

FAMILY TREE COLLECTION

GUIDANCE FOR SUBMITTING FAMILY TREES

Because family trees come in all sorts of shapes and sizes it is difficult to give precise guidance. Hopefully the following may help you, and the society, in recording your family tree. The trees will need to be indexed/recorded in the following groups/formats.

ANCESTOR CHART (OR PEDIGREE CHART)

This records the ancestors from whom you are directly descended, is a simple graphic representation of previous generations and shows a single root person with their 2 parents, four grandparents, eight great-grandparents etc., in other words just the people who make up your pedigree and the same people whose DNA you have inherited. Please do **NOT** include living people, but names may be included on the chart as *'living plus surname'*.

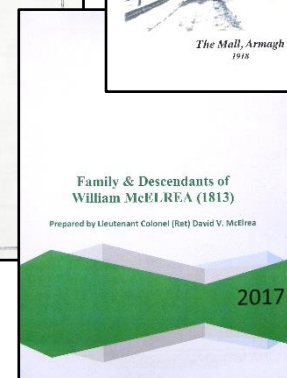
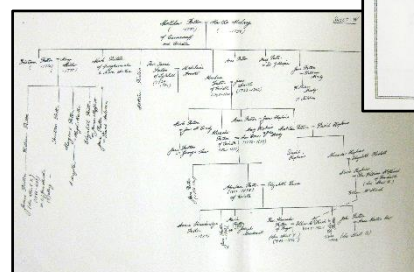
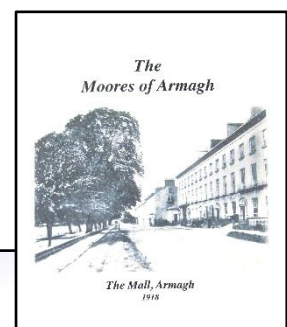
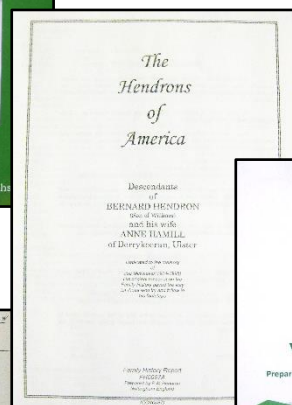
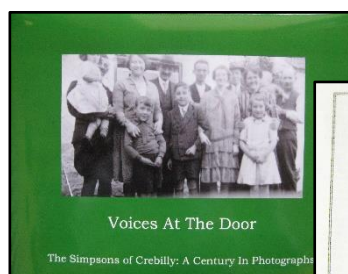
The form is titled "RECORD OF ANCESTORS" and is designed to capture personal details for individuals across several generations. It includes sections for "Yourself Only or Immediate Family" and "Your Ancestors' Family". Each section contains a table with columns for Name, Sex, Date, and Marital Status, with rows for the individual and their parents. There are also checkboxes for "Name", "Date", and "Marital Status" for each entry.

The NIFHS forms are available from your branch or online on the NIFHS website (www.nifhs.org). Martin McDowell (education@nifhs.org) is indexing these and the forms and indexes are held in the Research Centre. (The index to these will go online, will only include membership numbers and will be updated occasionally.)

FAMILY TREES

We have 3 formats/types of Family Tree records in the Research Centre:

- **IR552-FAMILY TREE BOOKS-MISCELLANIES** ~ for families living in a certain geographical area. These have a shelf number and are kept in numerical order on the shelves.
- **IR552-FAMILY TREE BOOKS-RELATED FAMILIES** ~ for a single family. These are published either for public or private use, or may be the only bound volume of a book. They are kept on the shelves in alphabetical order.
- **INDEXED FAMILY TREES** ~ kept in files in the Research Centre. These will need to be limited to **80 double sided pages** in size. A larger tree may need to be stored on a CD. They will be indexed by Elizabeth Scott.



CONTENT

Your tree may be a simple one with names, dates and relationships, or may contain potted histories, photographs, maps and documents. It would show people in a family over many generations. Do **NOT** include living people.

Your family might be split up into a series of trees for different branches. These might be, for example, your parents, your 4 grandparents' ancestors or maybe your great grandparents etc.

For each tree you will need a title page to include the main family name and other major surnames, location/area, your name, branch/associate number, contact email and date of print out.

ROBINSON	
DESCENDANTS OF THOMAS ROBINSON (1838-1882), OF BESSBROOK, CO. ARMAGH & BALLYMENA, CO. ANTRIM	
SURNAMENES INCLUDE:	
BROUGHTON	LIVERPOOL, ENGLAND
ELLIOTT	N. IRELAND & AUSTRALIA
KANE	BALLYMENA
MISCAMPBELL	CO. ARMAGH
SMALL	BELFAST
PREPARED BY: A.K. ROBINSON 8078 LISBURN BRANCH MAY 2017 EMAIL ADDRESS	

FORMAT SUGGESTIONS

- Hand drawn
- Drawn on a computer, in Word, for example, or Publisher
- A computer printout from a commercial Family Tree computer programme
- GEDCOM

A commercial family tree programme usually has a facility to make a narrative or genealogy report of a particular relative's descendants. There should also be a facility to privatise your tree so that details of living people are not given.

Commercial Family Tree programmes include:

- Family Tree Maker 17
- Brother's Keeper 7.2
- Legacy 9.0
- Family Historian 6
- Roots Magic 7
- Tree View 2

Trees may be left in the Research Centre, emailed to librarian@nifhs.org or posted to NIFHS at the Research Centre, Newtownabbey. We would prefer a printed copy, if possible.

You may also wish to have your tree/genealogy report/book commercially printed before giving us a copy.

The index which will go online will only have your membership number for identification. The Family Trees will only be available in the Randal Gill Library. If you update your tree then it can be exchanged with the older version.

See the NIFHS Privacy Policy at www.nifhs.org

We are also looking for more Mourning Cards to add to our collection.

- **Do take a break in your research and submit a copy of your tree/trees.**
- **Don't wait until you think it is finished, it probably never will be!!**

If you want more information contact the Librarian at librarian@nifhs.org

