

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 Ancestral Quest as our Family History Software Program and web-based database storage provider. Free versions of the software are available for download from <https://www.ancquest.com/>. Whether you are using Ancestral Quest or another Family History program, following these guidelines will ensure the easiest possible import of data from your system into ours.

Sources

The benefit of recording the source information for your data input probably accrues more to the individual creating the entry than to anyone else. During your research, it is the trail of bread crumbs that allows you to retrace your steps and bring focus back to the direction of the inquiry you were on. Recording the sources of one's information may be boring to some, but supplying that information gives substance to your work so that it won't be discarded offhand by the next researcher.

Finding no sources is probably the most disappointing 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.

Members of our Genealogy Panel and Research Directors are highly encouraged to upgrade the quality of the source information that now exists in the Chandler Family Association Lineage Database when they are doing their research.

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).

Forenames are entered into the Given Names field in the Ancestral Quest software.

Enter Given Names and Surnames in mixed case – *example* John D Doe
When either Given Names or Surnames are unknown, leave that field blank.
Do not place a question mark or enter the word “unknown” into the field.

Forenames are often not the name an individual went by during their lifetime. Nicknames should be entered into the “Nicknames” field in Ancestral Quest, and should not be entered in the “Given Name” field. Other naming variations should also NOT be entered into the “Given Name” field. Ancestral Quest has provided a field labeled “AKA” (Also Known As) for data entry of this type of information.

Female's surnames are always entered using their birth surname.

Punctuation

Avoid periods denoting abbreviations of names, places, etc., except when initials are used as part of the nickname *example* Cornelius Monroe Chandler whose nickname is entered into into the “Nickname” field as: C.M.

In general, 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. In

Ancestral Quest, you can use – Deceased – in a death date field when you don't know the specific date or use the prefix – Abt – followed by a partial date.

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.

Julian and Gregorian date changes began in 1582. England changed in 1752.

Our standard is to enter the date that was used contemporaneously to the event and the original records that are sourced for that event. In cases where there are double dates, the researcher can post a second date to the notes section with an explanation.

For a list of when different countries and regions made this date change see:

https://www.familysearch.org/wiki/en/Julian_and_Gregorian_Calendars

Enter single digit numbers as *example* 3 not 03

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 - christening 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

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.

Place names in many instances have changed over time. For instance, a birth in a British Colony prior to current town, county, and country formation. Our guideline is to use the current name of the place to make it as easy as possible for researchers to locate. If a different historical place name is known which corresponds to the name as it existed at the time the event took place, that name should be listed in the notes section of the record.

Place name data entry follows 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.

In the United States, this is usually a county, but is a borough in the state of Alaska, and a parish in the state of Louisiana.

The word county is abbreviated “Co”, Carroll Co as an example, while boroughs and parishes are spelled out - as in Haines Borough, and Caddo Parish.

For instances where the local municipality is independent and is not part of a county, no entry for the 2nd tier is made between commas following the city name as in Fairfax, , Virginia, US

Similarly, when a city is located in more than one county (such as Chicago, Dallas, Houston, and Kansas City) no county name is given and the double comma notation is used: Kansas City, , MO, US

The capitol city of the United States is a unique case and will be listed as Washington, DC, US

For the UK, the standard unique county codes are used *example* GLS for Gloucestershire. See below for full list.

The 1st 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, an extra comma is inserted to indicate the absence of that tier element, so the entry would be , Brown Co, TX, US

A list of county names is available here

https://en.wikipedia.org/wiki/Index_of_U.S._counties

To identify the correct borough in Alaska use

https://en.wikipedia.org/wiki/List_of_boroughs_and_census_areas_in_Alaska

To identify the correct parish in Louisiana use

https://simple.wikipedia.org/wiki/List_of_parishes_in_Louisiana

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
<https://www.chandlerfamilyassociation.org/home/chandler-links/chandler-people-places/cfald/> - the CFALD page on the CFA website. That page will be updated
regularly with CFALD news.

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The Chandler Family Association chandlerfamilyassociation.org
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