Writing and Publishing Your Family History

Class 1: Getting Started

December 2024

THE BRUE FAMILY LEARNING CENTER

American Ancestors
by New England Historic Genealogical Society

Meet today's presenter

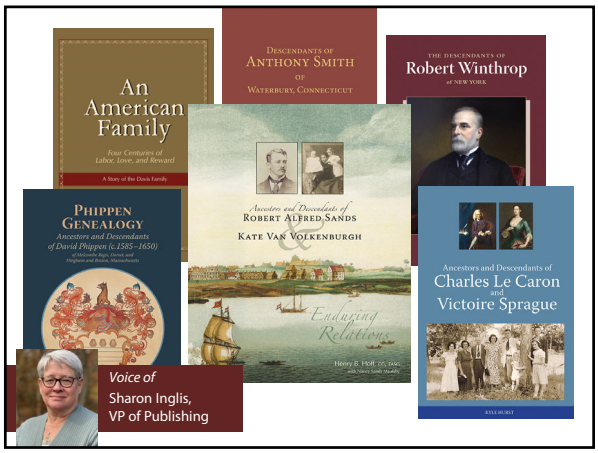
Sharon Inglis

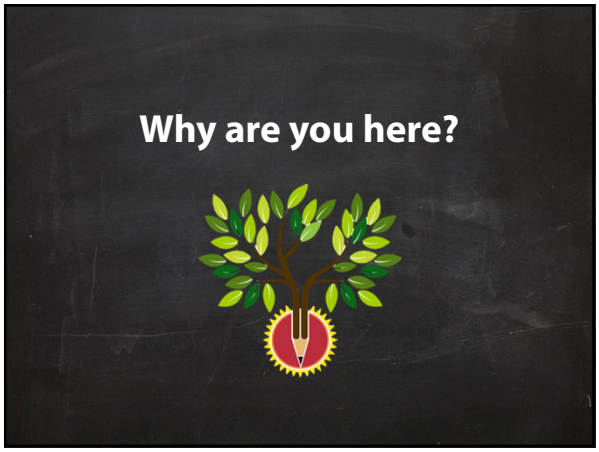
VP of Publishing

OVERVIEW

- **Presentation** (60 mins.)
  - Choose a format
  - Define the scope
  - Organize your research
  - Gather your tools
- **Q&A** (30 mins.)

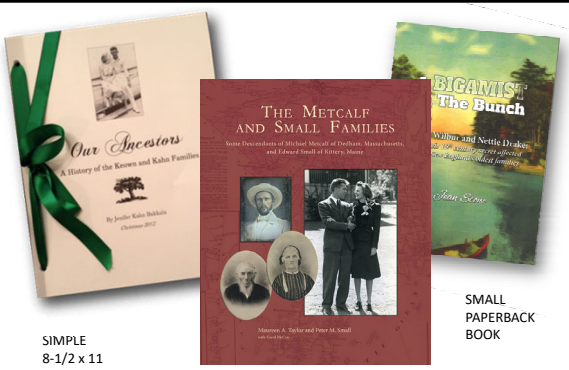
©New England Historic Genealogical Society, AmericanAncestors.org; produced by The Brue Family Learning Center


An American Family
Four Centuries of Labor, Love, and Reward
A Story of the Davis Family
Descendants of Anthony Smith of Waterbury, Connecticut
The Descendants of Robert Winthrop of New York
Phippen Genealogy
Ancestors and Descendants of David Phippen (c.1585–1650)
Ancestors and Descendants of Robert Alfred Sands & Kate Van Volkenburgh
Enduring Relations
Ancestors and Descendants of Charles Le Caron and Victoire Sprague
Voice of
Sharon Inglis,
VP of Publishing


Why are you here?

Who is your audience?
FAMILY!

1. CHOOSE A FORMAT



SIMPLE 8-1/2 x 11 BOOKLET

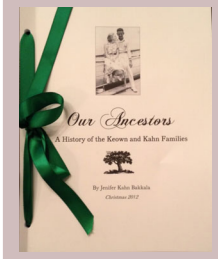
LARGE HARDCOVER BOOK

SMALL PAPERBACK BOOK

More assumptions:

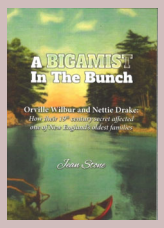
- You're writing a book
- You're using MS Word

Short, informal booklet



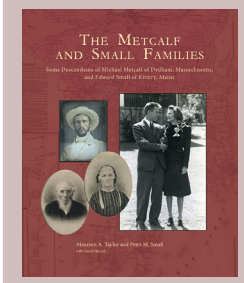
- Covers a limited number of people
- No genealogical formatting
- Contains family stories, recipes, photos, charts
- Designed, laid out, and printed at home

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

©New England Historic Genealogical Society, AmericanAncestors.org; produced by The Brue Family Learning Center

TOC and endnotes

TABLE OF CONTENTS

Introduction vii

Part I. The Metcalf Family
The Family in England, Leonard Metcalf 3
Generation One: Michael Metcalf 5
Generation Two: Michael Metcalf 19
Generation Three: Eleazer Metcalf 25
Generation Four: Michael Metcalf 33
Generation Five: Hezekiah Metcalf 39
Generation Six: Captain Hezekiah Metcalf 43
Generation Seven: Isaac Metcalf 51
Generation Eight: Isaac Stevens Metcalf 63
Generation Nine: Keyes DeWitt Metcalf* 83
*Generation Ten: Margaret Gertrude Metcalf Small (see Part II, Generation Eleven)

Part II. The Small Family
Generation One: Edward Small 101
Generation Two: Francis Small 109
Generation Three: Francis Small 123
Generation Four: Samuel Small 129
Generation Five: Taylor Small 133
Generation Six: Joseph Small 147
Generation Seven: Joshua Small 157
Generation Eight: Joshua Small 165
Generation Nine: Orange Frost Small 179
Generation Ten: Robert Orange Small 199
Generation Eleven: Maxwell Mowbery Small 213
Generation Twelve: Peter Metcalf Small 229

Final Reflections 243
Appendix: Inventory of Peter Small's Collection 264
Notes: Part I The Metcalf Family 269
Notes: Part II The Small Family 307
Index 365
Credits 399

NOTES

Part I: The Metcalf Family

1 Gary Boyd Roberts, *English Origins of New England Families: From the New England Historic Genealogical Register*, Vol. 2 (Baltimore: Clearfield, 1984), 145–146.

2 Richard L. Bush, "The English Ancestry of Michael and Sarah (Howe) Metcalf of Dedham, Massachusetts," *NEHGR* 166 (2012): 20. Bush refers to Charles Edward Banks, "Genealogical Research in England Abstracted and Illustrated: Metcalf Additional Records," *NEHGR* 83 (1929): 322, 331. Leonard Metcalf's will describes his estate in Tattershall as "my Farm and Real Estate now in the occupation of Mr. Thomas Bell for forty years, and that he was born and lived there." Leonard B. Metcalf, "Some Descendants of Mr. *Leonard Metcalf* of Boston, Marblehead, Hartford, Hartland, Heritage Books, [2002], 1.

3 Bush, "English Ancestry of Michael and Sarah (Howe) Metcalf," 23. Bush refers to parish registers of Hingham, Norfolk, 1563–1812 (FHL 0,992,568).

4 Howard Haring Metcalf, comp., *Some Descendants of Rev. Leonard Metcalf of Tattershall Parish, Norfolk, England, Who Settled in Dedham, Massachusetts, 1638* (Boston: Charles E. Goodspeed & Co., 1913; reprint, Heritage Books, 2002), 1–2, citing John Venn, *Alumni Cantabrigienses*, Volume II, Early to Eve (London: Cambridge University Press, 1924), 179. "Metcalfe, Leonard, Matric. Pens. From St John's, Lent, 1615–6, B.A. Univ. 1618–9, M.A. 1648."

5 Metcalf, *Some Descendants of Rev. Leonard Metcalf*, 2.

6 Kelly's Directory of Cambridgeshire, Norfolk and Suffolk (London: Kelly and Co., 1883), 545.

7 Metcalf, *Some Descendants of Rev. Leonard Metcalf*, 1–3.

8 Metcalf, *Some Descendants of Rev. Leonard Metcalf*, 1.

9 Charles Edward Banks, "Genealogical Research in England: Communicated by the Committee on English Research: Metcalf," *NEHGR* 59 (1905): 312–315.

10 Metcalf, *Some Descendants of Rev. Leonard Metcalf*, 2.

11 Bush, "English Ancestry of Michael and Sarah (Howe) Metcalf," 253.

12 G. Andrews Moriarty, "Genealogical Gleanings in England—Metcalf," *NEHGR* 79 (1924): 64. The baptismal record of John Metcalf in the parish registers of Tattershall, Norfolk, mentions he is the son of Leonard and his wife; the burial record does not mention his parents.

13 Moriarty, "Genealogical Gleanings in England—Metcalf," 66. The baptismal record mentions son of Leonard Metcalf.

14 G. Andrews Moriarty, "Genealogical Research in England—Metcalf: Additional Records," *NEHGR* 84 (1930): 253. Burial record does not mention his parents.

15 Moriarty, "Genealogical Gleanings in England—Metcalf," 64. Nicholas Metcalf, son of Leonard and his wife.

16 Moriarty, "Genealogical Research in England—Metcalf: Additional Records," 256. Moriarty summarizes the will of Nicholas Metcalf of Tattershall, dated 1 March 1638/9 and proved 1 May 1639. Nicholas left his wife Sarah and Elizabeth Metcalfe, children of Leonard Metcalfe, now deceased. Nicholas does not identify who that is, but was the son of Generation Two Amy Metcalf.

17 Tattershall 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," 252. A 1627 deposition in the Norwich Diocesan Record by Michael Metcalf gives his age as 42 and his birthplace as Tattershall.

Chapter opener and child list

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

GENERATION TWO

MICHAEL METCALF

born in Norwich, England, August 29, 1620
died in Dedham, Massachusetts, March 25, 1674

Michael[1] Metcalf, the oldest surviving son of Michael[0] and Sarah (Howe) Metcalf, was named after his father and a brother who died in infancy. Michael[1] emigrated with the family when he was 16 years old. After spending his childhood in England, the elder son would become part of the generation that firmly established the community of Dedham. He was admitted as a freeman of 22 years of age on May 13, 1642, only five years after his father joined the town.[18]

Marriage to Mary Fairbanks

Two years later, he married on April 2, 1646, Mary Fairbanks, who was born at Sowerby, Halifax Parish, Yorkshire, England, on February 3, 1622, to Jonathan Fairbanks and Grace (Smith) Fairbanks.[19] 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.[20] 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."[21]

Life in Dedham

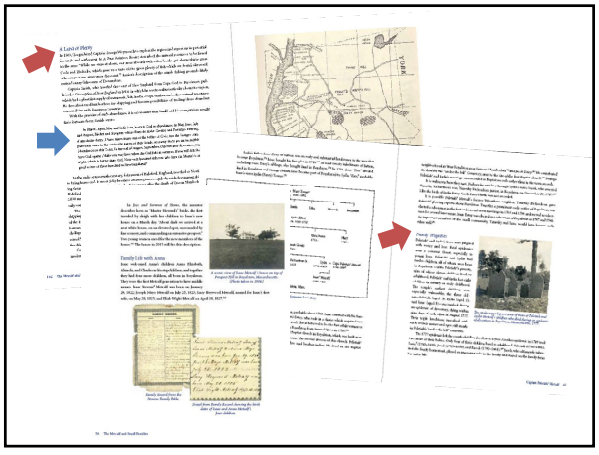
Church life was extremely important to the early inhabitants of Massachusetts. The first church in Dedham was established by eight men on November 8, 1638, as an independent entity with no religious affiliation. It was composed of two parts—the parish and the church. Apparently the first several years of the church saw much discussion, prompting several families to leave the community. Robert Charles Anderson points out, "As a result of all this movement, the assignments of 1637 and 1639 soon attained a dominant position in civil as well as ecclesiastical affairs."[22] 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.[23] Being accepted in Elyria, is inscribed "Anne M. Stevens Rich (1787–1866)."[24] 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 unfailing interest in and support for her children. She had twice been widowed with small children but had risen to their education and proper upbringing. Each of her seven children had spent time teaching school.

Children of Charles and Anna Mary (Stevens) Rich, all born in Warwick, Massachusetts:[25]

1. CHARLES WILCOX RICH, possibly born as Wilder Stevens Rich April 2, 1808, died in Elyria, Ohio, January 26, 1899. Married Albina L. Eldredge, March 11, 1847, in Mills, Maine. They had six children.
2. ALMIRA RICH, born October 5, 1809, died in Brownville, Maine, February 11, 1898. She married first James Madison Sanders of Boston on May 19, 1834. They had three children. She married second Gilman Beyke of Dunbarton, New Hampshire, on September 8, 1852.
3. ANNA ELIZABETH RICH, born August 27, 1811, died in Elyria, January 25, 1897. She taught school with her sister Almeda 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 Mary (Stevens) (Rich) Metcalf, all born in Eyrefalcon:

1. ISAAC STEVENS METCALF, born January 29, 1832. (*See Generation Eight.*)
2. JOSEPHINE MAYO METCALF, born July 25, 1823; died in Mills, Maine, December 31, 1856, 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 1835; died in Bangor, August 26, 1854. Married May 17, 1848, Samuel Whidden Parker of Bangor. They had three children.
4. ELIZA WEARE METCALF, born April 18, 1827; died November 28, 1890, in Elyria. Married Elias Morris Ely on April 6, 1853, in Easthampton, Massachusetts. They had nine children. Ehah 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 Ehah upon Isaac's death. Some of his many Metcalf family records were lost when his home in Elyria burned in 1902.[26]



©New England Historic Genealogical Society, AmericanAncestors.org; produced by The Brue Family Learning Center

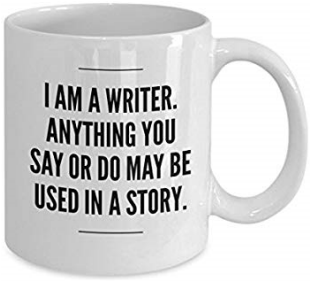
Genealogical formats

Register style = descendancy format

- Past > present
- Family groups

Ahnentafel = German for "ancestor table"

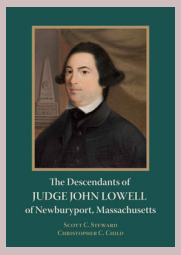
- Present > past
- Couples



2. DEFINE THE SCOPE

©New England Historic Genealogical Society, AmericanAncestors.org; produced by The Brue Family Learning Center

TOC example 1

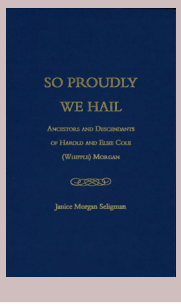


Book title: *The Descendants of Judge John Lowell of Newburyport, Massachusetts*

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

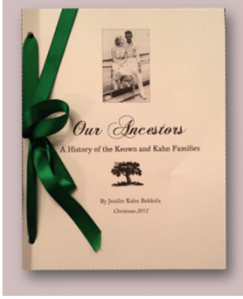


Book title: *So Proudly We Hail: Ancestors and Descendants of Harold and Elsie Cole (Whipple) Morgan*

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

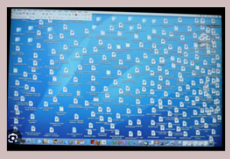
©New England Historic Genealogical Society, AmericanAncestors.org; produced by The Brue Family Learning Center

Tip

Don't try to do it all.

3. ORGANIZE YOUR RESEARCH

Take time to get *organized!*

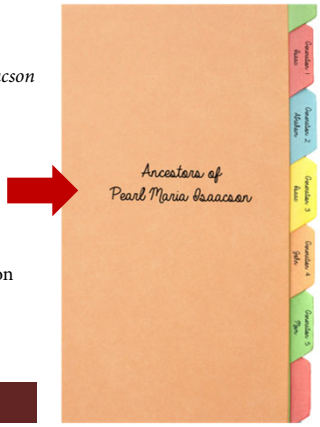


©New England Historic Genealogical Society, AmericanAncestors.org; produced by The Brue Family Learning Center

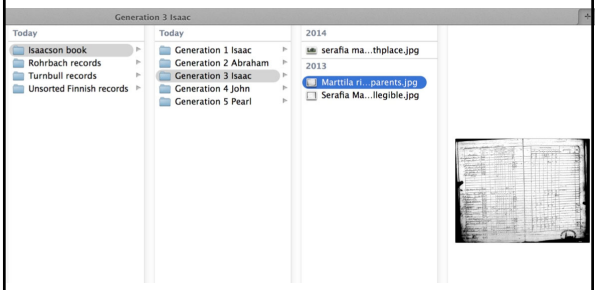
BOOK TITLE:
Ancestors of Pearl Maria Isaacson

TOC:

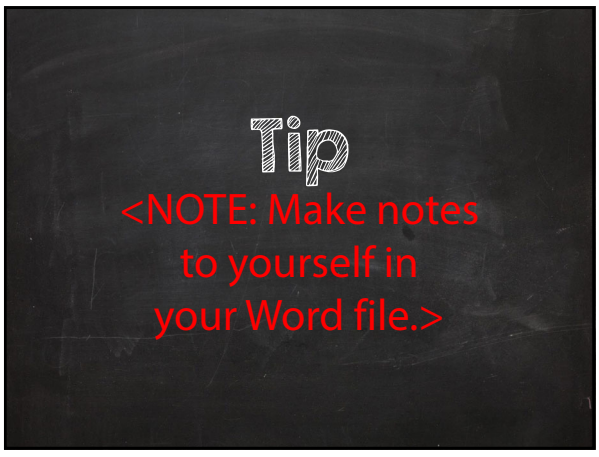
Gen. 1: Isaac Panttila
Gen. 2: Abraham Panttila
Gen. 3: Isaac Panttila
Gen. 4: John Panttila/Isaacson
Gen. 5: Pearl Maria Isaacson



Paper file structure

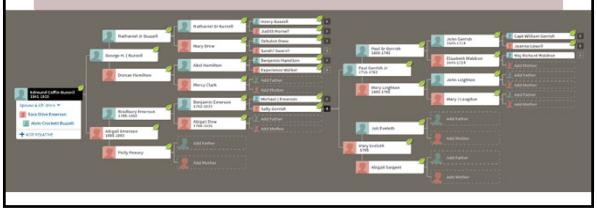


Electronic file structure



©New England Historic Genealogical Society, AmericanAncestors.org; produced by The Brue Family Learning Center

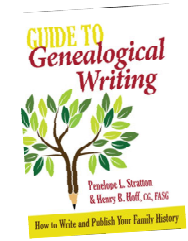
If you're using genealogical software. . .

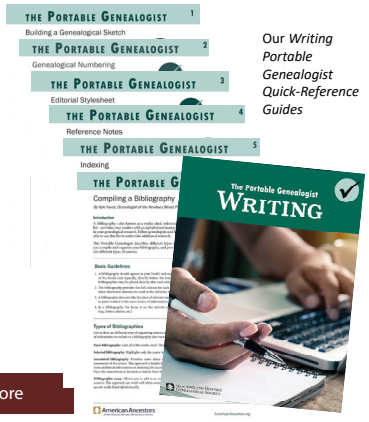


©New England Historic Genealogical Society, AmericanAncestors.org; produced by The Brue Family Learning Center

Resources at AmericanAncestors.org

Print Resources from American Ancestors





Our *Writing Portable Genealogist Quick-Reference Guides*

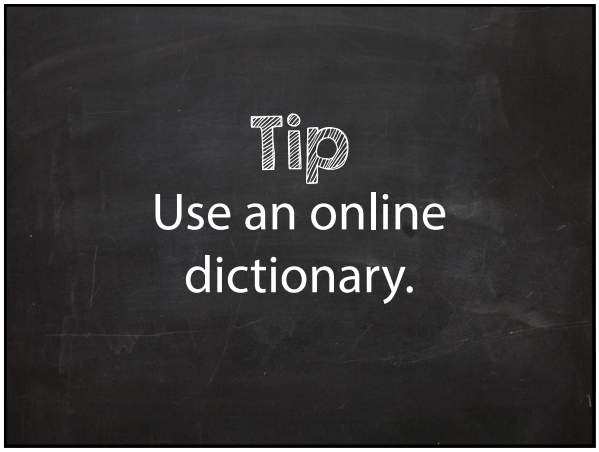
AmericanAncestors.org/store

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")



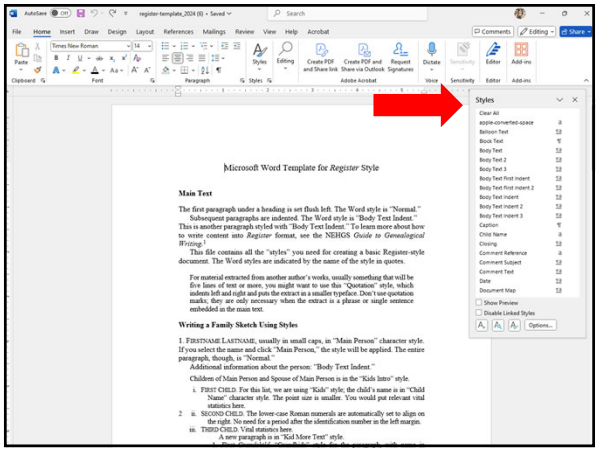
Word-Processing Programs

- MS Word
- Zoho Writer
- Google Docs
- Pages for Mac
- WordPerfect
- LibreOffice Writer
- ONLYOFFICE Document Editor

©New England Historic Genealogical Society, AmericanAncestors.org; produced by The Brue Family Learning Center

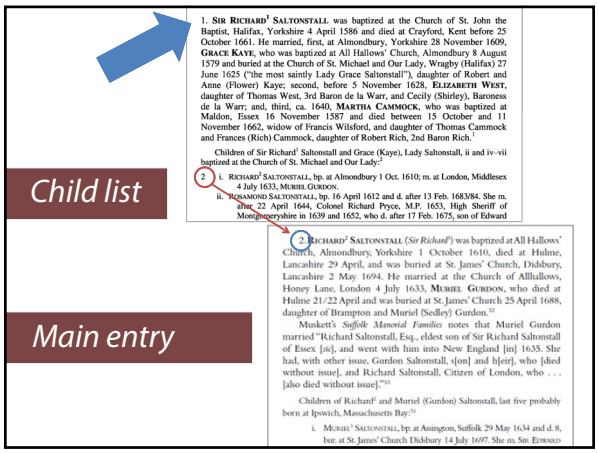
First good thing about Word

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



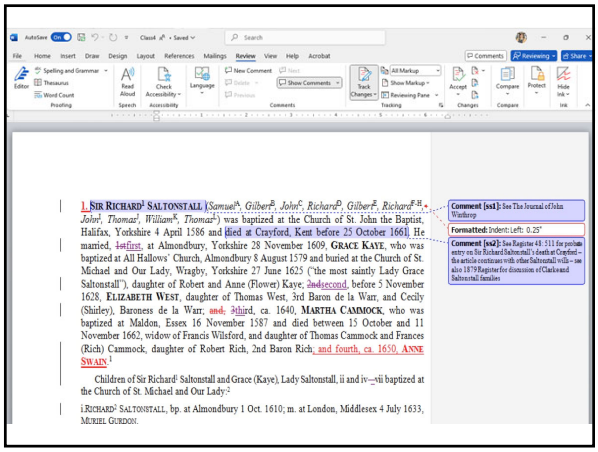
Second good thing about Word

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



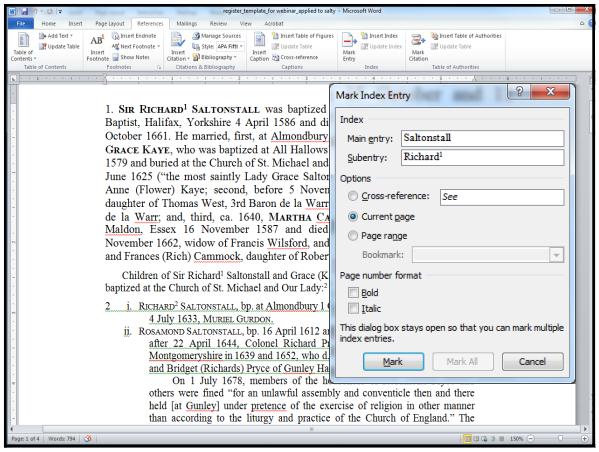
Third good thing about Word

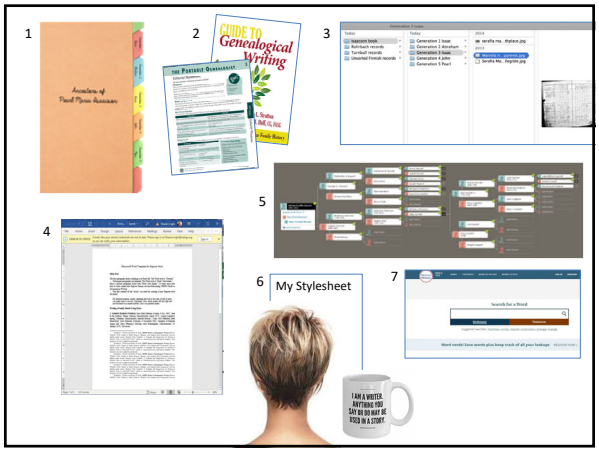
1. *Register*-style template
2. Genealogical sequence numbering
3. **"Track Changes"**
4. Index tagging



Last good thing about Word

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





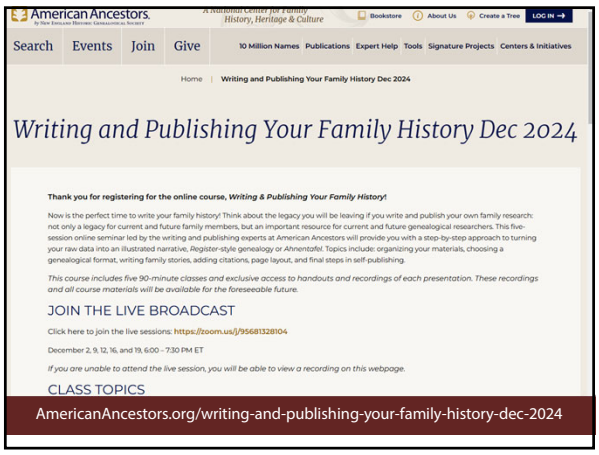
A look ahead . . .

- Writing & citing – Class 2 & Class 3
- Finding & adding images – Class 4
- Final steps to publishing – *Review, revise, layout, index, print* – Class 5

QUESTIONS?

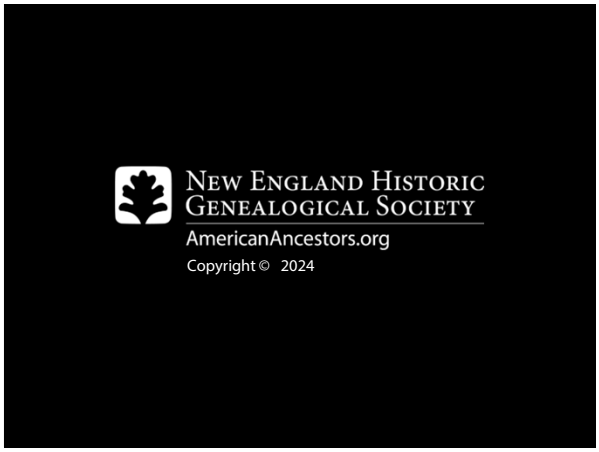
Schedule a consultation
consultations@nehgs.org

Hire Research Services
research@nehgs.org



AmericanAncestors.org/writing-and-publishing-your-family-history-dec-2024

THANK YOU!
AmericanAncestors.org


New England Historic Genealogical Society
AmericanAncestors.org
Copyright © 2024