of age.²¹ He was buried at the Drumbo Cemetery, Drumbo, Blenheim Twp, 13th October 1884.²²

He was also known to the community as 'King Cassidy'⁵, where he farmed being listed on the decennial census as head of household, S. Dumfries Twp., 7th April 1861.²³

Children of Henry "Lemuel"² Cassada (Cassady) and Lydia Eliza Lapierre were as follows:

- 6 i. LEWIS CHARLES³ CASSADA, b. S. Dumfries Twp, Brant Co., in 1855²⁴; d. Woodstock, Oxford Co., Ontario, 25th January 1933²⁵; bu. Drumbo Cemetery, Drumbo, late-January 1933.²⁶
- Lewis Cassady was never married and farmed in S. Dumfries Twp all of his life.²⁷ His last will & testament was made at Drumbo, 12th May 1927 and probated in 1934 leaving everything to his nephew, Carl Lewis Cassada.²⁸
- + 7 ii. ELIZA JANE CASSADA, b. S. Dumfries Twp, Brant Co, Ontario, Canada, circa 1860; m. JOHN W. SUTTON.


Birth order number

Generation Three

7. ELIZA JANE³ CASSADA (Henry², Samuel¹, James^A, Samuel^B, Daniel^C) was born at S. Dumfries Twp, Brant Co, Ontario, circa 1860.¹⁰⁵ She married JOHN W. SUTTON, son of Myron Sutton and Melinda Muller, at Blenheim Twp, Oxford Co, about 1885.³⁰ She died at Blenheim Twp, Oxford Co., 1938¹⁰⁶ and was buried at the Drumbo Cemetery, Drumbo, Blenheim Twp., 1938.¹⁰⁷

The children of Eliza Jane³ Cassada and John W. Sutton, both born at Blenheim Twp, were as follows:

- 8 i. J. P.⁴ SUTTON , b. 1890¹⁰⁶ ; m. EDITH E. [- ? -] Blenheim Twp, Oxford Co., circa 1910.³⁰; d. Blenheim Twp., 1962¹⁰⁶; bu. Drumbo Cemetery.¹⁰⁶
- + 9 ii. J. STANLEY SUTTON, b. 1896¹⁰⁸; m. VIOLA C. CARTER at Blenheim Twp., in 1930³⁰; d. at Blenheim Twp., 1984.¹⁰⁸; bu. Drumbo Cemetery.¹⁰⁸



A second significant difference is in the listing of the children itself. With the *Register System*, birth children who carry forward² in the text are provided with only birth data; while those in the *Record System*, are provided with basic birth, marriage and death details for all children within the nuclear family, regardless of whether they are carried forward or not.³ As Joan Curran notes about the benefits of the latter in her publication, *Numbering Your Genealogy*, “. . . Consolidating this data in one location spotlights not just the data but also the patterns of birth, marriage, migration, and mortality - including ages at which siblings entered each life stage and the identities of the families into which they married.”

There are also a couple of other noted differences. Under the *Register System*, ancestor's names are highlighted in bold and small caps, while those with the *Record System* are highlighted in bold and only initial capitals. Further, the former uses only abbreviations amid life event text at the sub-levels, while the latter uses no abbreviations at all. A further recognition, but made in both systems, is the acknowledgment of pre-North-American ancestors from other ancestors with an alphabetical letter (A, B, C, etc.) in ascending order, and documentation of parenthetical outlines of ancestry (in brackets) after each main subject's name. Figures 1 and 2 clearly show the standard formats and the major relevant differences noted between these two systems.

Ascending Genealogies

As formerly noted, the two formats for documenting ascending genealogies are the *Sosa-Stradonitz System* or *Ahnentafel System*, and the *Multi-Surname System*.

In the *Sosa-Stradonitz System*, born in 1898, the most recent individual in the ascending genealogy being documented is numbered as '1', the father becomes twice the child's number; and the mother, twice the child's number plus one. The numbering system then cascades upwards from there. The most recent individual may be either male or female however past that all even numbers will represent males and odd numbers as females. Each generation is generally covered in a separate chapter or manuscript section. Of particular notice is the fact that names of key individuals are not followed by parenthetical ancestry as with the descending genealogies and plus signs, as found in the *NGSQ Record System*, are not used in this system.

In the case of the *Multi-Surname System*, one here will be interested documenting and grouping his/her ancestral lines by surname. Either one of the two main descending genealogy formats may be used, though the emphasis here is in documenting the *direct line* ancestry or descendancy of a progenitor and his resulting descendant, with superficial coverage of the collateral line children from each of those involved direct bloodline individuals. The primary surname is generally the first one to be traced, following it from the earliest progenitor to the most recent generational descendant to be documented. Other collateral line surnames, traced in a similar manner may be arranged then in alphabetical order or by major family branches.

²For that child who does not carry-forward in the text, further biographical detail would be included at this level to complete documentation on that individual.

³Ibid.

These genealogy sections are best preceded with a descendency chart, such as shown below, giving the lines of descent within the surnames and links to other major family branches, otherwise the pedigree development may be difficult to follow. Please refer to Figures 3 and 4 for illustration of these two different approaches.

It is extremely important to note that when compiling these genealogies, where you have multiple line ancestors and have documented all of the descending collateral lines, neither of these descending or ascending genealogies work effectively in avoiding duplication in documentation, though the best is to use a descending genealogy format with multiple chapters/sections, each of the latter representing a particular line of descendency. Further, as most people now use software programs to develop these initial family history journal drafts, always be sure to modify you text so that it sounds interesting and not so staccato as all of these software programs, because they use templates for word construction, make the text sound. There is nothing worse than reading a history that sounds like each phrase was ‘canned or cookie-cut!’

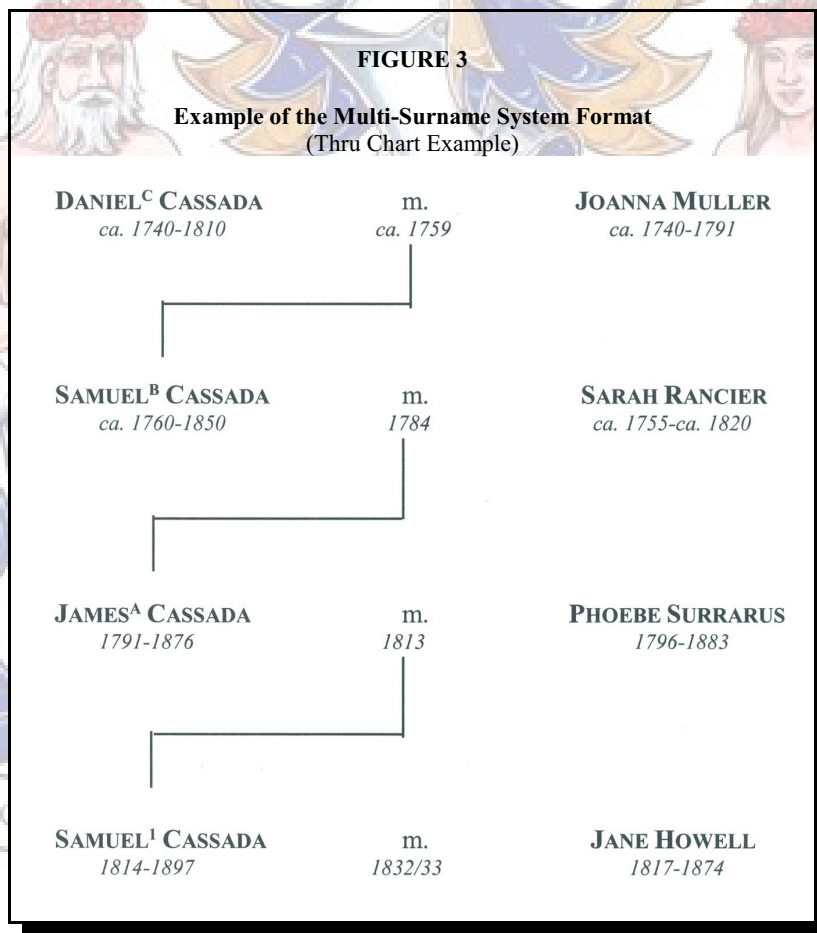


FIGURE 4

Example of the Sosa-Stradonitz (NGSQ Layout) System Format

CHAPTER 1: INTRODUCTION

[Prepare an introduction to the family and the contents of the manuscript, placing it into appropriate time and place considering such factors as social, economic, technological, political and spiritual issue of the day]

CHAPTER 2: GENERATION ONE

1. **Eliza Jane Cassada** born circa 1860 at S. Dumfries Twp, Brant Co, Ontario.¹ She married **John W. Sutton**, son of Myron Sutton and Melinda Muller, in about 1885 at Blenheim Twp, Oxford Co.² She died in 1938 at Blenheim Twp, Oxford Co³ and was buried at the Drumbo Cemetery, Drumbo, Blenheim Twp.⁴

[Proceed with a discussion of Eliza and John's lives. . .]

The children of Eliza Jane¹ Cassada and John W. Sutton, both born at Blenheim Twp, were as follows:

- i. J. P. SUTTON, born 1890¹⁰⁶; married Edith E. [- - ? - -] circa 1910, Blenheim Twp, Oxford Co³⁰; died 1962, Blenheim¹⁰⁶; buried, Drumbo Cemetery.¹⁰⁶
- ii. J. STANLEY SUTTON, born 1896¹⁰⁸; married Viola C. Carter 1930, Blenheim Twp³⁰; died 1984, Blenheim Twp.¹⁰⁸; buried, Drumbo Cemetery.¹⁰⁸

CHAPTER 3: GENERATION TWO

2. **Henry "Lemuel" Cassada**¹⁸, born 2nd October 1833 at St. George, S. Dumfries Twp, Brant Co., Ontario.¹⁹ He married 30th May 1854, W. Dumfries Twp²⁰ and died 11th October 1884, Blenheim Twp, Oxford Co., Ontario at 51 years of age.²¹ He was buried 13th October 1884 in the Drumbo Cemetery, Drumbo, Blenheim Twp.²²

He was also known to the community as 'King Cassidy'²⁵, where he farmed being listed on the decennial census as head of household at S. Dumfries Twp., 7th April 1861.²³

3. **Lydia Eliza Lapierre**, daughter of Samuel Lapierre and Margaret Scroggie, born 4th June 1835 at S. Dumfries Twp, Brant Co.²⁰; died 10th September 1889 at Blenheim, Oxford Co. and was buried 12th September 1889 in the Drumbo Cemetery.²²

Children of Henry "Lemuel"² Cassada (Cassady) and Lydia Eliza Lapierre were as follows:

- i. LEWIS CHARLES³ CASSADA, born 1855, S. Dumfries Twp, Brant Co²⁴; died 25th January 1933, Woodstock, Oxford Co., Ontario²⁵; buried late-January 1933, Drumbo Cemetery, Drumbo.²⁶
Lewis Cassady was never married and farmed in S. Dumfries Twp all of his life.²⁷ His last will & testament was made at Drumbo, on 12th May 1927 and probated in 1934 leaving everything to his nephew, Carl Lewis Cassada.²⁸
- 1 ii. ELIZA JANE CASSADA, born circa 1860 at S. Dumfries Twp, Brant Co, Ontario, Canada¹; married John W. Sutton.² She died in 1938 at Blenheim Twp.⁴

CHAPTER 4: GENERATION THREE

4. **Samuel Cassada**, also known as Samuel Cassady, born 11th March 1814 at W. Flamborough Twp, Wentworth Co, Ontario, Canada.¹ He married circa 1833 at S. Dumfries Twp, Brant Co, Ontario. After the death of his first wife, he subsequently remarried on 9th July 1868 at Drumbo, Blenheim Twp, Oxford Co, Ontario² to **Mary 'Jane' Content Murray**, daughter of Oliver Murray and Content [- - ? - -], born September 1839 at Oxford Co., Ontario¹²¹ and whom died 5th June 1882 at Blenheim Twp, being buried in Drumbo Cemetery two days later.¹²² There were no known children produced from the marriage of Samuel Cassada and Mary 'Jane' Content Murray. Samuel died 7th January 1897 at Paris, S. Dumfries Twp, in Brant Co, at age 82 years³ and was buried on 9th January 1897 at the Old Wesleyan Methodist Cemetery, in the village of St. George.⁴

A man of the land, Samuel Cassada was employed at farming his 96 acres on Concession 3, Lot 12⁶. . . *[discussion continues]*.

5. **Jane Howell**, daughter of Isaac Lanning Howell and Mary Rachel Kitchen, born 28th September 1817 at Waterloo Twp., Ontario who died 16th November 1864 at S. Dumfries Twp. and who was buried two days later in the Old Wesleyan Cemetery at St. George, in S. Dumfries Twp.

Children of Samuel Cassada and first wife, Jane Howell, were as follows:

- 3 i. HENRY "LEMUEL" CASSADA, born 2nd October 1833, St. George, S. Dumfries Twp, Brant Co., Ontario¹²³; married Lydia Eliza Lapierre, 30th May 1854, W. Dumfries Twp.¹²⁴; died 11th October 1884, Blenheim Twp.¹²⁵
- ii. ISAAC CASSADA, born 1836 at S. Dumfries Twp; died 4th March 1907, S. Dumfries Twp.¹²⁶
- iii. SARAH CASSADA, born 1st December 1839, S. Dumfries Twp.¹²⁷; married Hugh "Montgomery" Bonham 24th October 1866, S. Dumfries Twp.¹²⁸; died 17th December 1926 at S. Dumfries Twp.¹²⁹ This couple bore no children of their own.
- iv. ALICE MARIA CASSADA⁹, born 1843, S. Dumfries Twp¹⁰ and died 18th April 1939, Hamilton, Hamilton

Other Components for Consideration

Other important elements that need to be considered when compiling your text are such things as:

- **Ancestral Pedigree/
Descendancy Charts**

Ancestral and descendancy charts are imperative, in my view, as these are generally I have found to be what most readers want to see at some point in these manuscripts. Be careful, however, as too complex a chart, because of so many descendants, can be as disastrous as not having one at all.

- **Family Group Sheets**

If you are preparing a non-structured free-form manuscript, these might be helpful, however, in my view, they tend to be more clutter than they are worth and remember that the more pages you create in your manuscript the more expensive it will be to print/publish and the more overwhelming it will seem to the reader from the onset.


- **Photographs**

Most of us want to include photographs in the manuscript and this always helps the reader to visualize your subjects' better. So, pictures of your subjects and the places in which they lived bring your story to life, but remember that too many pictures again add significantly to the overall cost of your development, so select them with care in that they are clear, and represent the person or place fully. If using a printer, they will want to work with a glossy print (not a negative or slide) and unless your book will be printed in colour, a B/W print will be preferable. Damaged or faded photos should be restored first. Photographs and exhibits are best placed within the appropriate body of text, with those secondary going into an appendix. If there is a substantial surcharge for printing of pages with pictures and text together, you may rather wish to consolidate them into a single 'photographs only' section of your manuscript. Maps are especially useful to readers in setting the stage to narratives on where subjects came from or went to. So those along with other charts, statistical graphs or other examples, such as extracts from letter, poems, etc., which are important to you (and hopefully to the reader), should all be considered.

- **Other Charts,
Graphs, Maps**

SUNDRY DOCUMENTATION, LISTS AND INDEXES

Without going into details here, remember that today competent family histories/genealogies document source references fully, to claims made, throughout your manuscript. Footnotes are useful this way, rather than incorporating those details into the body of the text, however because footnotes can clutter the presentation I suggest that you use end-of book endnotes or end-of-chapter endnotes to accomplish this source reference



documentation. Ensure that you use the defined standards for documenting these.

Also, if you can, a bibliography at the end of the manuscript can also be very helpful, as can an index to important elements in your material - by way of a name index, a place index and a subject index. Remember that developing and including some sort of index is as important to the usefulness of the manuscript as was the research and as is the text writing itself. If a reader cannot find information easily in your book, without having to siphon through every page, they will not read it!

Lastly, as already alluded to, an appendix can be useful in including other material which would otherwise distract from inclusion in the main body of text - such as certain documents of lesser interest, secondary photographs, genealogical forms, copies of important documents found, etc. As with all of the material in your book, any documents appearing in an appendix should also be included in the index(es) and the appendix should be noted in the table of contents.

SUMMARY

This gives you an overview of one of the final phases of your project - writing your family history - and I hope that this view of the formal standards for doing that have provided you with some insight and alternatives. You have spent so much time, energy and money on your project, please write your beautiful history in a manner which it deserves and in a manner which will recognize your hard commitment to documenting the truth about your family bloodlines.

ADDITIONAL READING

- Fletcher, William, *Recording Your Family History - A Guide to Preserving Oral History*. . . (New York, NY: Dodd, Mead & Company, 1986).
- Gouldrup, Lawrence P., *Writing the Family Narrative* (Salt Lake City, UT: Ancestry Inc., 1987).
- Hatcher, Patricia Law, *Producing a Quality Family History* (Salt Lake City, UT: Ancestry Inc., 1996).
- Mills, Elizabeth Shown Mills, *Evidence! Citation & Analysis for the Family Historian* (Baltimore, MD: Genealogical Publishing Company, 1997).
- Mills, Elizabeth Shown Mills, ed., *Professional Genealogy - A Manual for Researchers, Writers, Editors, Lecturers and Librarians*, (Baltimore, MD: Genealogical Publishing Company, 2001), pp. 345-550.
- Mills, Elizabeth Shown Mills, *Evidence Explained - Citing History Sources from Artifacts to Cyberspace* (Baltimore, MD: Genealogical Publishing Company, 2007).
- Rose, Christine, *Genealogical Proof Standard - Building a Solid Case* (San Jose, CA: CR Publications, 2005).

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