Genealogical Editing Checklist

• Numbering
  In Register style:
  □ Are numbers consecutive?
  □ Does the child’s Arabic number carry through as the parent number?
  □ Check numbers in descendancy lines (John1, Peter2, Mary3, etc.)
  In an ahnentafel:
  □ Are numbers for unknown names listed?

• Names
  For parent names:
  □ Boldface?
  □ All caps or caps/small caps?
  For child names:
  □ Caps/small caps?
  □ Style for the lead-in line?
  For all names:
  □ Alternate spellings
  □ Names as given in records
  □ Nicknames

• Dates
  □ Day-month-year preferred

• Abbreviations
  □ Never abbreviate in parent text, always in child text
  □ Months
  □ States (ZIP abbreviations not preferred)
  □ Military titles

• Misc.
  □ Data checked across generations
  □ Order of elements: born-died-married
  □ Twins / multiple births
  □ “at” versus “in”
  □ County names: include or not?
  □ Unknown names: --?-- or _____
  □ Serial comma (one, two, and three)
  □ Quotation marks outside commas and periods
  In an ahnentafel:
  □ Where to put the bride name
  □ Style for repeated numbers/cross referencing couples

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