

Names crib sheet

Structure

In plain speak a name includes all titles and awards as a continuous phrase e.g.

Colonel Sir Jeremy "Jez" Fitzroy, FRCS

... and you could insert all of that onto the name field on your family tree program

But family tree programs break a name down into constituent parts

- Title
 - royals and members of the nobility - lords, earls, marquis, dukes etc
- Prefix
 - includes Sir, Rev, Dr, military ranks etc
- First/Given name(s)
- Nickname
- Last/Surname
- Suffix
 - qualifications and awards
- Gender
- AKA (Alias)
 - don't confuse with Nickname - this is for alternative names and is entered as a separate event(fact)

.. and there is variation in how individual programs ask you to enter that data

Rules

There are a few rules

- If we follow the principle, "a place for everything, and everything in its place", we should take advantage of the fields that our programs provide to separate the elements of a name
- If part of a name is illegible, use an ellipsis to mark the characters "..."
- Women's last names are entered as their birth name
- Don't do this: 'Allisson/Alisson/Allison' or 'Al(l)is(s)on' etc
 - Record the spelling at birth and use AKAs to record alternative spellings

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Suggestions

- You may wish to enter last names in UPPERCASE to make it clear which is the last name, esp useful where a name can be used for either a first or last name



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Quick Tips

Those were the rules. Each family tree program has its own spin on how to handle name entry to help the user. Some are more helpful than others. Here are some quick tips that we have identified

Family Historian 7 (FH)

- FH allows you to enter a name as a single piece of text or in a more structured way - we recommend the latter.
 - If you DO choose to enter a single string, FH will treat the final entry in the field as the last name, so an FRCS suffix would be interpreted as the last name. Beware!
 - If you only have a single name in the name field. FH will NOT treat it as a last name unless you enclose it in forward slash marks e.g. /Fitzroy/
- Our recommendations for FH name entry are shown below. We've included a view of how the FH data will be displayed in YourTrees

The screenshot shows the Family Historian 7 (FH) software interface. The main window displays the name 'Jeremy Fitzroy' in the 'Name' field, 'Male' in the 'Sex' field, and 'Surgeon' in the 'Occupation' field. A dialog box titled 'Names & Titles for Jeremy FITZROY [1]' is open, showing the following fields:

- Primary Name: Jeremy Fitzroy
- Name Prefix: Col Sir
- Name Suffix: FRCS
- Nickname: Jez
- Given Name Used: (empty)

Below these fields is a table for 'Alternate Names and Titles' which is currently empty. To the right of the dialog box is a summary table:

Name	Jeremy FITZROY
Prefix	Col Sir
Suffix	FRCS
Nickname	Jez
Gender	Male
Occupation	Surgeon
Person ID	I1
Last Modified	9 Apr 2022 Edit

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- A. Click here to open the advanced data entry box
- B. The Primary Name should contain the first and last names
 - a. The final entry in the field will be assumed to be a last name, except
 - b. If there is only one name in the field it will only be treated as a last name if you enclose it in forward slashes e.g. /George/
- C. Add an optional prefix if applicable
- D. Self explanatory
- E. Self explanatory
- F. The Given name used field seems to be unique to FH. It won't appear in YourTrees
 - a. If you need to enter an alternative given name, use the alternate name area (see step C) and enter a name record.
- G. FH provides an Occupation field as part of the main name record and exports it to GEDCOM as a OCCUpation event(fact), which is how it's shown in YourTrees

Family Tree Maker 2017 (FTM)

FTM has a very simple approach to names, and will, at most, allow given names, last name and suffix. This is an overly simplistic method that doesn't integrate well with other applications nor generate as useful a GEDCOM file, since Title, Prefix, Nickname and Given names are all condensed into a single field.

The screenshot illustrates the name entry process in Family Tree Maker 2017. At the top, the 'Name' field contains 'Colonel Sir Jeremy Fitzroy FRCS'. Below it, the 'Edit Name' dialog box is open, showing a warning: 'There are possible errors in the name: - The name may contain a title.' The dialog has three input fields: 'Given names' (containing 'Colonel Sir Jeremy'), 'Surname' (containing 'Fitzroy'), and 'Suffix' (containing 'FRCS'). Below the dialog is a summary table with the following data:

Name	Colonel Sir Jeremy FITZROY
Title	Colonel
Suffix	FRCS
Relationship	with this person
Gender	Male
Person ID	I1
Last Modified	8 Apr 2022 Edit

- A. Titles have to be included in the Given Names.

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- B. The last name is correctly identified and passed to GEDCOM
- C. Ditto the Suffix
- D. But an unnecessary title is also included
- E. FTM will flag this as an error but the fix it applies is worse than the problem so DON'T press this option
- F. Tell it to ignore

RootsMagic 8 (RM)

Overall, RM has a great data entry form for the elements of a name record

Add Person

Add a new unlinked person

- Given: Jeremy
- Surname: Fitzroy
- Prefix: Col Sir
- Suffix: FRCS
- Nickname: Jez
- Sex: Male

Birth

- Date: between 3 November 1893 and 30 November 1893
- Place:

Chr

- Date:
- Place:

Death

- Date: 3 December 1963
- Place:
- Description:

Burial

- Date:
- Place:

Cremation

- Date:
- Place:

[Customize Add Person screen](#)

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RM also complies closely with the GEDCOM standard, so the data will be transferred to YourTrees very accurately.

Name	Jeremy FITZROY	
Prefix	Col Sir	
Suffix	FRCS	
Nickname	Jez	
Born	Between 3 Nov 1893 and 30 Nov 1893	
Gender	Male	
Died	3 Dec 1963	
Age	~ 70 years	
Person ID	I3	RM Test
Last Modified	9 Apr 2022 Edit	

