

# Genealogical Editing Checklist

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- Numbering

*In Register style:*

- Are numbers consecutive?
- Does the child's Arabic number carry through as the parent number?
- Check numbers in descendency lines (*John<sup>1</sup>, Peter<sup>2</sup>, Mary<sup>3</sup>*, 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