

DATA ENTRY Checklist

Rules

1. Build quality into your data from the start by ensuring you enter data properly.
2. Remember the mantra, **A place for everything and everything in its place** and only put data into a field that strictly belongs there - anything else will cause a malfunction of some kind

Names

- Use as many fields as your program provides to separate the elements of a name,
 - Title (only for royalty and nobility)
 - Prefix
 - First names
 - Nickname
 - Last Name
 - Suffix

Places

- Comma separated address from smallest to largest elements
 - You can leave out elements starting from the smallest but not the other way round
- No abbreviations except St or Ss for Saint(s), and USA
- No post/zip codes
- Country must be given

Dates

- GEDCOM format is DD MON YYYY
 - You may use MON YYYY or just YYYY but never DD or DD MON
- You may use date modifiers specified in the DATES crib Sheet

Citations

Remember: citations show that a fact is verifiable

Record Type / Country / Location / Date / Name / Record References* / Website or Source

* Copy these from the information shown on the website for the record.