

Summary of various "Rules" from the Obituary Guide

Index Two Names - Mrs. James (Linda) Nichols

<u>Given name</u>	<u>Surname</u>	<u>Titles</u>
Linda	Nichols	Mrs
James	Nichols	

Index - Mrs. James Nichols

James	Nichols	Mrs
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Married Couples – Linda, wife of James Nichols

Linda	Blank
James	Nichols

Linda and her husband James Nichols

Linda	blank
James	Nichols

Linda and her husband James

Linda	Blank
James	Blank

Linda Nichols and husband James

Linda	Nichols
James	Blank

James and Linda Nichols

James	Nichols
Linda	Nichols

Parent vs Father/Mother principle: Gender clue for one spouse determines the gender of the other and promotes relationship to Mother/Father.

Son/Daughter/Child of James Michael & Linda meyers Nichols

<u>Relationship</u>	<u>Given Name</u>	<u>Surname</u>	<u>titles</u>
Parent	James Michael	Nichols	
Parent	Linda Meyers	Nichols	

Son/Saughter/child of James Michael & Linda (Meyers) Nichols

When one spouse has a maiden name in () it determines gender of both.

Relationship Given Surname Titles

Father	James Michael	Nichols	
Mother	Linda	Meyers Nichols	

Son/Daughter/Child of Mr. James Michael & Linda Meyers Nichols

Father	James Michael	Nichols	Mr
Mother	Linda Meyers	Nichols	

Son/Daughter/Child of Linda Meyers Nichols

Parent	Linda Meyers	Nichols	
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Parents James and Linda (Meyers) Nichols

Father	James	Nichols	
Mother	Linda	Meyers Nichols	

Grandparent vs Grandmother/Grandfather Principle: gender clue for one grandparent determines gender for both. If no gender clue - list as grandparents.

Grandparents Mr. & Mrs. James Nichols

Grandfather	James	Nichols	Mr
Grandmother	James	Nichols	Mrs

Grnadparents James & Linda Nichols

Grandparent	James	Nichols	
Grandparent	Linda	Nichols	

Context clues to Maiden Name If the obituary provides the father of Linda and lists the parental surname as Meyers then index -

Linda Meyers Nichols

The basic indexing guidelines do not allow us to surmise that a name is a maiden name based on sibling or grandparent names. Only from a woman's father's surname.

Principle: Don't assume gender, Surname or relationship when they are not clearly indicated – given names do not determine gender.

Children include James, Mary, Susan and John Nichols

Relationship	Given	Surname	Titles
Child	James	Nichols	
Child	Mary	Nichols	
Child	Susan	Nichols	
Child	John	Nichols	

Sons & Daughters include James, Mary, Susan, & John

Child	James	Blank
Child	Mary	Blank
Child	Susan	Blank
Child	John	Blank

Survived by her son James (Linda) Nichols

Son	James	Nichols
Daughter-in-law	Linda	Nichols

Survived by her Son James Nichols & her daughter Linda Jones

Son	James	Nichols
Daughter	Linda	Jones

Use Sibling when you are unable to determine who is a brother & who is a sister – names alone do not tell us the gender.

Lois davis is survived by her brothers & sisters – James (Judy) Nichols, Mary (Larry) Smith, Susan Nichols & John (Diane) Nichols

Sibling	James	Nichols
Sibling-in-law	Judy	Nichols
Sibling	Mary	Smith
Sibling-in-law	Larry	Smith
Sibling	Susan	Nichols
Sibling	John	Nichols
Sibling-in-law	Diane	Nichols

Names Index the most complete version of a name. When a name was written in various ways, index all variations with an OR between

them. Nicknames are often given in quotes " " and sometimes in (). Also, look through the obituary for other nicknames that might be added.

James (pops) Nichols

<u>Given</u>	<u>Surname</u>
James or Pops	Nichols

Raymond F (Tiny) Beers

Raymond F or Tiny	Beers
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Jeffrey "Jeff" Davis

Jeffrey or Jeff	Davis
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For more complete rules – open a batch of obituaries, click on ***Project Instructions***, (Lower right hand side), scroll down and click on: ***Click Here for a presentation on how to index this project***. This guide has lots of examples on how to index obituaries.