

# CITATIONS for Canadians

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## GENERAL TIPS & PRINCIPLES

- Citations are indispensable in the likely event that you need to find a record again. Citations also provide valuable insight into the accuracy of a family history, allowing you and your readers to distinguish reliable information from that which is weak.
- A citation is needed for each statement of fact that is not common knowledge.
- Cite the exact source used. Cite the original if that's what you consulted. Otherwise, specify whether you consulted microfilm, a digital image, a database, a transcription or an abstract.
- A bibliography is not a substitute for reference notes (footnotes or endnotes). A bibliography is a list of sources used. Reference notes indicate the origin of individual facts. Because of their different uses, bibliographic entries and reference notes each have their own style. Examples for reference notes are given on the following pages. More information on bibliographies will be found in the books to the right.
- Although the basic elements will be common to all citations, variations may be found for a variety of valid reasons. For example, genealogists creating their citations in genealogy software will likely want to order the elements differently than a researcher using a word-processing program. The key is to be consistent from one citation to another within any given work.
- Finesse your citations with attention to punctuation and style. The title of a published work is italicized. The title of an unpublished work takes quotation marks. In footnotes and endnotes, commas separate minor elements of the citation while semicolons separate details about the source from details about the form that was viewed and its location. Parentheses group publication details together.
- A citation may be shortened on second reference. This typically involves dropping the repository detail.
- Citations are best placed in some lasting way on the front of a document. Citations recorded on the back of a document will sooner or later be forgotten during photocopying.
- Use of abbreviations is best restricted to those that are well known, such as LAC for Library and Archives Canada, AO for the Archives of Ontario, and FHL for the Family History Library. Other common abbreviations are vol. for volume, p. for page and no. for number.

## STYLE GUIDES

For more information on genealogical citations, consult the following:

Mills, Elizabeth Shown. *Evidence Explained! Citing Historical Resources from Artifacts to Cyberspace*. Second edition. Baltimore: Genealogical Publishing Co., 2009.

Mills, Elizabeth Shown. *QuickSheet: Citing Ancestry.com Databases & Images, Evidence! Style*. Baltimore: Genealogical Publishing Co., 2009.

Mills, Elizabeth Shown. *QuickSheet: Citing Online Historical Resources, Evidence! Style*. Baltimore: Genealogical Publishing Co., 2007.

Mills, Elizabeth Shown. *Evidence! Citation & Analysis for the Family Historian*. Baltimore: Genealogical Publishing Co., 1997.

# BASIC CITATIONS **for Canadians**

*CENSUS RETURNS*  
*CIVIL REGISTRATIONS*  
*CHURCH REGISTERS*

The examples below demonstrate style for first reference notes. As illustrated, the second time a repository is mentioned the location can be omitted and the name abbreviated. In these instances, it is a common practice to then position the repository name in front of the film number, as in LAC microfilm C-11716.

The entry of interest has traditionally been placed at the beginning of a citation. However, researchers creating citations in genealogy software will prefer to place it at the end. Either practice is acceptable. The census examples here follow the older practice, the church registers demonstrate the newer. If the entry of interest is clear from the text, it need not be repeated in the citation.

## **CENSUS RETURNS**

In citations for the 1871 and later censuses, the district number and subdistrict letter are not essential but allow entries to be found more easily. Family and/or dwelling numbers provide extra assurance that an entry can be relocated. Line numbers can be used when family and dwelling numbers are not given. Line numbers can also be used to precisely identify a specific individual within a household.

1851 CENSUS, MICROFILMED

John Scarlet household, 1851 census of Canada West, Carleton, Marlborough Township, stamped page 31, line 40; microfilm C-11716, Library and Archives Canada, Ottawa.

1871 CENSUS (and later), MICROFILMED

Charles Witney household, 1871 census of Canada, Ontario, Brant (district 15), Burford Township (subdistrict A), division 3, p. 39, family 145; LAC microfilm C-9914.

## **CIVIL REGISTRATIONS**

These examples demonstrate the minimum required. Some researchers may want to add that these records are in RG 80, Records of the Office of the Registrar General.

MARRIAGE REGISTRATION, MICROFILMED

Arthur Locke–Susan Bolton, Ontario marriage registration 002095 (1876); microfilm MS 932, reel 20, Archives of Ontario, Toronto.

DEATH REGISTRATION, MICROFILMED

Robert Hare, Ontario death registration 002209 (1890); AO microfilm MS 935, reel 56.

## **CHURCH REGISTERS**

The first of these examples gives the register's actual title, set in quotation marks to indicate unpublished material. The title in the second example is generic.

ORIGINAL REGISTER, NUMBERED BY ARCHIVES

Christ Church Anglican (Ottawa, Ontario), "Register for Baptisms, Marriages and Burials in the Church of England Congregation at Bytown, Upper Canada [1832–1844]," p. 157, Jane Rogers burial; register 29, Archives of the Anglican Diocese of Ottawa, Ottawa.

PARISH REGISTER, MICROFILMED

St. Philip's Roman Catholic Church (Richmond, Ontario), Register of Baptisms and Marriages, 1836–1845, p. 5, Charles Kitt–Elizabeth Breson marriage; item 1, microfilm 1,304,679, Family History Library, Salt Lake City, Utah.

# ARCHIVAL CITATIONS **for Canadians**

The wide variety of archival manuscript material consulted by genealogists can usually be cited by following the basic pattern for reference notes given below. These examples are based on recommendations by the Archives of Ontario and Library and Archives Canada, with some modification to conform with genealogical convention. For non-filmed material, a full description is essential. Minor variations in numbering may occur from source to source. As some archives use similar numbering systems, it is important to name the repository.

*LIBRARY and ARCHIVES  
CANADA*

*ARCHIVES of ONTARIO*

A complete set of reference numbers is less critical for microfilmed material. Well-known sources on microfilm—census returns and civil registration records being the main examples—are typically cited without mention of the record group and series. Although the full reference code is highly recommended for other filmed material, details are sometimes missing from the film, or the material may have been renumbered since filming. In these instances, cite what is available. If you would like to provide a full citation regardless, missing details or newly assigned numbers can usually be ascertained from archival finding aids.

## **BASIC PATTERN**

Document of interest, date of document, name of series or collection, reference code (record group, series, volume, page or file); microfilm number (if applicable), repository, location.

## **UPPER CANADA LAND PETITION**

John Green petition, 1836, Upper Canada Land Petitions, RG 1, L 3, vol. 212, G Bundle 20, petition 6; microfilm C-2035, Library and Archives Canada, Ottawa.

## **UPPER CANADA SUNDRIES**

Grace Craig to Sir Peregrine Maitland, 30 May 1824, Civil Secretary's Correspondence, Upper Canada Sundries, RG 5, A 1, vol. 66, pp. 35259–35260; LAC microfilm C-4613.

## **FIRST WORLD WAR ATTESTATION PAPER**

Attestation paper for David Irwin Hodgins, regimental no. 257161, Canadian Expeditionary Force personnel files, RG 150, accession number 1992–93/166, box 4410, file 12; LAC.

## **MILITIA RETURN**

“Quarterly Return of the 1<sup>st</sup> Regiment Glengarry Militia Including the Flank Companies Under the Command of Lieutenant Colonel Alexander McMillan, Glengarry, 24<sup>th</sup> March 1813,” Militia and Defence, RG 9, I B 7, vol. 4, p. 10; LAC microfilm T-10380.

## **ESTATE FILE**

Elizabeth Brannen will, 25 January 1887, Carleton County Surrogate Court estate files, RG 22-354, file 1669; microfilm GS 1, reel 774, Archives of Ontario, Toronto.

## **SECOND HEIR and DEVISEE COMMISSION**

Elizabeth Rouse claim, 1808, Second Heir and Devisee Commission, RG 40-5, file 75; AO microfilm MS 657, reel 16.

## **TOWNSHIP PAPERS**

Philip Green to Peter Robinson, 5 October 1833, Township Papers, RG 1-58, Huntley, east half of Lot 23, Con. 11, p. 1219; AO microfilm MS 658, reel 213.

# INTERNET CITATIONS **for Canadians**

Online sources are considered to be published and are cited in a manner similar to books. A website citation includes the name of the website's creator, the website's title (in italics), publication detail in parentheses, and specifics such as page or entry number. If a source is one of several at a website, it is treated like a chapter in a book. A digital image is cited like an original but with its online location. Some researchers include details about the original location of the record. This practice is especially important in the case of database hits where the original has yet to be consulted. If a long URL must be split over two lines, break it between syllables, after a colon or slash, or before other punctuation. Do not use a hyphen as it could be mistaken for part of the address.

DIGITAL IMAGES  
DATABASES

## BOOK, DIGITIZED

Henry J. Morgan, *The Canadian Men and Women of the Time: A Handbook of Canadian Biography* (Toronto: W. Briggs, 1898), p. 438; digital image, Canadiana.org, *Early Canadiana Online* (<http://www.canadiana.org/en/co/eco> : accessed 12 November 2009).

## CENSUS IMAGE

Ira Honeywell household, 1901 census of Canada, Ontario, Carleton (district 52), Nepean Township (subdistrict E), division 7, p. 17, family 176; digital image, Library and Archives Canada, *Canadian Genealogy Centre* (<http://www.collectionscanada.ca/genealogy> : accessed 12 November 2009), citing LAC microfilm T-6462.

## CENSUS DATABASE

"1881 Canadian Census," database, The Church of Jesus Christ of Latter-day Saints, *FamilySearch* (<http://www.familysearch.org> : accessed 12 November 2009), entry for Sylvester Dickson, Ontario, Lanark North, Pakenham, division 2, p. 37; citing LAC microfilm C-13233.

## CIVIL REGISTRATION IMAGE

John Jones, Ontario birth registration 016257 (15 October 1882); digital image, *Ancestry.ca* (<http://www.ancestry.ca> : accessed 12 November 2009), citing microfilm MS 929, reel 54, Archives of Ontario, Toronto.

*Note: Unlike a citation for the same record on microfilm, the full date is needed here to distinguish between several individuals with the same name born in the same year.*

## WEBSITE WITH SINGLE DATABASE

Ron Demaray, *Ontario Cemetery Finding Aid*, database (<http://www.islandnet.com/ocfa> : accessed 6 October 2009), entry for Mary (Stringer) Busted, Evergreen Cemetery, Blenheim, Kent County.

## WEBSITE WITH MULTIPLE DATABASES

Ida Reed, "Wesleyan Methodist Baptisms," database, Bill Martin, *Ontario and Canadian Genealogy Resources* (<http://freepages.genealogy.rootsweb.ancestry.com/~wjmartin/wesleyan.htm> : accessed 19 November 2009), Allen Carswell entry; citing Wesleyan Methodist Baptismal Registers, vol. 1, p. 227, United Church of Canada Archives, Toronto.

## WEBSITE WITH MULTIPLE DATABASES

"Upper and Lower Canada Marriage Bonds," database, Library and Archives Canada, *Canadian Genealogy Centre* (<http://www.collectionscanada.ca/genealogy> : accessed 12 November 2009), entry for Jacob Staats and Sarah H. Showers, 1833; citing Upper Canada bonds, RG 5, B 9, vol. 26, bond 3736, LAC microfilm C-6782.