

The
Chandler
Family Association
chandlerfamilyassociation.org

CFALD Data Entry Standards

The Chandler Family Association Lineages Database (CFALD) is an easily-searchable, computer-based resource for Chandler researchers.

Family History Program

The CFA has selected the free Family History program called PAF (Personal Ancestral File) which is available for download from www.familysearch.com (look for the "Download PAF" link). Whether you are using PAF or another Family History program, following these guidelines will ensure the easiest possible import of data from your system into ours.

Sources

Recording the sources of one's information is probably the most boring part of a family historian's data entry task. However, finding no sources is probably the most boring part of other people's review of your work. They have no means of assessing whether you have simply copied material from someone else, relied on a transcription (which may contain errors), or viewed the original source document, or a reliable copy thereof. And they have no knowledge of where to go if they wish to re-examine the source material in the light of subsequent discoveries. Moreover, it is at least twice as difficult for someone subsequently to try to add sources to your work. Recording sources while the material is fresh in your mind, and using the tools your family history program probably has to help you easily record repetitive information, is by far the most efficient source citation method. Provide enough information so that you or another individual can easily find the source again. You will never regret adding too much information. Cite the source you actually use. If you used an abstract or index, cite it and not the actual record. Abstracts and indexes may contain errors. Identify all researchers' contributions, including your own. Use your name, not "I" or "me", when referring to yourself.

Guidelines for the Entry of Data into CFALD

Punctuation

Avoid periods denoting abbreviations of names, places, etc., except when initials are used as part of the nickname *example* Cornelius Monroe “C.M.”
CHANDLER.

Where facts are not known, the field should be left blank, not filled with a question mark (?) – question marks should be reserved for uncertain material.

Personal Names

Traditional British forenames (sometimes known as Given Names or Christian Names) have many spellings, and many forenames encountered come from other countries. Do not change forenames unless there is an obvious error (*example* unpronounceable spelling, adjacent key hit in error.) Conversely, census entries are notoriously inaccurate: try to find people in several censuses and enter the most likely spelling version. Try to avoid duplicating people because there are different spellings of their names (checking ages helps achieve this).

Enter forenames in mixed case and surnames in upper case – *example* John D
DOE

Enter nicknames/pet names in quotation marks after the forename(s) and before the surname *example* Frances Susan “Fanny” CHANDLER

Enter two forenames/nicknames as *example* Frances Mary “Fanny May”
CHANDLER

Ladies’ surnames are always entered using their birth surname. If the birth surname is not known, leave it blank – do not use a question mark.

Dates

Dates should be entered in the DMY format *example* 3 Aug 1886. The reason for this is that placing the month in text between the day and year in numbers is the least likely to cause data entry error and eliminates potential confusion between the American and European date styles.

Enter single digit numbers as *example* 3 not 03

Guidelines for the Entry of Data into CFALD

If you are not sure of the exact date, enter *example* abt 1850

If you know the date was after a certain year, enter *example* aft 1850

If you know the date was before a certain year, enter *example* bef 1850

If you calculated a date from an age on a source, enter *example* cal 1850

If you estimated a date from hearsay or using a standard genealogical estimation, enter *example* est 1850

If an individual died in infancy, and the date is not known, enter the date as infant

Try to distinguish between birth and christening dates – these are often mixed up

If you have a christening record and no birth record, it is reasonable to assume that the County and State of christening and birth are the same, but not the town – christenings did not necessarily take place in the town of birth.

DNA Groups

The children of a male Chandler, both males and females, should have the following entered in their Physical Description field:

Paternal Y-DNA Chandler Group nnnX

In the nnnX example above, nnn represents a three digit number assigned to a Chandler DNA Project group. Insert leading zeroes if necessary, *example* Group 9 would appear as 009. X represents a single alphabetic character to denote a genetic subgroup, if applicable. Examples would be the subgroups of Group 7: 007A, 007B and 007C. Not all Chandler DNA groups will have subgroups.

There will occasionally be cases where a female's father and maternal grandfather are both Chandlers, but belong to different DNA groups. In this case, the Physical Description field should contain two entries:

- Paternal Y-DNA Chandler Group nnnX
- Maternal grandfather Y-DNA Chandler Group nnnX

Guidelines for the Entry of Data into CFALD

If you encounter such a situation, as well as making the extended entry in the Physical Description field described above, please contact the CFA and report the existence of the situation. This is because the female concerned will need to appear in two genetic family databases – the database of her father’s genetic family and the database of her maternal grandfather’s genetic family. The CFA will organize this.

Place Names

These are the place of birth, christening, marriage, death and burial. It is a four-tier standard, with each tier separated from the next by a comma.

The 4th (last) tier is the country, abbreviated to the standard two-letter country code for frequently occurring countries, *example* US for America, UK for United Kingdom, AU for Australia, NZ for New Zealand. Because CA is the state code for California and CA is also the two-character country code for Canada, to avoid confusion the three-character code CAN should be used for Canada. These are the only countries in which large volumes of Chandlers are likely to be found, so any other country can be recorded in full, rather than using a two-character code which will be difficult to remember.

The 3rd tier is the state – a two-character code in America *example* VA for Virginia, a three-letter code in the UK i.e. ENG for England, SCT for Scotland, WLS for Wales and NIE for Northern Ireland – and also a two- or three-letter code in Australia *example* NSW for New South Wales. See below for full list.

The 2nd tier is the county, or the parish in the case of Louisiana. For America, the full county name is used: Carrol Co is an example. For the UK, the standard unique county codes are used *example* GLS for Gloucestershire. See below for full list.

The first tier is for the name of the actual place. Where there is more than one word in the place name, DO NOT separate the words with a comma, as that will confuse the four-tier system. If you must use punctuation within the first tier, use a semi-colon (;) *example* Clifton; Bristol, GLS, ENG, UK would record the district of Clifton in the city of Bristol in the county of Gloucestershire in the state of England in the country UK.

If one of the elements of the tier is not known – for example if it is known that a birth occurred in Brown County, Texas but the actual place name is not known,

Guidelines for the Entry of Data into CFALD

an extra comma is inserted to indicate the absence of that tier element, so the entry would be , Brown Co, TX, US

Other cases where an extra comma would be inserted are independent cities which do not lie in a county – *example* Richmond VA would be entered as Richmond,, VA, US

Another case is where a city straddles several counties *example* Kansas City Missouri straddles Jackson, Clay, Cass and Platte counties, so it would be entered as Kansas City,, MO, US

You should record where the event took place, ignoring subsequent name or border changes.

To identify the correct county for a place in the US, use <http://resources.rootsweb.ancestry.com/cgi-bin/townco.cgi>

To identify counties within states in the US, use http://dir.yahoo.com/Regional/U_S_States/

To identify 2-character state codes in the US, use http://en.wikipedia.org/wiki/US_state_codes

To identify 2-character province codes for Canada, use http://en.wikipedia.org/wiki/Canadian_subnational_postal_abbreviations

To identify 3-character Chapman codes for British counties, use http://en.wikipedia.org/wiki/Chapman_code#Country_codes

To identify 2- or 3-character Australian state codes, use http://en.wikipedia.org/wiki/States_and_territories_of_Australia
(use “Postal” column)

For your convenience in accessing the websites above, links are available from chandlerfamilyassociation.org/cfald.html - the CFALD page on the CFA website. That page will be updated regularly with CFALD news.

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chandlerfamilyassociation.org

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