Microsoft Word Template for *Register* Style

# Main Text

The first paragraph under a heading is set flush left. The Word style is “Normal.”

Subsequent paragraphs are indented. The Word style is “Body Text Indent.”

This is another paragraph styled with “Body Text Indent.” To learn more about how to write content into *Register* format, see the NEHGS *Guide to Genealogical Writing.*[[1]](#footnote-1)

This file contains all the “styles” you need for creating a basic Register-style document. The Word styles are indicated by the name of the style in quotes.

For material extracted from another author’s works, usually something that will be five lines of text or more, you might want to use this “Quotation” style, which indents left and right and puts the extract in a smaller typeface. Don’t use quotation marks; they are only necessary when the extract is a phrase or single sentence embedded in the main text.

# Writing a Family Sketch Using Styles

1. Firstname Lastname, usually in small caps, in “Main Person” character style. If you select the name and click “Main Person,” the style will be applied. The entire paragraph, though, is “Normal.”

Additional information about the person: “Body Text Indent.”

Children of Main Person and Spouse of Main Person is in the “Kids Intro” style.

 i. First Child. For this list, we are using “Kids” style; the child’s name is in “Child Name” character style. The point size is smaller. You would put relevant vital statistics here.

2 ii. Second Child. The lower-case Roman numerals are automatically set to align on the right. No need for a period after the identification number in the left margin.

 iii. Third Child. Vital statistics here.

A new paragraph is in “Kid More Text” style.

1. First Grandchild. “Grandkids” style for the paragraph, with name in “Grandkid Name” character style. Vital statistics here.

2. Second Grandchild.

3. Third Grandchild.

3 v. Fourth Child. Vital statistics here.

This document contains other styles that you might like to use.

# Family Sketch Templates

See below for templates to guide your genealogical writing. Simply copy and paste the template for each subsequent family sketch. Writing with a template helps us to remain consistent in our formatting.

The templates use descriptive words or number signs to indicate each piece of information that is needed. Type over the place-holder word/symbol with the relevant data. For example, replace the word “date” with the day month year (1 January 2024) of the event. Add identification numbers (in place of the “#”) in front of the names of those who will be carried forward into another sketch. Add generational numbers for the superscript “#” symbols. Delete any unneeded place-holders, as in the case of not needing all the child entries provided.

Adjust the templates to suit your preferences and the needs of each project. To submit an article for the *New England Historical and Genealogical Register*, use the traditional sketch as templated.

## Traditional Register sketch

#. **Firstname# Lastname** (*Parent*#, *Grandparent*#, . . . *Immigrant*1) was born in place date and died in place date.[[2]](#footnote-2) He/She married in place date, **Spousename Lastname**, daughter/son of Father and Mother (Maiden) Surname.[[3]](#footnote-3) She/He was born in place date and died in place date.[[4]](#footnote-4)

Biographical information about the person, the spouse(s), and their family.[[5]](#footnote-5)

Children of Father# and Mother (MaidenName) Lastname:

 i. First# Child, b. place date;[[6]](#footnote-6) d. place date;[[7]](#footnote-7) m. place date, Spousename Lastname,[[8]](#footnote-8) b. place date, daughter/son of Father and Mother (Maiden) Surname, d. place date.[[9]](#footnote-9)

Biographical information about the child.[[10]](#footnote-10)

1. First Grandchild, b. place date.[[11]](#footnote-11)

2. Second Grandchild, b. place date.[[12]](#footnote-12)

3. Third Grandchild, b. place date.[[13]](#footnote-13)

# ii. Second Child, b. place date; m. Spousename Lastname.[[14]](#footnote-14)

# iii. Third Child, b. place date; m. Spousename Lastname.[[15]](#footnote-15)

# iv. Fourth Child, b. place date; m. Spousename Lastname.[[16]](#footnote-16)

## Variation model

#. **Firstname# Lastname** (*Parent*#, *Grandparent*#, . . . *Immigrant*1) was born at Town, Countyname County, State date Month year, and was baptized at Town, Countyname County, State date Month year. [[17]](#footnote-17) He/She died at Town, Countyname County, State date Month year, and was buried in Cemeteryname at Town, Countyname County, State date Month year.[[18]](#footnote-18)

He/She married, first, at place date, **Spousename Lastname**, daughter/son of Father and Mother (Maiden) Surname.[[19]](#footnote-19) She/He was born at place date, and was baptized at place date.[[20]](#footnote-20) She/He died at place date, and was buried at place date.[[21]](#footnote-21)

He/She married, second, at place date, **Spousename Lastname**, daughter/son of Father and Mother (Maiden) Surname.[[22]](#footnote-22) She/He was born at place date, and was baptized at place date.[[23]](#footnote-23) She/He died at place date, and was buried at place date.[[24]](#footnote-24)

Biographical information about the person, the spouse(s), and their family.[[25]](#footnote-25)

Children of Father# Lastname and Mother Lastrname, born at place:

 i. First# Child, b. date; d. at place date;[[26]](#footnote-26) m. at place date, Spousename Lastname,[[27]](#footnote-27) b. at place date, daughter/son of Father and Mother (Maiden) Surname, d. at place date.[[28]](#footnote-28)

Biographical information about the child.[[29]](#footnote-29)

1. First Grandchild, b. at place date.[[30]](#footnote-30)

2. Second Grandchild, b. at place date.[[31]](#footnote-31)

3. Third Grandchild, b. at place date.[[32]](#footnote-32)

# ii. Second Child, b. date; m. Spousename Lastname.[[33]](#footnote-33)

# iii. Third Child, b. date; m. Spousename Lastname.[[34]](#footnote-34)

# iv. Fourth Child, b. date; m. Spousename Lastname.[[35]](#footnote-35)

Children of Father# Lastname and Mother Lastname, born at place:

# v. Next# Child, b. date; m. Spousename Lastname.[[36]](#footnote-36)

# vi. Last Child, b. date; m. Spousename Lastname.[[37]](#footnote-37)

1. Penelope L. Stratton and Henry B. Hoff, *Guide to Genealogical Writing* (Boston: NEHGS, 2014). Thanks to Helen Schatvet Ullmann, who inspired these instructions with her helpful online article “Register Style Template: A Template and Suggestions for Writing in Register Style in Microsoft Word,” online at AmericanAncestors.org/register-template. This footnote text style is applied automatically. [↑](#footnote-ref-1)
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3. Source. [↑](#footnote-ref-3)
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