

Citations and 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** points to a source record. The **source record** contains all the information about the source.

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. Evidence Explained (Elizabeth Shown Mills)
 - b. MLA
 - c. Chicago Manual of Style,
 - d. Practical Citation (Ben Sayer)
 - e. Create your own or use a template provided by the software program
3. Reunion Source Locations
 - a. Reunion Source sidebar – a list of sources; helps you cite information, and also to organize, reconcile, search, and access source records.
 - b. Source citation list – includes number of record, type of template, first 175 characters, number of MM items.
 - c. Family tab has sources for the current family; includes field where source is cited.
4. Adding a Source in Reunion
 - a. Add to a Name, Event, Fact, Note
 - b. Add Source button
 - i. New Source
 - ii. Drag Source from Sidebar
 - iii. Enter Source Number
 - iv. 20 Recent Sources
 - c. Add detail, optional – something very specific, shows in endnotes
5. Source/Citation in Reunion - Source Window – Four components
 - 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 (click on blue dot bottom left)
 - b. Free-Form Text –
 - i. Contains one scrolling text field that holds 30,000 characters, can specify font and color, searchable
 - ii. Copy from URL under media type
 - iii. Can exclude from end notes – check box under section box
 - iv. Doesn't work with gedcom – no tag

- c. Multimedia – list the multimedia items linked to the source record. In color when present.
 - i. Drag and drop them onto a source record in the Sources sidebar
 - ii. Drag and drop them into the **Multimedia** section of the Source window.
 - iii. Or click the **Add** button (the plus sign) in the **Multimedia** section of the Source window.
 - iv. Choose **Add Items** from the **Tools** button (hammer).
 - d. Preview – shows how the source will appear as an endnote.
6. Creating/Revising Source/Citation Format in Reunion – formatting **Templates** and **fields**
- a. Unlimited, add, delete, edit, include in reports.
 - b. Templates – the collection and order of fields that comprise the source. General categories of sources – use Reunion’s templates, build your own, or model on Evidence Explained, MLA, Chicago, etc.
 - i. Go to **preferences**, spade - first item on third line
 - 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
 - iv. Add a type, delete a type, duplicate and then determine the fields
 - v. Labels in end notes – do you want this to show?
 - vi. Delete – check usage first
 - vii. Change source type - drop down, bottom center of any open source record.
 - c. Fields – elements of a source record (Look at field types - **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. Add, remove fields (ex., add EMAIL ADDRESS, use gedcom CNTC from Contact)
 - ii. Reorder fields, drag and drop – order in fields determines appearance in endnotes
 - iii. Labels for endnotes – do you want this to appear?
 - iv. Quotes around contents, font style
 - v. Delete – Reunion will scan to see if the field is used – must do this from Preferences
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)
 - c. See usage – use **Source Tools** on **Source List**
8. Happy Hunting