National Genealogical Society Quarterly

Style Sheet

Rev. 12/8/2025

Contents

References to *Chicago Manual of Style* (CMOS) are from the eighteenth edition.

References to *Evidence Explained* (EE) are from the fourth edition (2024).

Census

- Personal names: In the citation, names are spelled as they are in the census record. In the narrative, names are spelled conventionally (or with the editor's preferred consistent spelling) unless the discussion is specifically about the census.
- Town names need no special designation unless "town" is part of its official name, such as Town of Chili.
- For US censuses do not include "population schedule" or "pop. sch."
- For US censuses from 1790 through 1840 include a line number if one is on the schedule.

Census Abbreviations

Abbreviations: For the first reference note to a census in an article, most terms are spelled out fully. (Exceptions are noted below.) Subsequent census citations use abbreviations for certain terms.

- agricultural schedule – ag. sch. (See example: EE 7.32.)
- Elf Cemetery – Elf Cem.
- county – use the abbreviated form for all citations: Co.
- district – dist.
- dwelling, family – dwell., fam. In those cases where the dwelling and family numbers are the same, write: dwelling/family 340; dwell./fam. 340
- enumeration district – include the abbreviation for the first citation: enumeration district (ED) 1400. For subsequent (with no parens) use: ED 1400
- folio – fol.
- household – spell out in all citations
- mortality schedule – mortality sch. (See example: EE 7.31.)

- page – abbreviate in all citations: p.
- post office – p.o.
- precinct – prect. (See example: EE 7.27.)
- sheet – spell out in all citations
- state – use the standard state abbreviation on both first and subsequent citations: Vt., Conn., Neb., etc. States with two letters (N.C.) do not have a space between the letters. (For standard state abbreviations, see CMOS 10.32.)
- Township – Belmont Twp.; spell out and lowercase township if using the phrase "no township" in the citation. (See example: EE 7.27.)
- ward – spell out in all citations, not capitalized

Census Citation Examples

First census in an article:

1910 US census, Addison Co., Vt., Ferrisburg, enumeration district (ED) 5, folio 69v, sheet 11B, dwelling 151, family 152, Anthony Furkey household.

1830 US census, Davidson Co., Tenn., p. 293, Elizabeth Pillow household.

1900 US census, Baltimore City, Md., precinct 4, ward 7, enumeration district (ED) 86, folio 136v (stamped), dwelling 15, family 18, Jos. Potinghom household.

Subsequent for the same record, abbreviate terms:

1910 US census, Addison Co., Vt., Ferrisburg, ED 5, fol. 69v, sheet 11B, dwell. 151, fam. 152, Anthony Furkey household.

1830 US census, Davidson Co., Tenn., p. 293, Elizabeth Pillow household.

1900 US census, Baltimore City, Md., prect. 4, ward 7, ED 86, fol. 136v (stamped), dwell. 15, fam. 18, Jos. Potinghom household.

Subsequent for a different record, abbreviate terms:

1880 US census, Addison Co., Vt., Ferrisburgh, ED 5, fol. 71v (stamped), p. 22, dwell./fam. 201, Paschal Furkey household.

1820 US census, Iberville Parish, La., p. 72, Nicholas Wilson household.

Citations

General

- Avoid the use of ibid. Use a shortened citation instead.
- Add *also* followed by a comma between multiple citations in the same footnote. For example, Citation 1. Also, citation 2.
- Publisher/printer: For publications with only a printer noted (no publisher), leave off the word *printer* or *printers*.
- Months: Use three letter abbreviations without a period. CMOS 10.44. Exception: when listing a court term, spell out: October term.
- Following explanatory text in a citation, it's acceptable to use "see" followed by the citation. No comma after "see." CMOS 13.45, #1.
- When citing a URL, include www; eliminate http or https in front of www. If a URL doesn't have www, use http or https.
  - www.ancestry.com/search/collection/1576
  - https://alabamamaps.ua.edu
- Repeating the state in subsequent citations that reference the same county is unnecessary unless it's needed for clarity.
- Including certain information is always optional, such as license date, deed execution and recording dates, age at death, etc.
- For marriage party names, EE uses a hyphen when only using surnames and an en dash when using full names of both parties.
- When citing a record with a volume and page number, use 4:55; don't include the words *volume* or *page*. CMOS 13.117.

Ancestry

- Cite the underlying document as the first part of the citation.
- Include the landing or main search page as the URL.
- Ancestry collection titles are usually only included for negative search results.

  - **Initial**: Commonwealth of Ky., Department of Health, death certificate no. 116593353, Maggie Kate Bready, 30 Jan 1959; *Ancestry* (www.ancestry.com/search/collections/1222).
  - **Subsequent**: Ky., Maggie Kate Bready, death certificate, 1959.

  - **Initial**: Vermont, General Index to Vital Records, Ruth Blackmer, death, 23 Jan 1807, Bennington, Vt.; *Ancestry* (www.ancestry.com/search/collections/4661).
  - **Subsequent**: Bennington Vt., Ruth Blackmer, death, 1807.

- Negative search results for Ancestry:
  - "UK, Register of Duties Paid for Apprentices' Indentures, 1710–1811," *Ancestry* (www.ancestry.com/search/collections/1851), negative search results for Thomas Collins's apprenticeship 1810–11 in Leicestershire.

Book with multiple authors and editor

- See CMOS 14.9
  - **Initial:** Jim Bartlett, "Lessons Learned from Triangulating a Genome," in Advanced Genetic Genealogy: Techniques and Case Studies, ed. Debbie Parker Wayne (Cushing, Tex: Wayne Research, 2019), 2–3.
  - Subsequent: Bartlett, "Lessons Learned from Triangulating a Genome," 6.

Cemetery/Grave Marker

- Lead with the cemetery name.
- Include explanation of acquiring data: photographed and transcribed by author; personally read by author; image taken by Jean Hobart and supplied digitally to author; etc.
- See EE 6.12–6.15

  - **Initial**: Elf Cemetery (Tell Township, Huntingdon Co., Pa.), Michel Kern marker; photographed by author, 17 Oct 2015.
  - **Subsequent**: Elf Cem. (Huntingdon Co., Pa.), Michel Kern marker.

FamilySearch

- For digital film images:

  - Lead with the underlying document.
  - Once FamilySearch has been cited in the article, additional citations do not need to include the URL or the words "Image Group Number." The IGN number would be formatted as: IGN 5205840.

    - **Initial**: Rock Island Co., Ill., Marriage Record (1833–1861), vol. A:168, no. 3536, Mapes-Goodlow, licensed 19 Mar 1860, married 27 Mar 1860; *FamilySearch* (www.familysearch.org), Image Group Number (IGN) 5205840, image 474.
    - **Subsequent**: Rock Island Co., Marriage Record, A:168, Mapes-Goodlow, 1860.

- **Initial**: Sandbach Parish (Cheshire, England), Bishop's transcripts, burials, p. 53, entry 436, Hannah Heathcote, 27 Nov 1862; *FamilySearch*, IGN 4011900, image 607.
- **Subsequent, same entry**: Sandbach Parish, burials, p. 53, Hannah Heathcote, 1862.
- **Subsequent, different entry**: Sandbach Parish, burials, p. 37, entry 299, Daniel Shaw, 5 Jun 1861; *FamilySearch*, IGN 4011900, image 585.

  o Avoid using FamilySearch catalog entries in the item description. For example, for a deed, cite the specific record book, not the catalog entry. IGN 8319030 includes two deed books. The catalog entry is "Deed records v. H–I 1840–1843." Cite the specific deed (details can vary):
    - Cooper Co., Mo., deed, I:172–74, Williams to Myers, 8 Aug 1842, recorded 16 Aug 1842; *FamilySearch*, IGN 8319030, images 449–50.

- For compiled collections with indexes or images (the word *collection* is usually in the URL):
  o Lead with collection title
  o May use waypoints
  o Use for negative search results
  o **Initial**: "United States World War I Draft Registration Cards, 1917–1918," *FamilySearch* (www.familysearch.org/search/collection/1968530) > California > San Francisco City no. 13 > Lu, C.-Pucci, A. > image 1808, Charles Melville, no. 331.
  o **Subsequent**: "United States World War I Draft Registration Cards, 1917–1918," *FamilySearch*, Charles Melville.

- For negative search results:
  o Collection:
    - "Georgia County Marriages, 1785–1950," *FamilySearch* (www.familysearch.org/search/collection/1927197), negative search results for Langston-Rowell marriage.
  o Catalog page:
    - Cattaraugus Co., N.Y., Deed records, 1818–1917, Grantee index, v. A–L, 1817–1869, negative search results for property sold by Zaccheus Lovewell; *FamilySearch*, IGN 7148125.

Find A Grave

- If the name of the photographer is not a proper name (e.g. John Smith), enclose the member name in quotations (e.g. "cemnut").

- **Initial**: *Find A Grave* (www.findagrave.com), memorial 120186859, image, 11 Nov 2013, by "No Reins," gravestone for Edward King (Aspen Grove Cem., Burlington, Des Moines Co., Ia.).
  - **Subsequent**: *Find A Grave*, memorial 120186859, Edward King, image by "No Reins."

- For multiple references to the same cemetery but for different burials/markers, use only the cemetery name for the location in subsequent citations.

  - **Initial**: *Find A Grave* (www.findagrave.com), memorial 28218316, image, 12 Jul 2008, by "Janet," gravestone for Mary C. Bottorff (Silver Creek Cem., Charlestown Twp., Clark Co., Ind.).
  - **Subsequent**: Find A Grave, memorial 42796849, image, 7 Oct 2009, by "Janet," gravestone for Mary Etta Bottorff (Silver Creek Cem.).

Fold3

- Cite the underlying document first, followed by the stable URL.
- If citing a specific document within a larger file, lead with the document.
- If citing the full file, lead with the service person's name and service details.
- If there is more than one reference to National Archives records in the article, include (RG) and (NA) in the first reference. Additional references, even if not for the same file or collection, will use RG and NA in the citations.
- See EE 12.35
  - **Initial, specific document**: Declaration of claimant, 8 Feb 1833, Henry Reynolds, pension no. S4079 (Pvt., Va. and N.C., under Capts. John McCoy, Joseph Guinn, Doherty, and Col. Robinson, Revolutionary War); Case Files of Pension and Bounty-Land Warrant Applications Based on Revolutionary War Service; Record Group (RG) 15; National Archives (NA)–Washington D.C.; *Fold3* (www.fold3.com/image/16173467/reynolds-henry-page-6-us-revolutionary-war-pensions-1800-1900).
  - **Subsequent, specific document**: Declaration of claimant, 8 Feb 1833, Henry Reynolds, pension no. S4079.
  - **Initial, full file**: Roxcena Lenderman, widow's pension application no. WC72991, service of John Lenderman (Fife Major, 22nd Iowa Inf., Civil War); Case Files of Approved Pension Applications of Widows. . . ; Civil War and Later Approved Pension Files; RG 15, NA–Washington D.C.; *Fold3* (www.fold3.com/image/296613998), 21 images.
  - **Subsequent, full file**: Roxcena Lenderman, widow's pension no. WC72991.
  - **Subsequent, specific document**: Widow's Declaration for Pension, 13 Nov 1863, Roxcena Lenderman, widow's pension no. WC72991, www.fold3.com/image /296614005/lenderman-john-page-3-us-civil-war-widows-pensions-1861-1910.

National Archives

- When citing publications produced by the National Archives and Records Administration (NARA), such as microfilms and other published works, we use NARA.
- When citing manuscript and archival documents/collections, we note where they are housed.
- For use of en dash see CMOS 6.87.
  - **Initial**: National Archives (NA)–St. Louis
  - **Subsequent**: NA–St. Louis. If all citations in the article refer to collections at one repository, the locator term can be dropped, making it just NA.

Newspapers

- Follow the style guides for placement of town and state. See CMOS 14.89 and 14.91, and EE 15.20.

DNA

Terms and Abbreviations

- autosomal DNA, atDNA
- centiMorgan, cM
- mitochondrial DNA, mtDNA
- X chromosome, X-DNA
- Y chromosome, Y-DNA

Testing Providers

Italicize the names of the providers: *23andMe*, *Ancestry*, *AncestryDNA*, *FamilyTreeDNA*, *GedMatch, MyHeritage*

Geographic

- Place names are spelled out in the narrative: Vermont, Canada, Hartford County.
- US place names (except town names) are abbreviated in citations: Hartford Co., Vt.
- Non-US place names are spelled out in first and subsequent citations.

Lists

See CMOS 6.141 and 6.142 for vertical lists.

For numbered and bulleted lists:

- Maintain consistency within the list for complete sentences or fragments.
- Fragments need no end punctuation.
- Sentences end with a period.
- Ordered lists (such as children's lists or chronological deed transactions) are numbered.
- For ordered lists within the narrative, use natural numbers (1, 2, 3) followed by a period. For genealogical summaries at the end of articles, use standard *NGSQ* style numbering.

Personal Names

- For an unknown name in the narrative, use [—?—]:
    - Her second husband was [—?—] Johnson.
- When adding a maiden name, write it: Joan (Hewlett) Kingsley. Maiden name is in parentheses; use of née is optional if needed for emphasis. For multiple married names, only the maiden name is in parentheses: Joan (Hewlett) Kingsley Boyd Summers.
- When transcribing a name from a record and adding an alternate name for clarity, write it: Aimé [Amos] Fortier.
- When adding a nickname to a given name, write it: Hamilton J. "Hamp" Hall. (CMOS 8.35) Subsequent uses of the nickname don't require quotation marks: Hamp Hall.
- In the narrative, names are spelled conventionally (or with the editor's preferred consistent spelling). If the name is transcribed from a specific record and the spelling variation is easily discernable, the name is spelled as it appears in the record, without quotation marks or use of [*sic*]. For example, a woman named Hepsabeth would be treated this way:
    - In 1860, Hepsybah South lived with her daughter.
- If the name/spelling in the record is excessively mangled, add the conventional spelling in brackets:
    - In 1860, Hefty Bell [Hepsabeth] South lived with her daughter.
- When using two alternate spellings of a name, use a slash: Brisco/Briscoe. (See CMOS 6.113.)

Reviews

Text in bibliographic entry:

- Pages – spelled out

- Appendixes – use this spelling
- Use the terms hardcover and paperback for binding designations

For quotes referencing specific pages, use in-text parenthetical in this format: (p. 14).

Spelling

Tricky words and spelling:

- African American
- Black (when referring to race)
- birth date
- birthplace
- email
- General Orders 143: military term, use the plural even if referring to one specific order
- great-grandmother
- half brother
- Native American
- on-site
- quitclaim
- step-granddaughter
- stepsister
- White (when referring to race)

Tables/Graphs/Charts/Maps

- Enhancements are self-contained units with citations that are separate from the narrative. Full citations are used in enhancements even if previously cited in the narrative. If the same source is cited more than once in the same enhancement, subsequent citations can be used.
- Notes are designated by lower-case letters and are applied to table text from left to right, top to bottom.
- A reference to an enhancement is not capitalized in the narrative: In table 1 . . . .
- For tables spanning more than one page, see CMOS 3.88 and figure 3.26.