

Writing and Publishing Your Family History

Class 1: Getting Started

THE BRUE FAMILY LEARNING CENTER

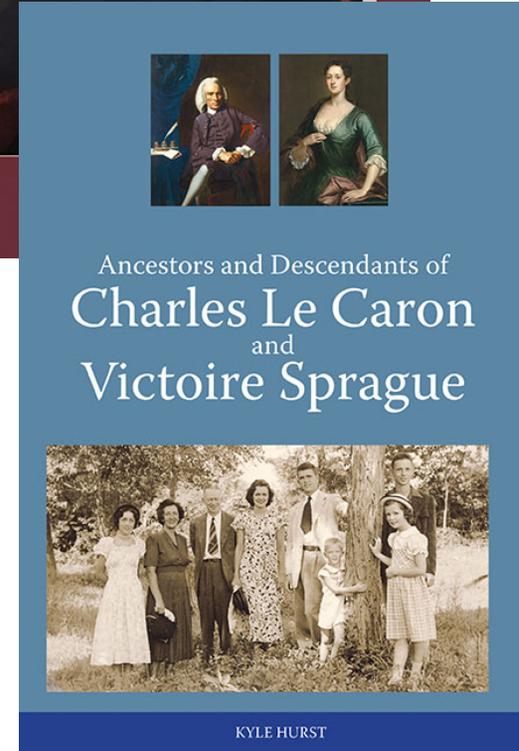
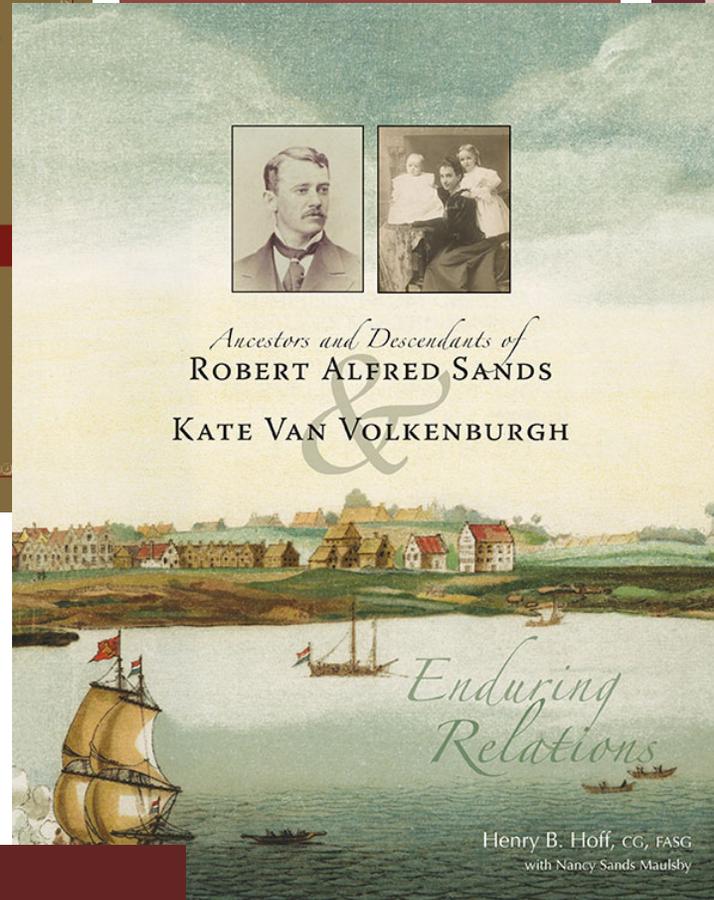
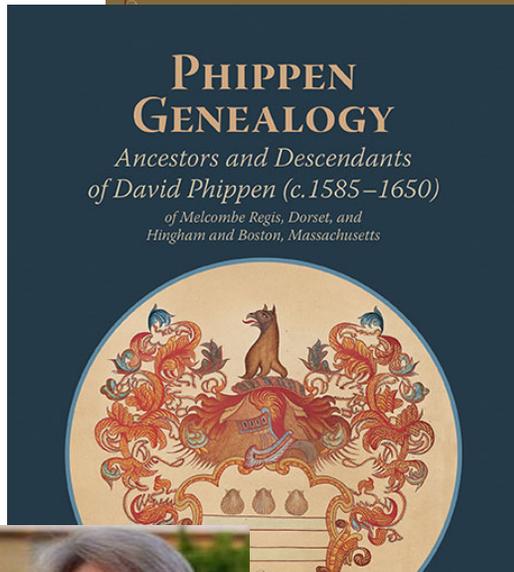
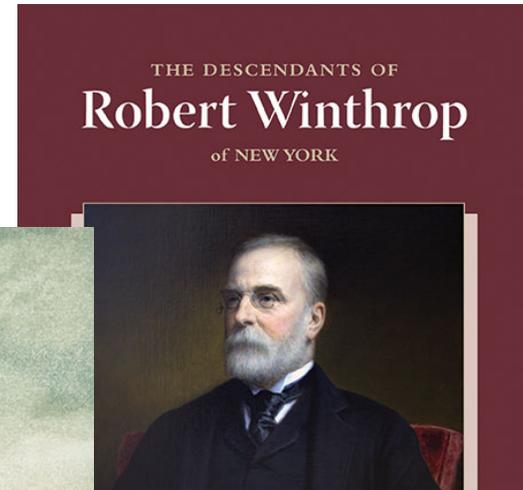
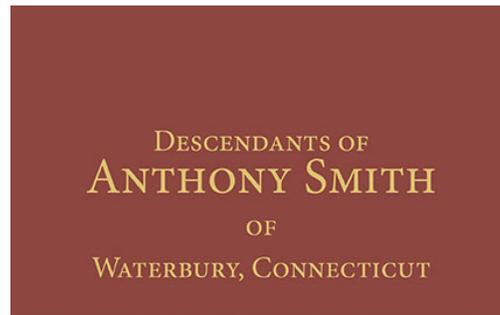
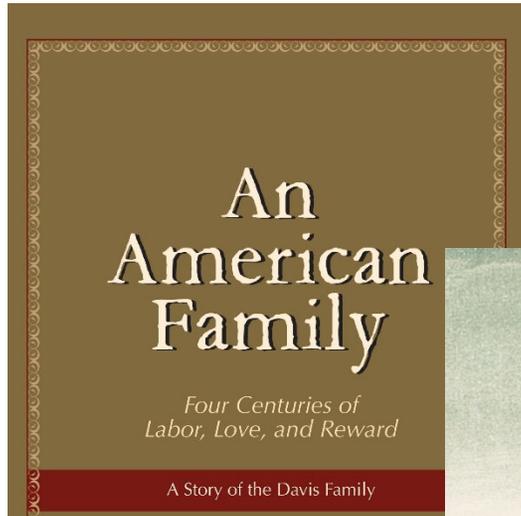


American Ancestors®
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Sharon Inglis
VP of Publishing



Voice of
Sharon Inglis,
VP of Publishing

Why are you here?

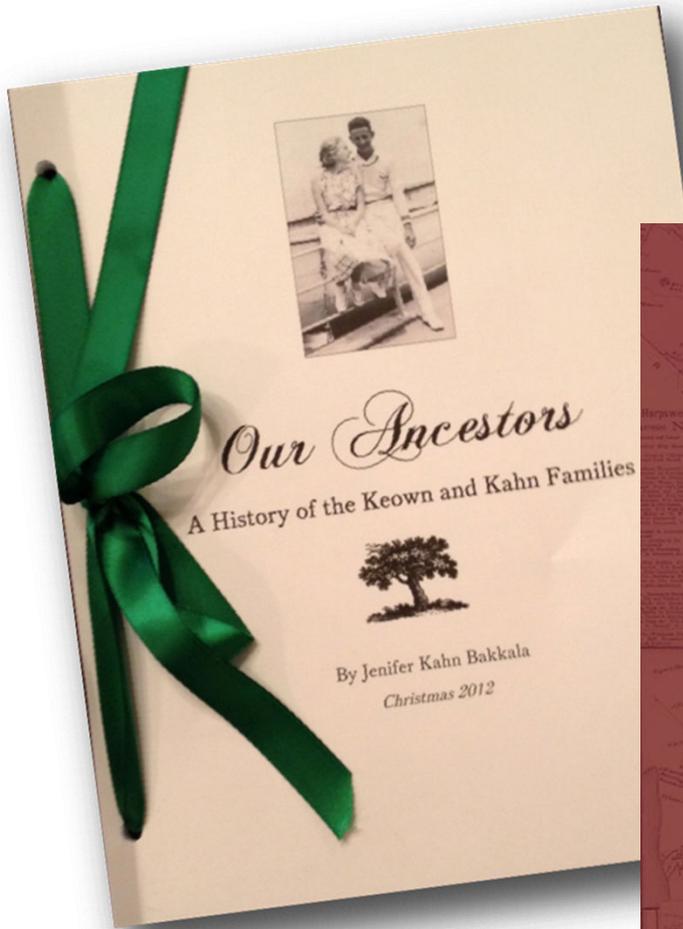


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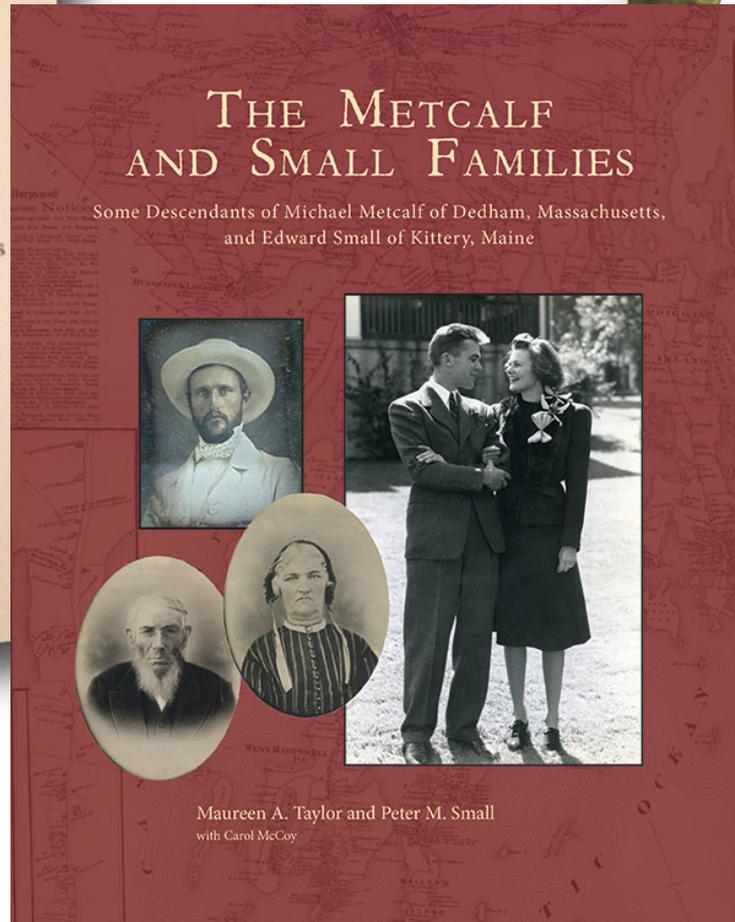


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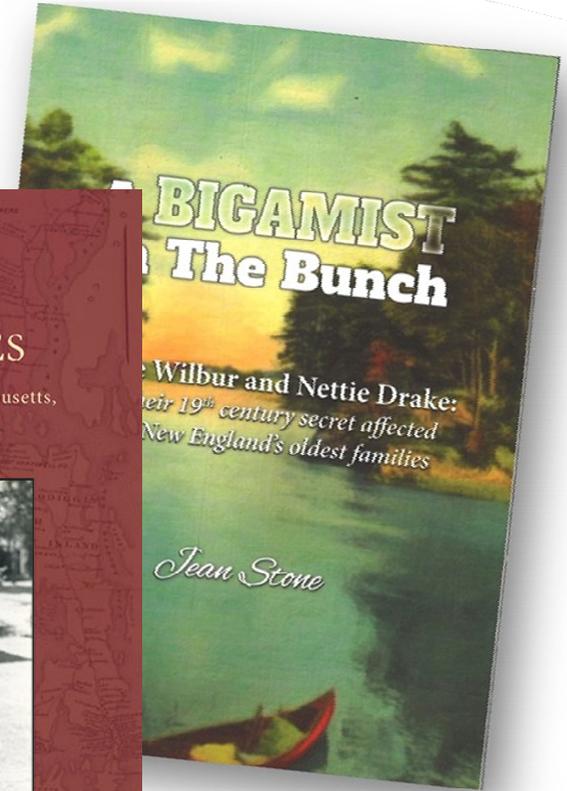
1. CHOOSE A FORMAT



SIMPLE
8-1/2 x 11
BOOKLET



LARGE HARDCOVER BOOK



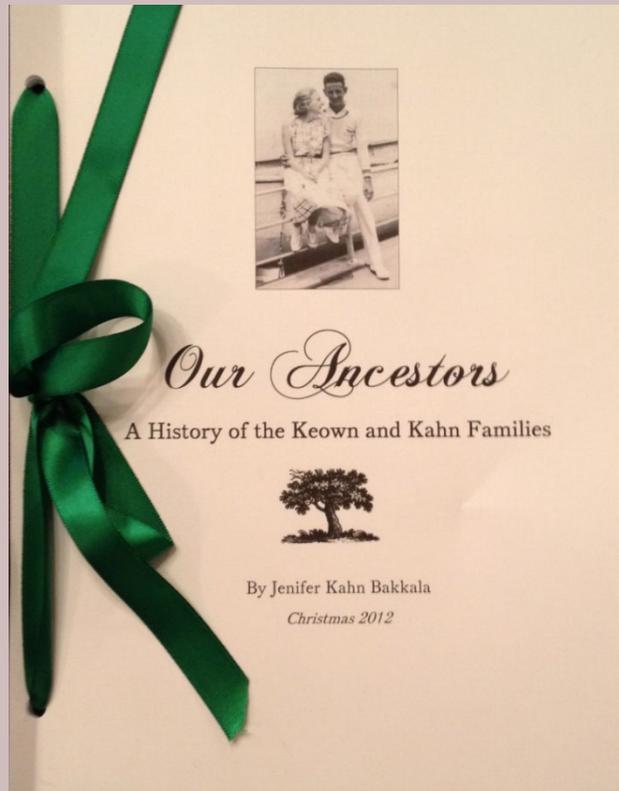
SMALL
PAPERBACK
BOOK

More assumptions:

- You're writing a book
- You're using MS Word

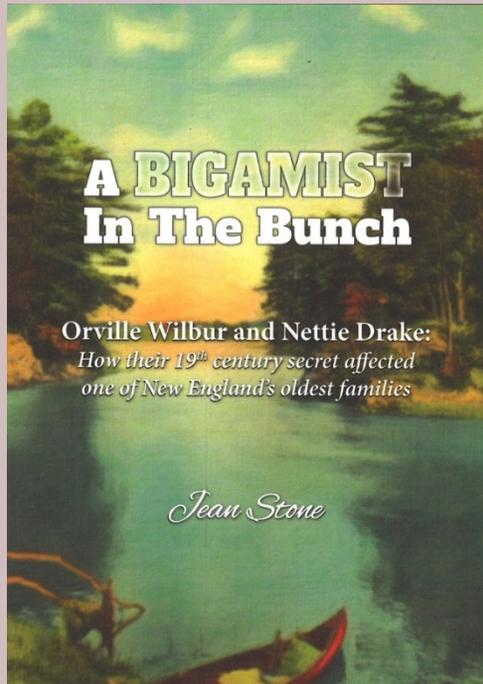


Short, informal booklet



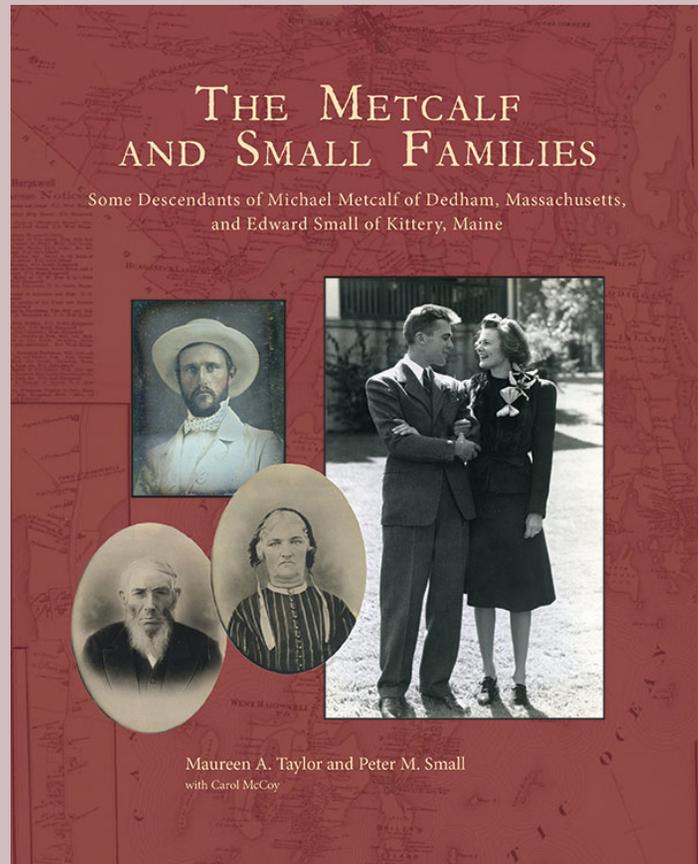
- Covers a limited number of people
- No genealogical formatting
- Contains family stories, recipes, photos, charts
- Designed, laid out, and printed at home

Focused paperback book



- Tells a single, true family story
- Limited genealogical content
- Few illustrations
- Produced by a vendor

Hardcover memoir book



- Detailed narrative for multiple generations
- Limited genealogical formatting
- Includes charts and illustrations
- Professionally done

TOC and endnotes

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NOTES

Part I: The Metcalf Family

- Gary Boyd Roberts, *English Origins of New England Families: From the New England Historic Genealogical Register*, Vol. 2 (Baltimore: Clearfield, 1984), 143–144.
- Richard L. Bush, "The English Ancestry of Michael and Sarah (Ebeyn) Metcalf of Dedham, Massachusetts," *NEHGR* 166 (2012), 28. Bush refers to Charles Edward Banks, "Genealogical Research in England Communicated by the Committee on English Research: Metcalf," *NEHGR* 80 (1926): 312–313. Leonard Metcalf's 1614 deposition stated that he was then 73 years and had been rector of the parish of Tatterford for forty years, and that he was born at Appeside. See Howard H. Metcalfe, "Some Descendants of Rev. Leonard Metcalf" (Bowie, Maryland: Heritage Books, 2002), 1.
- Bush, "English Ancestry of Michael and Sarah (Ebeyn) Metcalf," 29. Bush refers to parish registers of Helgham, Norfolk, 1563–1812 [FHL 0,993,968].
- Howard Hurtig Metcalfe, comp., *Some Descendants of Rev. Leonard Metcalf of Tatterford Parish, Norfolk, England: Mostly Those of His Son Michael, the Emigrant to Dedham, Massachusetts, in 1637* (Bowie, Md.: Heritage Books, 2002), 1–2, citing John Venn, *Alumni Cantabrigieenses, Volume III, Kalle-Byes* (London: Cambridge University Press, 1924), 179: "Metcalf, Leonard. Matric. Pens. From St John's, Lent, 1563–4; B.A. 1568–9; M.A. 1640."
- Metcalf, *Some Descendants of Rev. Leonard Metcalf*, 2.
- Kelly's *Directory of Cambridgeshire, Norfolk and Suffolk* (London: Kelly and Co., 1883), 515.
- Metcalf, *Some Descendants of Rev. Leonard Metcalf*, 1–3.
- Metcalf, *Some Descendants of Rev. Leonard Metcalf*, 1.
- Charles Edward Banks, "Genealogical Research in England Communicated by the Committee on English Research: Metcalf," *NEHGR* 80 (1926), 312–313.
- Metcalf, *Some Descendants of Rev. Leonard Metcalf*, 2.
- Bush, "English Ancestry of Michael and Sarah (Ebeyn) Metcalf," 253.
- G. Andrew Moriarty, "Genealogical Gleanings in England—Metcalf," *NEHGR* 78 (1924): 64. The baptismal record of John Metcalf in the parish registers of Tatterford, Norfolk, mentions he is the son of Leonard and his wife; the burial record does not mention his parents.
- Moriarty, "Genealogical Gleanings in England—Metcalf," 64. The baptismal record mentions son of Leonard and his wife.
- G. Andrew Moriarty, "Genealogical Research in England—Metcalf: Additional Records," *NEHGR* 86 (1932), 253. Burial record does not mention his parents.
- Moriarty, "Genealogical Gleanings in England—Metcalf," 64. Nicholas Metcalf, son of Leonard and his wife.
- Moriarty, "Genealogical Research in England—Metcalf: Additional Records," 256. Moriarty summarizes the will of Nicholas Metcalfe, which mentions Leonard Metcalfe, son of Leonard Metcalf, and also John Metcalf and Elizabeth Metcalfe, children of Leonard Metcalf, now deceased. Nicholas does not directly state that he was the son of Leonard and Amy Metcalf.
- Tatterford parish records are missing items for 1590 and 1592. Refer to both Banks, "Genealogical Research in England: Metcalf," 312, and Moriarty, "Metcalf: Genealogical Research in England—Metcalf: Additional Records," 253. A 1635 deposition in the Norwich Diocesan Records by Michael Metcalf gives his age as 45 and his birthplace as Tatterford.

Chapter opener and child list

Generation Two

MICHAEL METCALF

born in Norwich, England,
August 29, 1620
died in Dedham, Massachusetts,
March 25, 1654



*The Fairbanks House, Dedham, Massachusetts,
where Michael Metcalf married
Jonathan Fairbanks's daughter Mary.*

Michael² Metcalf, the eldest surviving son of Michael¹ and Sarah (Elwyn) Metcalf, was named after his father and a brother who died in infancy. Michael² emigrated with the family when he was 16 years old. After spending his childhood in England, this elder son would become part of the generation that firmly established the community of Dedham. He was admitted as a freeman at 22 years of age on May 13, 1642, only five years after his father joined the town.¹¹⁴

Marriage to Mary Fairbanks

Two years later, he married on April 2, 1644, Mary Fairbanks, who was born at Sowerby, Halifax Parish, Yorkshire, England, on February 3, 1622, to Jonathan Fairbanks and Grace (Smith) Fairbanks.¹¹⁵ Lorenzo Fairbanks suggested that Jonathan Fairbanks had immigrated to Boston by 1633; however, genealogist Robert Charles Anderson does not believe he had arrived in New England by then.¹¹⁶ In any case, Jonathan Fairbanks settled in Dedham in 1636, a year before the Metcalfs arrived. It appears that Fairbanks began to build his house in 1637, because some house timbers date from that time. The Jonathan Fairbanks house stands today and is considered "the oldest timber-frame building in New England."¹¹⁷

Life in Dedham

Church life was extremely important to the early inhabitants of Massachusetts. The first church in Dedham was established by eight men on November 8, 1638, as an independent entity with no religious affiliation. It was composed of two parts—the parish and the church. Apparently the first several years of the church saw much dissension, prompting several families to leave the community. Robert Charles Anderson points out, "As a result of all this movement, the immigrants of 1637 and 1638 soon attained a dominant position in civil as well as ecclesiastical affairs."¹¹⁸ Town tax revenues supported the church, and eligible males were allowed to vote on parish matters. To belong to the church, one had to apply and be accepted.¹¹⁹ Being accepted in

Elyria, is inscribed "Anna M. Stevens Rich (1787–1866)."¹²⁰ All but one of her children were living nearby in Elyria, as were fifteen grandchildren. The one known photograph of her and her many letters to siblings and children indicate she was a very spiritual woman of great determination and unflinching interest in and support for her children. She had twice been widowed with small children but had seen to their educations and proper upbringing. Each of her seven children had spent time teaching school.

Children of Charles and Anna Mayo (Stevens) Rich, all born in Warwick, Massachusetts:¹²²

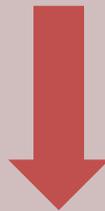
1. CHARLES WILDER RICH, possibly born as Wilder Stevens Rich April 2, 1808; died in Elyria, Ohio, January 28, 1899. Married Albina S. Kittredge, March 11, 1847, in Milo, Maine. They had six children.
2. ALMEDA RICH, born October 5, 1809; died in Brownville, Maine, February 11, 1899. She married first James Madison Searles of Boston on May 19, 1834. They had three children. She married second Gilman Ryder of Dunbarton, New Hampshire, on September 8, 1852.
3. ANNA ELIZABETH RICH, born August 27, 1811; died in Elyria, January 23, 1897. She taught school with her sister Almada in Boston, then on her own in Bangor, Maine. She was principal of Westfield Academy, Westfield, New York, and then was in charge of a ladies' seminary in Racine, Wisconsin. Married Elijah DeWitt, M.D., in Elyria; no children. Author of *The Joys and Sorrows of Home: An Autobiography* (about her mother).

Children of Isaac and Anna Mayo (Stevens) (Rich) Metcalf, all born in Royalston:

1. ISAAC STEVENS METCALF, born January 29, 1822. (*See Generation Eight.*)
2. JOSEPH MAYO METCALF, born July 25, 1823; died in Milo, Maine, December 31, 1850, of "slowly increasing paralysis resulting from a fall." Never married. Joseph was a successful merchant in Bangor. According to his nephew Keyes Metcalf, he was ambidextrous and kept the left page of his account book with his left hand and the right with his right hand, with no discernible difference between the pages.
3. LUCY HEYWOOD METCALF, born May 1825; died in Bangor, August 26, 1856. Married May 17, 1848, Samuel Winkley Furber of Bangor. They had three children.
4. ELIAB WIGHT METCALF, born April 18, 1827; died November 24, 1899, in Elyria. Married Eliza Maria Ely on April 6, 1853, in Easthampton, Massachusetts. They had nine children. Eliab was named for his father's first cousin, a prominent printer in Cambridge, Massachusetts. Many if not all of the Metcalf family records were taken over by Eliab upon Isaac's death. Some of his many Metcalf family records were lost when his home in Elyria burned in 1902.¹²³

Genealogical formats

Register style =
descendancy
format

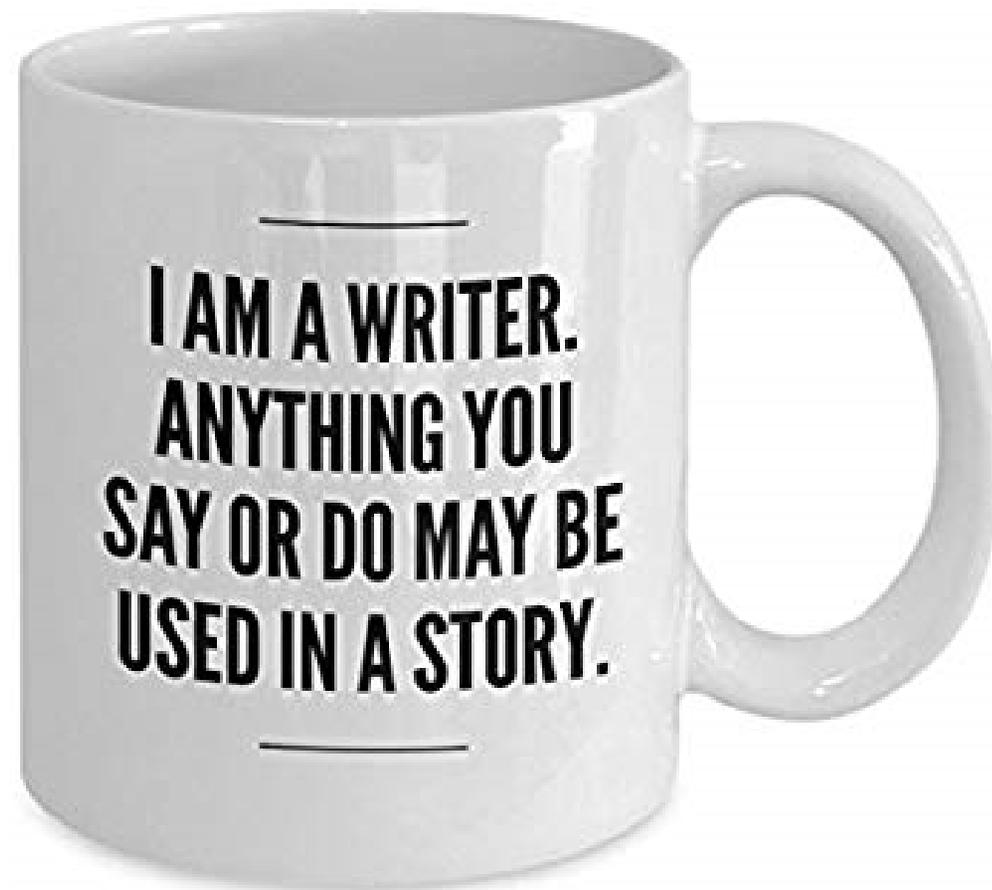


- **Past > present**
- **Family groups**

Ahnentafel =
German for
“ancestor table”

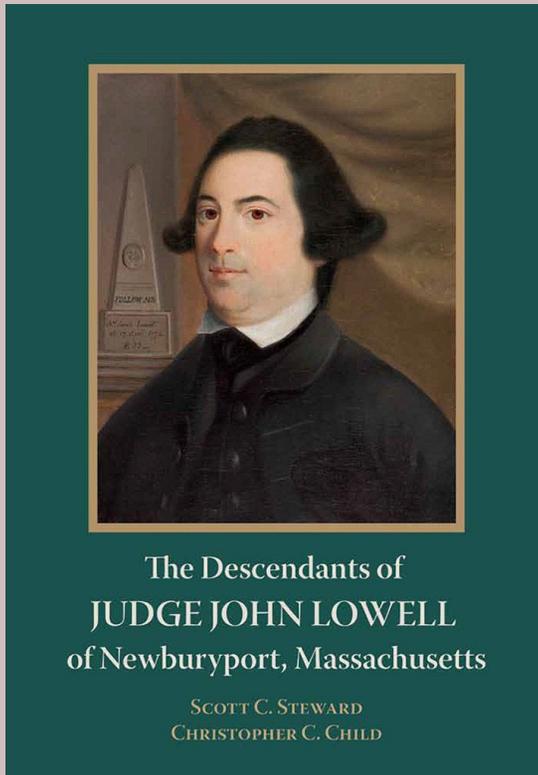


- **Present > past**
- **Couples**



2. DEFINE THE SCOPE

TOC example 1

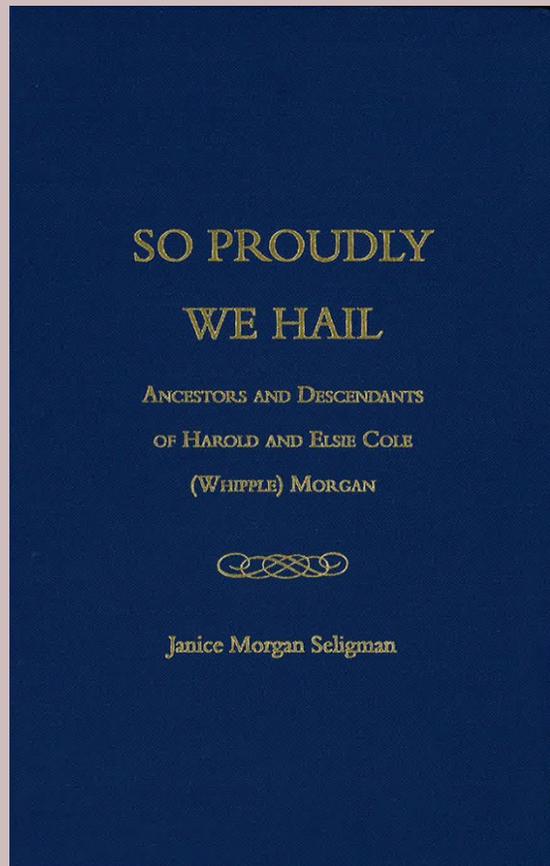


Book title: *The Descendants of Judge John Lowell of Newburyport, Massachusetts*

Table of contents:

1. Four Generations of the Lowle Family in England
 2. The First Generation in America
 3. Second Generation
 4. Third Generation
 5. Fourth Generation
 - ...
 14. Fourteenth Generation
- Index*

TOC example 2

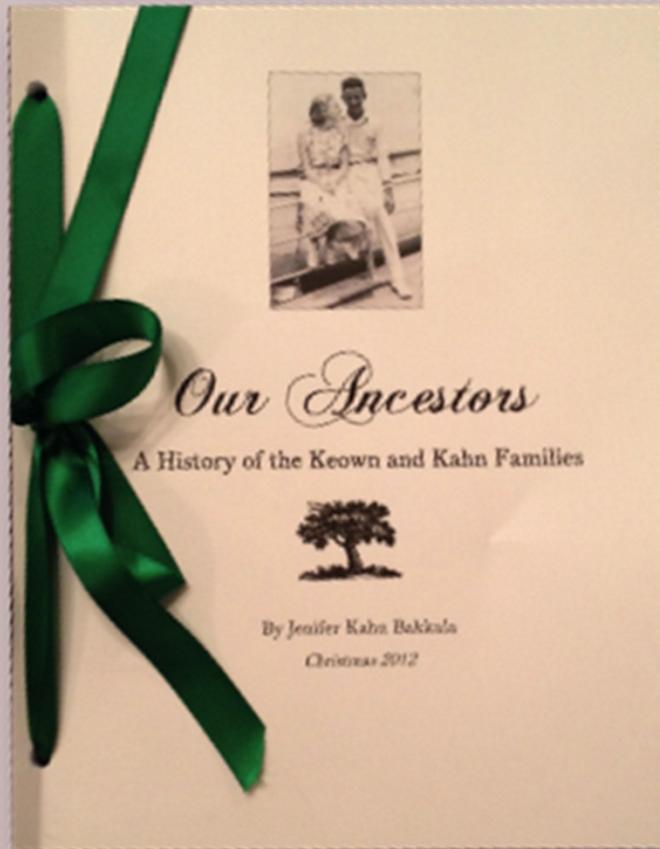


Book title: *So Proudly We Hail: Ancestors and Descendants of Harold and Elsie Cole (Whipple) Morgan*

Table of contents:

1. The Morgan Family
 2. The Graham Family
 3. The Whipple Family
 4. The Cole Family
 5. The Seligman Family
- Appendix: Patriotic Service*
Index

TOC example 3



Book title: *Our Ancestors: A History of the Keown and Kahn Families*

Table of contents:

1. Christine's Parents — Phyllis Johnson and Walter Keown
 2. Christine's Mother's Ancestors — The Steins and the Johnsons
 3. Christine's Father's Ancestors — The Kutteroffs and the Keowns
 4. Alan's Parents — Beatrice LeCompte and Laurence Kahn
 5. Alan's Mother's Ancestors — The Littles and the LeComptes
 6. Alan's Father's Ancestors — The Aylsworths and the Kahns
- Sources*

Tip

Don't try to do it all.

3. ORGANIZE YOUR RESEARCH

Get yourself *organized!*



BOOK TITLE:

Ancestors of Pearl Maria Isaacson

TOC:

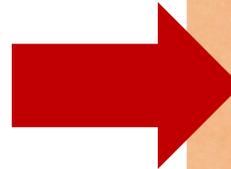
Gen. 1: Isaac Panttila

Gen. 2: Abraham Panttila

Gen. 3: Isaac Panttila

Gen. 4: John Panttila/Isaacson

Gen. 5: Pearl Maria Isaacson



*Ancestors of
Pearl Maria Isaacson*

Generation 1
Isaac

Generation 2
Abraham

Generation 3
Isaac

Generation 4
John

Generation 5
Maria

Paper file structure

Generation 3 Isaac

Today

- Isaacson book
- Rohrbach records
- Turnbull records
- Unsorted Finnish records

Today

- Generation 1 Isaac
- Generation 2 Abraham
- Generation 3 Isaac
- Generation 4 John
- Generation 5 Pearl

2014

- serafia ma...thplace.jpg

2013

- Marttila ri...parents.jpg
- Serafia Ma...llegible.jpg



Electronic file structure

Tip

<NOTE: Make notes
to yourself in
your Word file.>

If you're using genealogical software...



4. GATHER YOUR TOOLS

Resources at AmericanAncestors.org

RESEARCH GUIDE
Getting Started
FIND OUT MORE →

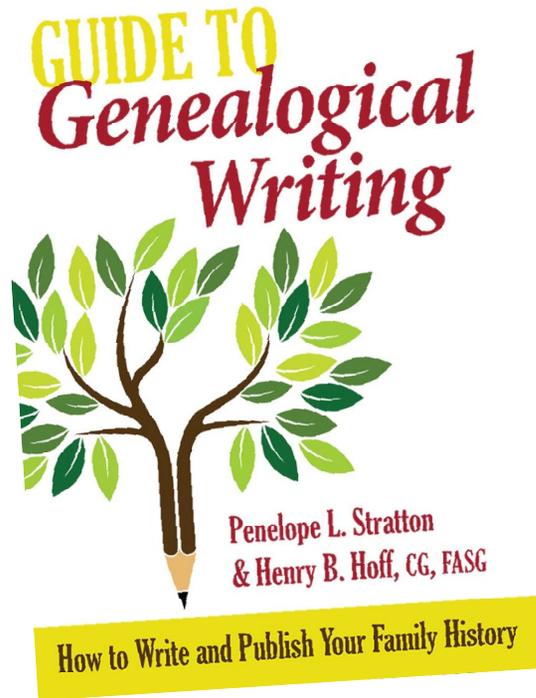
RESEARCH GUIDE
Getting Organized
FIND OUT MORE →

FAMILY HISTORY RESEARCH 1:02:20
Ten Steps to Writing & Publishing Your Family History
WATCH NOW →

FAMILY HISTORY RESEARCH 1:01:29
Sharing Your Family History: Ideas from NEHGS
WATCH NOW →

Writing & Publishing Your Family History

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THE PORTABLE GENEALOGIST 1

Building a Genealogical Sketch

THE PORTABLE GENEALOGIST 2

Genealogical Numbering

THE PORTABLE GENEALOGIST 3

Editorial Stylesheet

THE PORTABLE GENEALOGIST 4

Reference Notes

THE PORTABLE GENEALOGIST 5

Indexing

THE PORTABLE GENEALOGIST

Compiling a Bibliography

By Kyle Hurst, *Genealogist of the Newbury Street Place*

Introduction

A bibliography—also known as a works-cited, reference list—provides your readers with an alphabetized master list in your genealogical research. Follow genealogists and family historians to use this list to undertake additional research.

This *Portable Genealogist* describes different types of bibliographies you can use to compile and organize your bibliography, and provides examples of how to cite different types of sources.

Basic Guidelines

1. A bibliography should appear in your book's end matter (the back of the book) and, typically, directly before the index. Bibliographies may be placed directly after each article or chapter.
2. The bibliography provides the full citation for each source. When shortened citations are used in the reference list, the full citation should appear in the bibliography.
3. A bibliography does not take the place of reference notes. Reference notes point readers to the exact source of information.
4. In a bibliography, the focus is on the entirety of the source (e.g., letters, diaries, etc.).

Types of Bibliographies

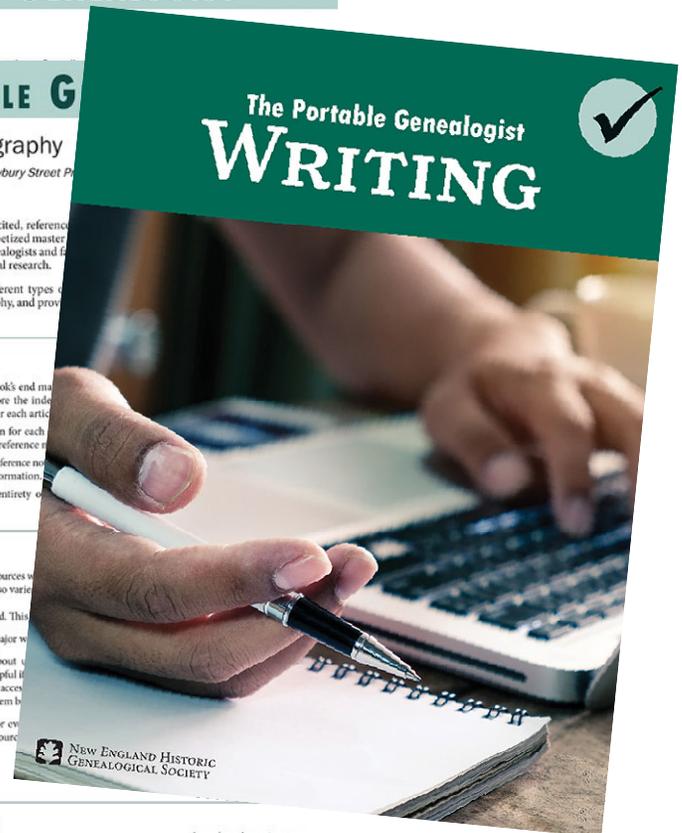
Just as there are different ways of organizing sources, there are different ways of information to include in a bibliography also varies.

Basic bibliography: Lists all of the works cited. This is the most common type of bibliography.

Selected bibliography: Highlights only the major works cited.

Annotated bibliography: Provides notes about each source, such as an assessment of the source. This approach is helpful if you are writing a research paper. Place the annotations in brackets or indent them below the citation.

Bibliographic essay: Allows you to add to or evaluate sources. This approach can work well when sources are not easily listed alphabetically.



Our *Writing Portable Genealogist Quick-Reference Guides*

Tip

Make a stylesheet.

Stylesheet examples

1. _____ (5 underscores for a missing name)
2. 4 acres, 4 years old; 4-acre lot, 4-year-old child
3. Aiken's Landing (not Aikens or Aikens')
4. Al is the grandson, Albert is the father, Bert is the grandfather
5. Fannie Munroe (not Fanny)
6. hog reeve (two words)
7. sawmill (one word)
8. Pratt & Whitney (ampersand, not "and")

Tip

Use an online
dictionary.

Word-Processing Programs



MS Word



WordPerfect



Zoho Writer



LibreOffice
Writer



Google Docs



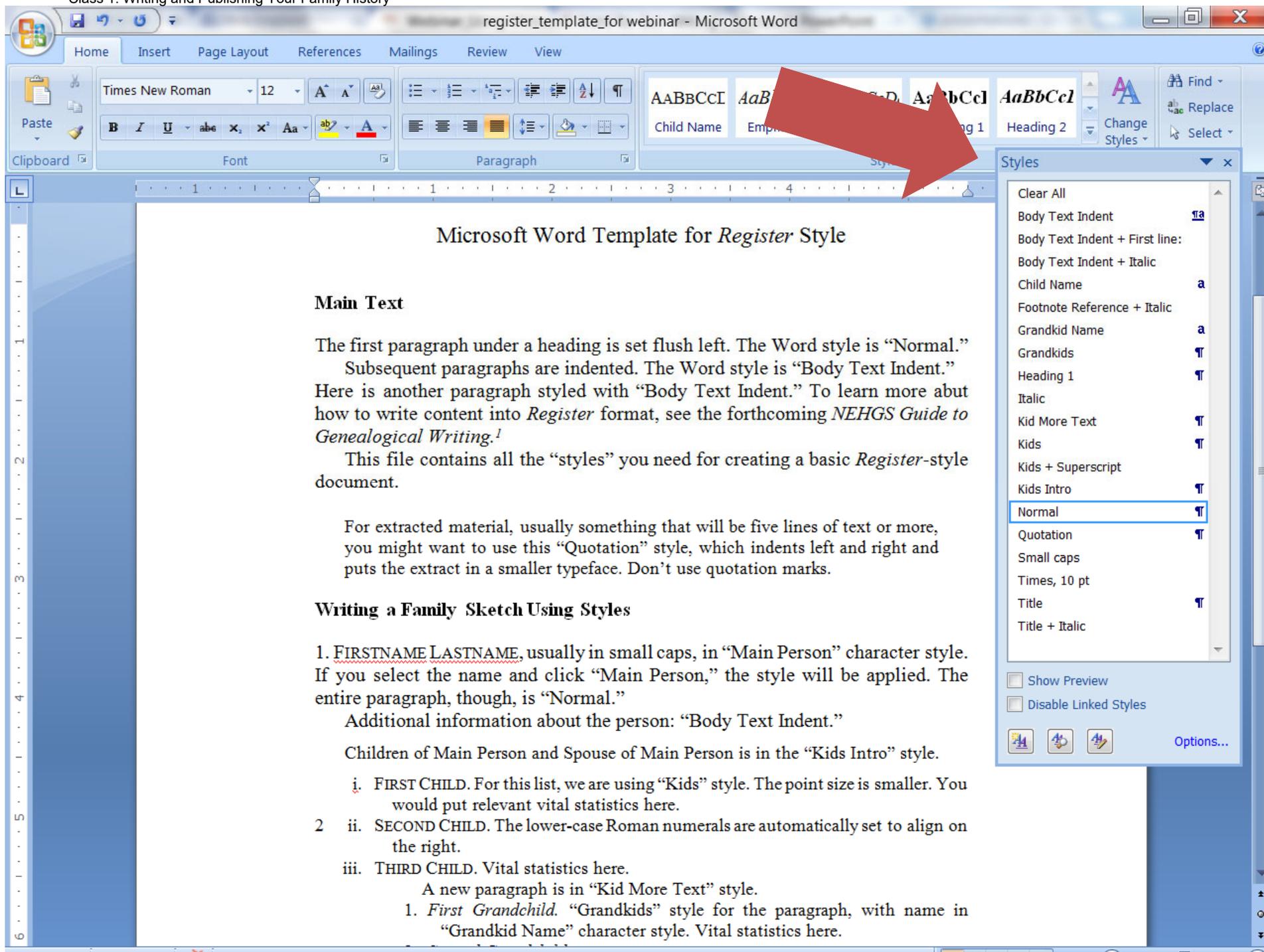
Pages for Mac



ONLYOFFICE
Document
Editor

First good thing about Word

1. ***Register-style* template**
2. Genealogical sequence numbering
3. “Track Changes”
4. Index tagging



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.” Here is another paragraph styled with “Body Text Indent.” To learn more about how to write content into *Register* format, see the forthcoming *NEHGS Guide to Genealogical Writing*.¹

This file contains all the “styles” you need for creating a basic *Register*-style document.

For extracted material, 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.

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.

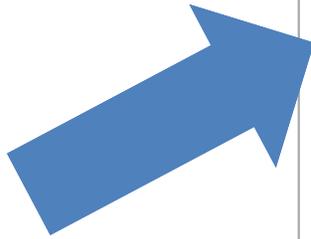
 - i. FIRST CHILD. For this list, we are using “Kids” style. The point size is smaller. You would put relevant vital statistics here.
2. ii. SECOND CHILD. The lower-case Roman numerals are automatically set to align on the right.
- iii. THIRD CHILD. Vital statistics here.

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.

Second good thing about Word

1. *Register*-style template
2. **Genealogical sequence numbering**
3. “Track Changes”
4. Index tagging



Child list

1. **SIR RICHARD¹ SALTONSTALL** was baptized at the Church of St. John the Baptist, Halifax, Yorkshire 4 April 1586 and died at Crayford, Kent before 25 October 1661. He married, first, at Almondbury, Yorkshire 28 November 1609, **GRACE KAYE**, who was baptized at All Hallows' Church, Almondbury 8 August 1579 and buried at the Church of St. Michael and Our Lady, Wragby (Halifax) 27 June 1625 ("the most saintly Lady Grace Saltonstall"), daughter of Robert and Anne (Flower) Kaye; second, before 5 November 1628, **ELIZABETH WEST**, daughter of Thomas West, 3rd Baron de la Warr, and Cecily (Shirley), Baroness de la Warr; and, third, ca. 1640, **MARTHA CAMMOCK**, who was baptized at Maldon, Essex 16 November 1587 and died between 15 October and 11 November 1662, widow of Francis Wilsford, and daughter of Thomas Cammock and Frances (Rich) Cammock, daughter of Robert Rich, 2nd Baron Rich.¹

Children of Sir Richard¹ Saltonstall and Grace (Kaye), Lady Saltonstall, ii and iv-vii baptized at the Church of St. Michael and Our Lady:²

- 2 i. **RICHARD² SALTONSTALL**, bp. at Almondbury 1 Oct. 1610; m. at London, Middlesex 4 July 1633, **MURIEL GURDON**.
- ii. **POSAMOND SALTONSTALL**, bp. 16 April 1612 and d. after 13 Feb. 1683/84. She m. after 22 April 1644, Colonel Richard Pryce, M.P. 1653, High Sheriff of Montgomeryshire in 1639 and 1652, who d. after 17 Feb. 1675, son of Edward

Main entry

2. **RICHARD² SALTONSTALL** (*Sir Richard¹*) was baptized at All Hallows' Church, Almondbury, Yorkshire 1 October 1610, died at Hulme, Lancashire 29 April, and was buried at St. James' Church, Didsbury, Lancashire 2 May 1694. He married at the Church of Allhallows, Honey Lane, London 4 July 1633, **MURIEL GURDON**, who died at Hulme 21/22 April and was buried at St. James' Church 25 April 1688, daughter of Brampton and Muriel (Sedley) Gurdon.⁵²

Muskett's *Suffolk Manorial Families* notes that Muriel Gurdon married "Richard Saltonstall, Esq., eldest son of Sir Richard Saltonstall of Essex [*sic*], and went with him into New England [in] 1635. She had, with other issue, Gurdon Saltonstall, s[on] and h[eir], who [died without issue], and Richard Saltonstall, Citizen of London, who . . . [also died without issue]."⁵³

Children of Richard² and Muriel (Gurdon) Saltonstall, last five probably born at Ipswich, Massachusetts Bay:⁵⁴

- i. **MURIEL³ SALTONSTALL**, bp. at Assington, Suffolk 29 May 1634 and d. 8, bur. at St. James' Church Didsbury 14 July 1697. She m. **SIR EDWARD**

Third good thing about Word

1. *Register-style* template
2. Genealogical sequence numbering
3. **“Track Changes”**
4. Index tagging

Document3 - Microsoft Word

Insert Page Layout References Mailings Review View Acrobat

thesaurus Word Count Translate Language Language New Comment Delete Previous Next Track Changes Show Markup Reviewing Pane Accept Reject Previous Next Compare Block Restrict Compare Authors Editing Protect

1 2 3 4 5 6 7

1. SIR RICHARD¹ SALTONSTALL (*Samuel^A, Gilbert^B, John^C, Richard^D, Gilbert^E, Richard^{F-H}, John^I, Thomas^J, William^K, Thomas^L*) was baptized at the Church of St. John the Baptist, Halifax, Yorkshire 4 April 1586 and (died at Crayford, Kent before 25 October 1661). He married, 1stfirst, at Almondbury, Yorkshire 28 November 1609, **GRACE KAYE**, who was baptized at All Hallows' Church, Almondbury 8 August 1579 and buried at the Church of St. Michael and Our Lady, Wragby, Yorkshire 27 June 1625 ("the most saintly Lady Grace Saltonstall"), daughter of Robert and Anne (Flower) Kaye; 2ndsecond, before 5 November 1628, **ELIZABETH WEST**, daughter of Thomas West, 3rd Baron de la Warr, and Cecily (Shirley), Baroness de la Warr; and; 3third, ca. 1640, **MARTHA CAMMOCK**, who was baptized at Maldon, Essex 16 November 1587 and died between 15 October and 11 November 1662, widow of Francis Wilsford, and daughter of Thomas Cammock and Frances (Rich) Cammock, daughter of Robert Rich, 2nd Baron Rich; and fourth, ca. 1650, ANNE SWAIN¹.

Children of Sir Richard¹ Saltonstall and Grace (Kaye), Lady Saltonstall, ii and iv—vii baptized at the Church of St. Michael and Our Lady:²

i **RICHARD² SALTONSTALL**, bp. at Almondbury 1 Oct. 1610; m. at London, Middlesex 4 July 1633, **MURIEL GURDON**.

Comment [ss1]: See The Journal of John Winthrop

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Comment [ss2]: See Register 48:511 for probate entry on Sir Richard Saltonstall's death at Crayford – the article continues with other Saltonstall wills – see also 1879 Register for discussion of Clarke and Saltonstall families

Fourth good thing about Word

1. *Register-style* template
2. Genealogical sequence numbering
3. “Track Changes”
4. **Index tagging**

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1. SIR RICHARD¹ SALTONSTALL was baptized Baptist, Halifax, Yorkshire 4 April 1586 and died October 1661. He married, first, at Almondbury GRACE KAYE, who was baptized at All Hallows 1579 and buried at the Church of St. Michael and June 1625 (“the most saintly Lady Grace Salton Anne (Flower) Kaye; second, before 5 November daughter of Thomas West, 3rd Baron de la Warr de la Warr; and, third, ca. 1640, MARTHA CAMALDON, Essex 16 November 1587 and died November 1662, widow of Francis Wilsford, and and Frances (Rich) Cammock, daughter of Robert

Children of Sir Richard¹ Saltonstall and Grace (Kaye) baptized at the Church of St. Michael and Our Lady:²

2 i. RICHARD² SALTONSTALL, bp. at Almondbury 10 4 July 1633, MURIEL GURDON.

ii. ROSAMOND SALTONSTALL, bp. 16 April 1612 and after 22 April 1644, Colonel Richard Pryce of Montgomeryshire in 1639 and 1652, who died and Bridget (Richards) Pryce of Gunley Hall On 1 July 1678, members of the household and others were fined “for an unlawful assembly and conventicle then and there held [at Gunley] under pretence of the exercise of religion in other manner than according to the liturgy and practice of the Church of England.” The

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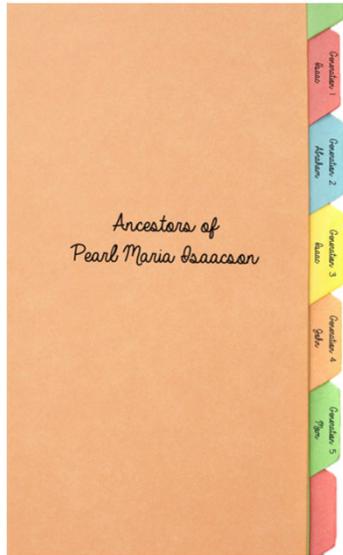
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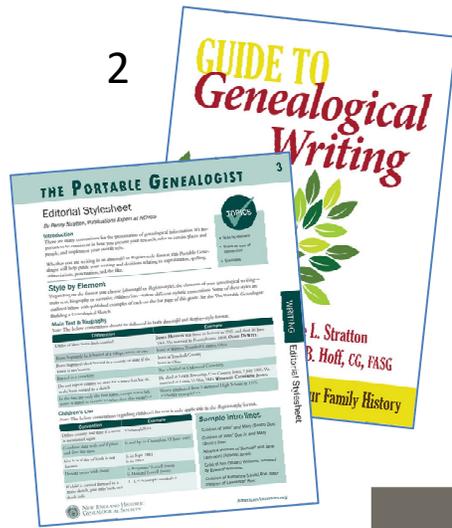
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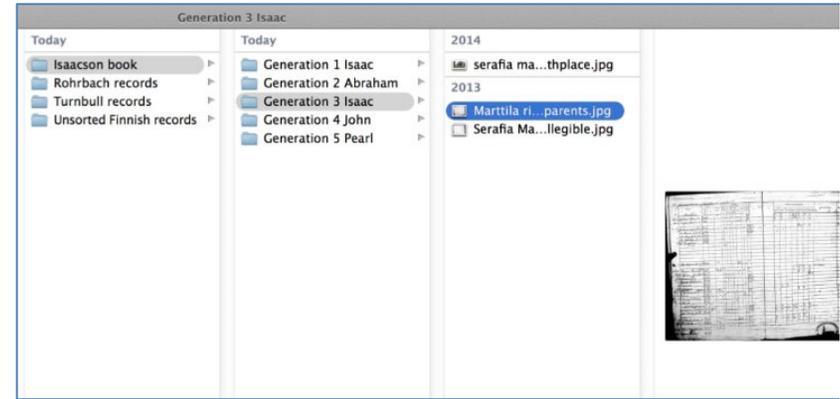
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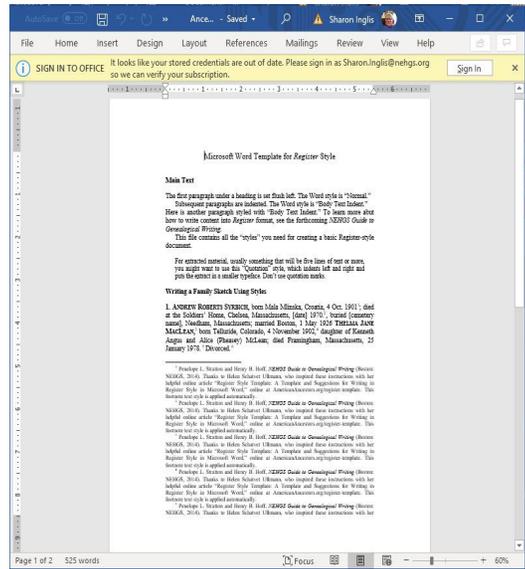
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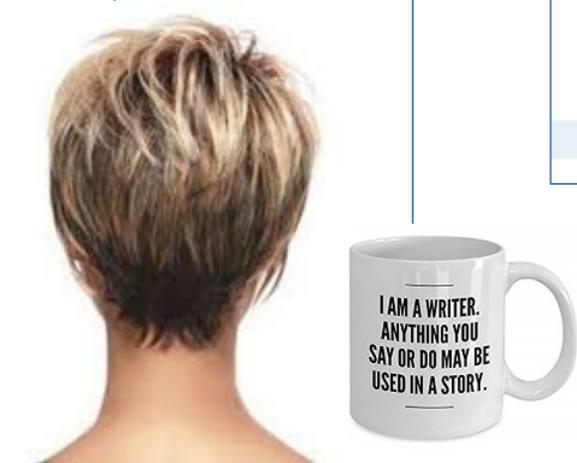


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