

Citing Sources in Reunion



A **citation** is a reference to a source, a *statement* in which you identify the source(s) of information, such as events, places, dates, etc.

A **source** is the actual artifact, book, document, website, etc., from which you got the information.

In Reunion a **citation** (number) points to a source record. The **source record template** contains all the information about the source.

Citation Record

Source # 14
Detail Page 832
lists birth
as 1842.

Source Record #14

Book Name	History of Knox County, Ohio
Author	N. N. Hill, Jr.
Publisher	A. A. Graham & Co.
Publish Date	1881
Location	Sutra Library, San Francisco, CA
Web URL	http://www.heritagepursuit.com/...
Notes	The introductory note says that...

1. **Why** we need source citations.
 - a. So you can find your proof again.
 - b. So others can find your proof.
 - c. To give your research reliability and credibility.
 - d. To help you figure out how to resolve conflicting information.
2. **Form v Content** – your choice
 - a. Consider what is important to you – the content of the source record or the format – or both?
 - b. If you are writing for publication in a journal or other article, the editor may ask for a particular style of citation, such as MLA (Modern Language Association), Chicago Manual of Style, Evidence Explained.
 - c. Create your own or use a template provided by the software program (Reunion); this can include all of the information you would need to re-arrange for one of the above styles.
3. **Adding a Source** in Reunion
 - a. You can add sources to a Name, Event, Fact, Note.
 - b. Use the add Source button and choose:
 - i. New Source
 - ii. Drag Source from Sidebar
 - iii. Enter Source Number
 - iv. 20 Recent Sources
 - c. Add detail (optional) – something very specific (page number, plot number, your note), shows in endnotes.
 - d. Parts of the **Source Citations**:

Bottom of the Edit Person > Events panel.

Source Citations: Burial

30 – Kentucky: A History of the State, Battle, Perrin & Kniffin, 3rd Edition, 1986	2	Detail
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Labels and arrows in the image:
 - Source number. (points to 30)
 - Source. (points to the title)
 - Number of multimedia items linked to the source record. (points to 2)
 - Citation detail. (points to Detail button)


- e. Hovering over will show the quick view button. ⓘ Click to see a preview of the citation.

4. **Creating/Revising Source/Citation Format in Reunion – formatting Types and Fields**
- a. Unlimited, can add, delete, edit, and/or include in reports.
 - b. **Types** – the collection and order of fields that comprise the source. These are the general categories of sources – use Reunion’s templates, build your own, or model on other citation styles.
 - i. Go to **Preferences**, choose the spade - first item on bottom row.
 - ii. There are different types of templates with different fields in each.
 - iii. You can create a new template and add the fields that you determine, such as title, date, interviewer, locality, Library/Archive, and more.
 - iv. You can delete a type, or add or duplicate a type – and then determine the fields.
 - v. Labels in end notes – do you want the information to show on its own or to have the type as a label to indicate the nature of the information?
 - vi. Reordering fields – order in fields determines appearance in endnotes. Drag to change.
 - vii. Use comma or semicolon between fields.
 - viii. Delete – check usage first. Don’t delete when it is being used for many items.
 - ix. Change source type – use Template drop down in bottom center of any open source record.
 - c. **Fields** – elements of a source record (field types such as *Locality* – geographical location of the sourced event; *Location* of source; *Repository* – where the original is kept, *Quality of Data* – these are the ones that confuse me; you determine what you want them to mean).
 - i. You can add and remove fields.
 - ii. To reorder fields, drag and drop – order in fields determines appearance in endnotes
 - iii. Choose quotes around contents, font style (bold, italic) as needed.
 - iv. Delete – Reunion will scan first to see if the field is used – must do this from Preferences.

5. **The Source Window – Four sections**

Source Fields	Provides separate fields for different bits of information.
Free-Form Text	Contains one scrolling text field that holds up to 30,000 characters of text.
Multimedia	Lists the multimedia items (pictures, scans, etc.) linked to the source record.
Preview	Shows how the source will appear as an endnote.

- a. **Source Fields** – provides for different bits of information
 - i. Add, delete, reorder
 1. Add a field that you determine.
 2. Delete unused fields.
 3. Change Media Type (use minus in upper right and copy to new field)
- b. **Free-Form Text** – All info compiled into one (perhaps a citation copied from FamilySearch or Ancestry).
 - i. Contains one scrolling text field that holds 30,000 characters; can specify font and color, searchable.
 - ii. Decide if you want to use the free form: to sort out the different bits into correct fields or put it in as a whole – it will still include the information.
 - iii. The shortcoming is that it doesn’t transfer well into GEDCOMs for sharing with others using different software. Doesn’t work with gedcom; has a *NO* tag.
 - iv. Can exclude from end notes – check box top left.
- c. **Multimedia** – lists the multimedia items linked to source record. Icon is in color when present.
 - i. Drag and drop them into the *Multimedia* section of the Source window (can also drag and drop multimedia items onto a source record in the Sources sidebar).
 - ii. Or click the *Add* button (the plus sign) in the *Multimedia* section of the Source window.
 - iii. Choose *Add Items* from the *Tools* button (hammer).

- iv. To view multimedia items from this section of the Source window – double click an item: images will appear in Preview; movies & sounds in QuickTime, documents in the program you have specified (Pages, Word, etc.).
- v. To reveal in finder – click the path at bottom of multimedia section in the Source window OR select the item, click tools, choose *Reveal in finder*.
- vi. Sensitive – click box below *no sign*. 
- d. Preview – shows how the source will appear as an endnote.

6. Using sources

- a. Citations – link between the information you have and the source of the information.
 - i. Sources Sidebar –
 - 1. Can click any item to open the source record.
 - 2. Visual clue - the column for multimedia shows how many multimedia items are linked to each source record.
 - 3. Use tool at bottom to show citations to a highlighted citation. Can also access this from left navbar in the middle>list>citations.
 - ii. Multi-menu button at top of Notes field shows a list of all citations in the Notes.
- b. Using sources
 - i. For a list of recent sources – use Find feature>Attributes>Changed date.
 - ii. To repeat the last used source – command R.
 - iii. To find a source by snippet – enter snippet in search bar of Sources Sidebar (also more specific in Source List window)
- c. General sources – *apply to cards already entered*.
 - i. **Change** (in top left sidebar) > set general sources
 - ii. Apply to all people, all marked people, or all unmarked people
 - iii. Only apply to people, not events, etc.
- d. Automatic Sources – *apply to new cards you are going to enter*, like a GEDCOM.
 - i. On **Name** card, bottom right.
 - ii. Only apply to people, not events, etc.
 - iii. Use as a default when entering lots of info from the same source.
- e. Copying a Source (to Mac Clipboard) – two ways – for use in other documents.
 - i. Select in sidebar, choose copy text of source from tools button at the bottom.
 - ii. Double click, click Preview section of window, click copy source icon, paste it into another document (Word, Pages, etc).
- f. Duplicating a source – use *Source Tools* button.
- g. Unused Sources – in Sidebar, at top choose *Unused*.
- h. Source numbering – Reunion does not renumber; it fills in empty sources.
- i. Finding a detail in a citation – Click source tools – either in all sources, or in highlighted source.
- j. Usage report for all sources: Use *Source Tools* on *Source List*.
 - a list of sources used in your family file
 - a comma delimited list of person and family records that cite the source records
 - contents of each citation detail field
 - citation detail summary showing all the unique citation details for each source.

7. Other Features

- a. Can show or hide on the family card – (Preferences>Family View>Miscellaneous, check Citations)
- b. Choose the color (Preferences > Family View>Miscellaneous)

8. Happy Hunting