Using Sources in Reunion

A **citation** is a reference to a source, a *statement* in which you identify the source(s) of information, such as events, places, dates, etc.

A **source** is the actual artifact, book, document, website, etc., from which you got the information.

In Reunion a **citation** (number) points to a source record. The **source record template** contains all the information about the source.

Citation Record

| Source # | 14 |
| Detail | Page 832 lists birth as 1842. |

Source Record #14

Book Name	History of Knox County, Ohio
Author	N. N. Hill, Jr.
Publisher	A. A. Graham & Co.
Publish Date	1881
Location	Sutra Library, San Francisco, CA
Web URL	http://www.heritagepursuit.com/...
Notes	The introductory note says that...

1. **Why** we need source citations.
    a. So you can find your proof again.
    b. So others can find your proof.
    c. To give your research reliability and credibility.
    d. To give credit to the original creators and the research of others.
    e. To help you figure out how to resolve conflicting information.

2. **Form v Content** – your choice: **Can you find it again?**
    a. Consider what is important to you – the content of the source record or the format – or both?
    b. Form: If you are writing for publication in a journal or other article, the editor may ask for a particular format or style of citation, such as MLA (Modern Language Association), Chicago Manual of Style, Evidence Explained.
    c. Content: Create your own or use a template provided by the software program (Reunion); this can include all of the information you would need to re-arrange for one of the above styles.
    d. **Can you find it again?**

3. **Source/Citation Format in Reunion** – formatting **Types** and **Fields**
   a. <u>Unlimited number</u>: can add, delete, edit, and/or include in reports.
    b. <u>Types</u> – the collection and order of fields that comprise the source. These are the general categories of sources – use Reunion's templates, build your own, or model on other citation styles.

Source Templates

Census
Deed
E–Mail Message
Family Bible
Free Form
Gedcom File
Interview
Letter
Newspaper
Periodical
Tax List
Vital Record
Web Site
Will

   i. Go to **Settings**, choose the spade - first item on bottom row.
   ii. Different template types; each has different field options.
   iii. You can create a new template and add fields that you want, such as title, date, interviewer, locality, Library/Archive, etc.
   iv. You can delete a type, or add or duplicate a type – and then determine the fields.
   v. Labels in end notes in a report – do you want the name of the type of information to show?

1295. Will "Will of John Brown." <u>Wills and estate papers (Wake County), 1663-1978</u> North Carolina. Division of Archives and History (Raleigh, North Carolina) Original wills Beckwith, William H. -Cameron, Francis Hawks - FHL US/CAN Film [1602611]

   Uncheck to omit the first word *Will* in this example.
   vi. Reordering fields – order in fields determines appearance in endnotes. Drag to change.
   vii. Use comma or semicolon between fields.
   viii. Delete – check usage first. Don't delete when it is being used for many items.
   ix. Change source type – use Template drop down in bottom center of any open source record.

c. <u>Fields</u> – elements of a source record (field types such as *Locality* – geographical location of the sourced event; *Location* of source; *Repository* – where the original is kept, *URL* – links are live, but may be outdated).
   i. You can add and remove fields.
   ii. To reorder fields, drag and drop – order in fields determines appearance in endnotes
   iii. Choose quotes around contents, font style (bold, italic) as needed.
   iv. Delete – Reunion will scan first to see if the field is used – must do this from Preferences.
   v. Reunion 14 includes *Find and Replace*, with specific choices for Sources.
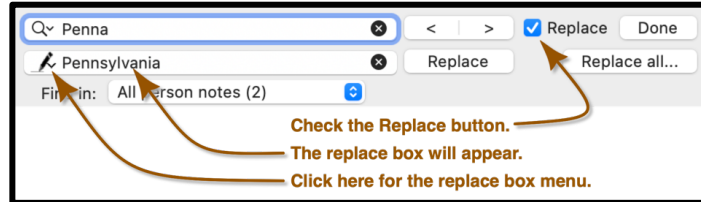
4. **Adding a Source**
   a. You can add sources to a Name, Event, Fact, or Note.
   b. Use the add Source button at the bottom of the screen in the family view; choose from 4 options:
      i. New Source
      ii. Drag Source from Sidebar
      iii. Enter Source Number
      iv. 20 Recent Sources
   c. Add detail (optional) – something very specific (page number, plot number, your note), can show in endnotes.
   d. Parts of the **Source Citations**:
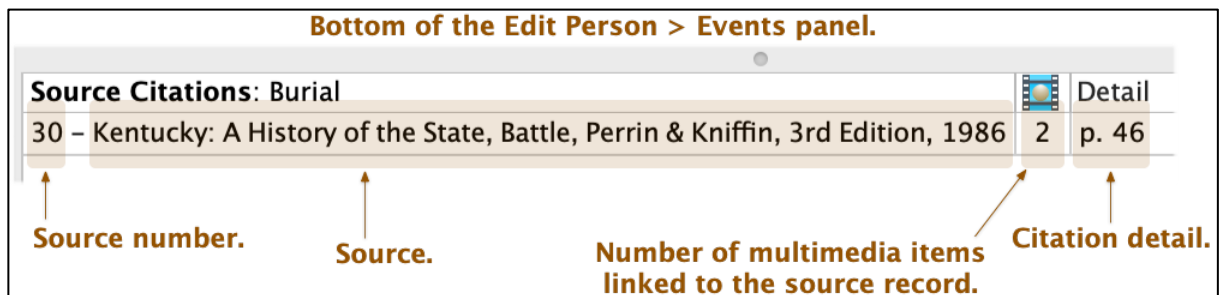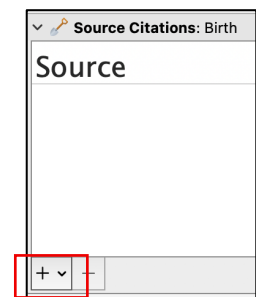
   e. Hovering over will show the quick view button. Click ⓘ to see a preview of the citation.

5. **The Source Window** – Four sections

Source Fields	Provides separate fields for different bits of information.
Free-Form Text	Contains one scrolling text field that holds up to 30,000 characters of text.
Multimedia	Lists the multimedia items (pictures, scans, etc.) linked to the source record.
Preview	Shows how the source will appear as an endnote.

   a. <u>Source Fields</u> – provides for different bits of information
      i. Add, delete, reorder Add a field that you determine.
         i. Delete unused fields.
         ii. Reorder
         iii. Control-click an existing field in the Source Fields section to see a menu for **adding**, **removing**, or **changing** the selected field.

b. <u>Free-Form Text</u> – All info compiled into one (perhaps a citation copied from FamilySearch or Ancestry).
   i. Contains one scrolling text field that holds 30,000 characters; can specify font and color, searchable.
   ii. Decide if you want to use the free form: to sort out the different bits into correct fields or put it in as a whole – it will still include the information.
   iii. The shortcoming is that it doesn't transfer well into GEDCOMs for sharing with others using different software. May not work with gedcom; has a *NO* tag.
   iv. Can exclude from end notes – check box top left.
c. <u>Multimedia</u> – lists the multimedia items linked to source record. Icon is in color when present.
   i. Drag and drop them into the *Multimedia* section of the Source window (can also drag and drop multimedia items onto a source record in the Sources sidebar).
   ii. Or click the *Add* button (the plus sign) in the *Multimedia* section of the Source window.
   iii. Choose *Add Items* from the *Tools* button (hammer).
   iv. To view multimedia items from this section of the Source window – double click an item: images will appear in Preview; movies & sounds in QuickTime, documents in the program you have specified (Pages, Word, etc.).
   v. To reveal in finder – click the path at bottom of multimedia section in the Source window OR select the item, click tools, choose *Reveal in finder*.
   vi. Sensitive – click box below *no* sign. 🚫
d. <u>Preview</u> – shows how the source will appear as an endnote.

6. **Sources Sidebar** – a list of all sources in your Reunion file.
   a. Shows **all** sources in entire file **or** a list of those for couple in the current **family** record.
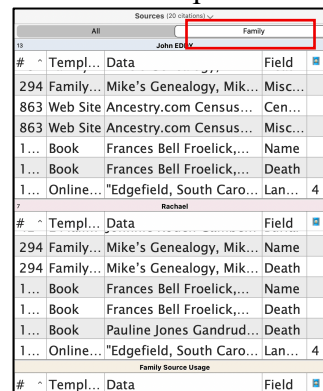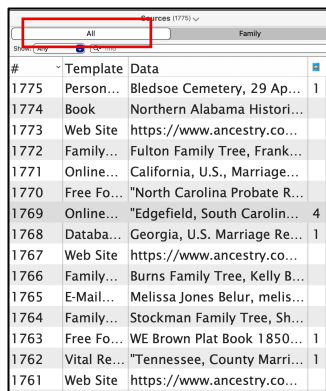
   i. 🎞️ Visual clue - the column for multimedia shows how many multimedia items are linked to each source record.
   ii. Click any item to open the source record.
   iii. Highlight a citation and click the *Tools* button (hammer) at the bottom of the Source List to open the Source Tools and show ways the citation is used.
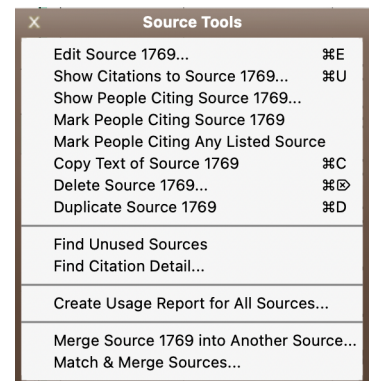
7. **Using sources**
   a. Using sources
      i. For a list of recent sources – use Find feature>Attributes>Changed date.
      ii. To repeat the last used source – command R.
      iii. You can also duplicate a source and edit it to create a new source for a similar document.
      iv. To find a source by snippet – enter snippet in search bar of Sources Sidebar (also more specific in Source List window)

  b. Copying a Source (to Mac Clipboard) – two ways – for use in other documents.
    i. Select in sidebar, choose copy text of source from tools button at the bottom.
    ii. Double click, click Preview section of window, click copy source icon, paste it into another document (Word, Pages, etc).
  c. Duplicating a source – use *Source Tools* button.
  d. Unused Sources – in Sidebar, at top choose *Unused*.
  e. Source numbering – Reunion does not renumber; it fills in empty sources.
  f. Finding a detail in a citation – Click source tools – either in all sources, or in highlighted source.
  g. Usage report for all sources: Use *Source Tools* on *Source List*.
    • a list of sources used in your family file
    • a comma delimited list of person and family records that cite the source records
    • contents of each citation detail field
    • citation detail summary showing all the unique citation details for each source.

8. Other Features
  a. Show citation numbers on the family card – (Settings>Family View>Miscellaneous, check Citations).
  b. Choose font, size and color of citations numbers (Settings > Family View>Miscellaneous).
  c. Multi-menu button at top of Notes field shows a list of all citations in that Notes section.
  d. General source*s – apply to cards already entered*.
    i. **Change** (in top left sidebar) **>** set general sources
    ii. Apply to all people, all marked people, or all unmarked people
    iii. Only apply to people, not events, etc.
  e. Automatic Sources – *apply to new cards you are going to enter*, like a GEDCOM.
    i. On **Name** card, bottom right.
    ii. Only apply to people, not events, etc.
    iii. Use as a default when entering lots of info from the same source.

9. Happy Hunting

Using Source Records in Reunion to Help Investigate Your Family Genealogy
Answer these questions:
- Is there any source cited for **any** of a person's information?
- What fields are cited? For example, is there a birth and death cited? To open the Edit Person window directly to the field that contains the citation, Control-click the source in the sidebar and select **Show Field**.
- How many citations to sources are entered for the current husband, wife, and family?
- Are you missing a census record or a vital record?
- How deep are your citations? (E.g., is there just a general source for somebody?)
- Are there multiple source templates cited?
- Is there any redundancy in your source citations? For example, are consecutive paragraphs of notes needlessly cited to the same source?

<div align="right">Reunion for Mac, v 14</div>