



NGS AMERICAN GENEALOGICAL STUDIES

GUIDE TO DOCUMENTATION AND SOURCE CITATION

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Syllabus

Introduction to Documentation

- Why Citations Are Necessary
- Using a Consistent Citation Style
 - Why Use a Consistent Citation Style
 - Source Citation Styles
 - American Psychological Association (APA).
 - Modern Language Association (MLA).
 - Chicago Manual of Style (“Chicago”).
 - Lackey’s Cite Your Sources
 - Evidence Style

Basic Citation Principles

- Source Lists and Reference Notes
 - Basic Elements of a Source Citation
 - Organization
 - Reference note arrangement
 - Source list arrangement
 - Punctuation and formatting
 - Reference note punctuation and formatting
 - Source list punctuation and formatting
 - Citing Access Information
 - Manuscript records
 - Microfilmed records
 - Digital record images
 - Using Shortened Citation Formats

Applying Citation Principles

- Authored Works
 - Books
- Periodicals
 - Magazine article
 - Journal article
- Unpublished Manuscripts
- Electronic Sources
 - E-books
 - Webpages
 - Blogs
 - Online Databases
- Original Records



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- Federal Government Records
 - Census Records
 - Military Records
 - Service Records
 - Cited by Collection Title
 - Cited by Record Type
 - Cited by Publication Title
 - Pension Application Files
 - Immigration Records
- Local/State Government Records
 - Vital Records
 - Court Files
 - Court Registers
- Privately Created Records
 - Church Records
 - Manuscript Collections