Gen-Guide to

TRANSCRIBING CEMETERY RECORDS

New Zealand Society of Genealogists

This guide outlines recommended steps on how to transcribe cemetery records and present the information as a permanent document.

New Zealand Society of Genealogists Inc.

FAMILY HISTORY - PRESERVING OUR PAST FOR THE FUTURE

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A Guide to Transcribing Cemetery Records

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Introduction and Overview

A major national project administered by the New Zealand Society of Genealogists Inc. (NZSG) almost since its inception in 1967 has been the recording and preservation of the information shown on cemetery headstones. Over the years the Society has built up a national collection of cemetery transcriptions which will be available for researchers long after the headstones have become broken, indecipherable, or removed. The project continues unabated to the present day; the collection is growing, and will continue well into the future.

In New Zealand the transcription and preservation of headstone inscriptions is a matter of urgency that should concern all genealogists and local historians. Nowhere more has this been demonstrated in recent times following the damaging Canterbury earthquakes of 2010 and 2011. Headstones are an important source of family history. The collection is also a valuable substitute for missing burial records, memorials and cremation records.

Once a single headstone or a full cemetery has been identified as worth transcribing, this guide will outline how this should be approached, how the information is to be delivered and how it will be used. It outlines recommended steps on how to carry out transcribing cemetery headstones for the best possible outcome.

Most cemetery transcriptions will fall into one of the following categories:

- A new transcription – the cemetery has never been transcribed before.
- An updating of an existing transcription to include new burials and additions to headstones, and amending existing transcriptions. Refer to Part 5 for specific advice on updating, otherwise the general steps outlined below apply.

Whichever category applies, the sequence and instructions for recording and transcribing cemetery headstones and memorials are much the same:
1. Planning the project
2. Field recording
3. Production of a permanent record
4. Lodging of a permanent record with the Society, and archiving.

Publication of the Project: In the past, the transcriptions were paper-based and copies of the records were typed and bound. With the change to electronic recording, a full digital record is preferred. The computerised data, the Transcription and the Index, need to be copied onto a portable memory format for transmission to the Society. Two bound paper copies of the record are required by the Society but can be produced by the Society from the master provided.

The outputs from a cemetery transcription project are:
1. An electronic file of the full cemetery headstone **transcriptions,** integrated with details from burial records as appropriate
2. An electronic **index** of every name recorded on the headstones or burial records
3. A **photographic record** of the headstones in the cemetery.

Guidelines for these processes will be found in this document.

Part 1	**Planning and preparation**

1.1   Appoint a project manager/team leader to take charge of the project and report to the sponsoring group such as an NZSG Branch, or the NZSG Projects Co-ordinator.

1.2   Check to see if the cemetery has been previously recorded. Consult *The New Zealand Cemetery Records List of Holdings*[1] for those cemeteries already completed, or the Projects Register found on the Society's website for any that might be in progress.

1.3   Register your project with the Projects Co-ordinator – the forms for Registration (Form 9), Release of Records (Form 10), and Funding Assistance (Form 7), can be found on the Society's website under the Members Area > Projects > Forms menu.

1.4   Consider how the project will be funded and whether a grant is needed. Printing costs can be significant for a large cemetery should branches feel the need to produce a printed copy.

1.5   Obtain permission from the appropriate authority to undertake the transcriptions, especially for cemeteries on church or private land. Offer them a copy of your completed work.

1.6   Introduce yourself at the cemetery office, church office or to the cemetery trustee and explain what your team intends to do. Ask for approval to cut back vegetation and what they would like you to do with the debris. Explain that you may need to undertake minimal cleaning of stones, emphasizing the care you will take to avoid damage.

1.7   Obtain a plan of the cemetery. These are usually available from the local Council office, church office or cemetery trust. If you want to include their plan in your publication, permission will need to be obtained and acknowledged.

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[1] NZSG; 1985 plus amendments

If no plan is available consult the cemetery manager as how the rows and plots are labeled, and prepare your own plan.

In either case prepare sketch maps for use in the cemetery. Field maps should indicate the sequence of plot numbering, which may differ from row to row, either continuous or with odd numbers on one side and even on the other.

1.8 Ask the cemetery office if they can supply a copy of the burial records, preferably electronic if there is a choice. Alternatively, investigate whether they are available on a Council website, deposited in a local archive, or held by a cemetery trustee. Burial records may be needed to clarify plot numbers during transcribing, and to identify unmarked graves (grass plot no headstone).

1.9 Set up a filing system to store field recordings and a spreadsheet to track the progress of each block and row as it is recorded, typed and checked. Record names of the volunteers responsible so that their contributions can be acknowledged.

1.10 Establish any details of relevance about the history of the cemetery or memorial for adding to the background material in your final presentation.

1.11 Urupa (Maori cemeteries) are waahi tapu (sacred). Always obtain permission from the kaumatua (elders) and kuia (female elders) of the marae to which the urupa belongs. Explain that your purpose is to protect the information contained on the headstones, and that you wish to observe the tapu. Ask to have local protocols explained to you as these may vary between hapu (sub tribes): in particular ask about taking photographs of headstones, who may clean or scrape the headstones, and prohibitions on eating and drinking in the vicinity.

It is customary when leaving a urupa to sprinkle water on your hands and face to remove the tapu. Ask if a tap is available for this or whether you need to take water with you.

Two helpful books on the subject are:
A Maori Community in Northland – P W Hohepa; 1964.
Maori Burial Customs – R S Oppenheim; 1973.

Part 2   Field Recording

(a)   Team Orientation

2.1 Introduce new team members to the layout of the cemetery, using the full cemetery map. The team leader will plan how the work is to proceed, block by block, and allocate each member to a specific row. Ensure that everyone can identify plot numbers correctly using prepared sketch maps.

2.2 Team members need to familiarise themselves with the protocols set out in part 2 (b) or (c), whichever is appropriate. The team leader should monitor the work of new members to ensure the recommendations are being followed.

2.3   Consideration should be given to the use of the Project Volunteer Agreement form F43 for projects of this sort, which may be of long duration. The form can be downloaded from the Society's website. Log in as a member, then go to *Resources > Projects > Project Forms:*
https://www.genealogy.org.nz/data/media/documents/Forms/F43%20Projects%20Volunteer%20Agreement%20052010.pdf

Completed forms should be held by the project manager/team leader.

2.4   Members should work with another team member nearby and available, to provide assistance in case of accident or assault.

2.5   Be sensitive to the needs of other visitors to the cemetery, and be prepared to retreat to a different row if your presence would be intrusive. Be aware that some people find eating and drinking in a cemetery, and sitting or standing on a grave offensive. If you need to climb onto a grave to read an inscription, try to do it discreetly.

2.6   It is acceptable to prune overhanging vegetation and scrape away lichens and other debris, but keep these activities to a minimum. *Never* use anything harsh or take any action that is likely to damage a headstone. Be very careful with stones that have lead inserts for lettering.

It is recommended that you consult The Historic Cemeteries Conservation Trust of New Zealand's website which offers advice on the clearing of vegetation around structures and the cleaning of monuments:
http://www.cemeteries.org.nz/best_trees.php
http://www.cemeteries.org.nz/best_cleaning.php.

2.7   Equipment that should be made available includes:
• Writing pads attached to clipboards
• Pens and pencils – pens are easier to read, but are a problem if the air is damp
• Secateurs, buckets, brushes and blunt scrapers for clearing headstones
• A mirror to divert the angle of light to make the inscription more legible
• A compass may be useful for orientation in a large cemetery
• Cameras (if used) are best provided by individual team members. Many smart phones can produce images suitable for use as information sources.

(b)   Photographic Recording

Photographs must be clear with no reflections, and all facets of the headstone must be included in the photograph – photographs enhance a transcription but it is advisable that they should not be used as a stand-alone record.

2.8   Decide whether field recording is to be by digital photographs, or by hand written transcriptions. The recording effort can be reduced enormously if typists are able to work directly from photographs, but plan in advance how the images will be delivered to the typist and that the format will be acceptable.

2.9 Search online the cemetery name to ascertain if photographs that you could type from have already been posted online by local authorities. In this case do as much typing as possible from the website, then take this work to the field to check for omissions.

2.10 Work in pairs with one member taking photographs while the other completes a log linking image numbers to plot numbers.

2.11 Store the images in computer folders with a copy of the field log, ready for the typist.

2.12 Older headstones may be difficult to photograph. Advice is available online at http://www.wikihow.com/Photograph-a-Tombstone. However, it is unlikely that time or effort would be saved by photography in the older parts of a cemetery, and hand-written recording is recommended for headstones in poor condition.

 Additional advice of relevance to both hand written and photographic recording is included in the following sections.

2.13 The process of linking photographs with the transcribed records is not detailed in this guide. It has been accomplished by only very few operators at the time of compilation, using MS-Access. A separate instruction on the linking techniques is under consideration.

(c) Handwritten Recording

2.14 Transcribers should work in pairs, with one person doing any clearing required and calling the inscription, while the other does the recording. The recorder should have a seat to sit on. The written record should be checked before moving on to the next plot. Transcribing and typing can proceed in several blocks simultaneously.

2.15 Head each page with the block number and row numbers (the 'Reference'), and the transcriber's name. Record "End of row XXX" when finished, or "to be continued" if interrupted by the end of a session. Start a new block on a new page, and number your pages.

2.16 Write your transcription in the exact order, top to bottom, in capitals or lower case, exactly as it appears on the stone. It is acceptable to use short-forms for commonly understood terms i.e. ILMO (In loving Memory of) provided it is expressed in full in the final transcript.

2.17 *Record exactly what you see; do not assume anything*. Use an underscore for each missing or undecipherable letter, e.g. C__BE_R_. Applying chalk or flour may help make text more legible, or use of a mirror to change the lighting angle may be tried. Be careful to distinguish similar letters e.g. C from G; T from I and L. Be sure to include any accents.

2.18 Be careful to record everything including from the sides, base and reverse of headstones, also from elsewhere around the plot. Mention any insignia, unusual decorations or sculpture, or Returned Serviceman's headstone, as appropriate.

Include the monumentalist's name which may be inscribed on the base. Note if a headstone is broken or indecipherable.

2.19   Transcribe names exactly as they appear. Be aware that some name structures may differ or be unusual (as with Asian or Maori names for example), where surnames and forenames may be reversed. Do not rearrange the order of names as they are presented.

2.20   Record dates exactly as they appear e.g. 28th June, 2012 or 12/06/2012. Take care with numbers e.g. 6 for 9, 3 for 8.

2.21   When nothing else is on the stone other than name and date, note [No other info.] showing that this has not been unintentionally missed. If there is no headstone, record [Unmarked plot] or GPNH (Grass Plot No Headstone). The purchaser of the plot should be added from the burial register.

2.22   Do not attempt to translate foreign languages. If unable to copy a foreign script, record (for example) "Chinese (or Arabic, or Cyrillic) characters, part (or full) inscription." A photographic record may be the only way of preserving the detail of these headstones.

2.23   Occasionally, people are referred to on a headstone, but are not buried there (e.g.: soldier relatives who died in one of the world wars; or simply memorials to other family members). Although some may be obvious, it may not always be clear as to who is interred and those memorialised. The rule is: record what you see, and leave it to others to decide presence or otherwise.

2.24   If recording a churchyard, include inscriptions from inside the church, on the walls, on items of furniture, or in memorial windows.

2.25   At the end of a session return all worksheets to the team leader, and report any plots which presented difficulty, for example unreadable script or with unidentified insignia.

Part 3   Preparing a permanent record

There are *two* digital documents that need to be prepared; both of them with differing formats:
1.   The full transcript of the information recorded on headstones and other memorials
2.   A name index of all names found and recorded in the transcript.

For large cemeteries the completed full transcript can be a document of several hundred pages, the presentation of which is a major part of the project. It will probably take place in tandem with the field recording where larger cemeteries are being transcribed. To avoid wasted effort a number of decisions need to be taken at the beginning, and it is recommended that a small finished sample in the chosen format, with its index, be produced and approved at the outset.

Process overview - the stages covered in this section.
- (a) The style of the finished work is planned before typing commences.
- (b) Field records are typed into a word processor.
- (c) The first draft of the transcript is checked against the field records and corrections made.

    A second draft is printed and checked against the headstones at the cemetery and any further corrections are entered into the computer.

    This double-checking is required practice, and must not be streamlined or modified.
- (d) The name index is prepared.

(a) Planning the presentation style

Please refer to the Appendix for the recommended format of the transcription. This will explain the points made in the following sections.

3.1 Because it is well known to most people, it is recommended that the headstone transcriptions be prepared in **Microsoft Word**. Other software (notably Microsoft Access) will do the job quite satisfactorily, however it requires specialist skills to set it up and present results in a practical format.

3.2 Plan a standard page layout to be used by all typists:
- o Margins: 2.54 cm margins on all sides allows for binding
- o Font: Arial font, size 10 – gives a cleaner look than Times New Roman, making it easier to spot errors
- o The Header must identify the cemetery and location
- o Page numbering in a standard position and format.

3.3 Decide whether transcriptions will be arranged by location or alphabetically. (The use of the Index will direct the reader to the transcription).

3.3.1 For <u>most cemeteries</u>: the preferred default format uses a simple Word file containing two fields:
- • Reference (the same identifier as is used in the name index)
- • Transcription (recorded in text as shown on the headstone/burial record).

(These two fields are further defined in section 3(d), paras. 3.16 and 3.17.)

Arranging the transcriptions by location and referencing each by section/block/plot (Appendix examples 1 and 2) is the preferred and *default standard*. It ensures that the whole cemetery has been covered.

Example 2 displays the integration of burial records and headstone/memorial transcriptions.

3.3.2 Arranging the transcriptions alphabetically (Appendix example 3) is recommended only *for a small cemetery*, (up to about 50 interments) where there may be no formal cemetery layout. This will be acceptable for a number of small, probably rural, cemeteries.

3.4   The name index must be related to the transcriptions. There must be one common field - suggested to be labeled 'Reference' - for both the transcription and the index files, with a unique identifier. This Reference field (see section 3.17) enables linking of the two files when enquiries are made of names/dates/places.

(b)   Typing of the headstone transcriptions

There are examples in the appendix. Please check them before you start. It is difficult to demonstrate examples of all the variations that may be found, so the examples in the appendices do not claim to be exhaustive. If anyone has problems with any aspect of producing the transcription document, advice may be available from the NZSG Projects Co-ordinator.

3.5   Field recordings from the worksheets or from photographs are typed up using the template agreed in part 3 (a) above, and a first draft is printed. This is the start of the permanent record, and will be a continuous process as the transcribing proceeds. Refer to the examples in the appendix if guidance is needed.

3.6   <u>Formatting</u>: Use full upper case for surnames (or full names if the surname cannot be identified). Remember that in some cultures surnames and forenames may be reversed. Mc and Mac names must be full upper case in the index (MCLEOD; MACMASTER), but in the transcription could be McLEOD or MacMASTER to improve readability. In surnames use the straight, not the curved form of the apostrophe (O'BRIEN not O'BRIEN), as these are ignored in alphabetic sorting. [Use "Insert symbol" to obtain a straight apostrophe.]

3.7   <u>Line breaks</u>: Transcripts may be typed with line breaks. Line breaks (where a new line commences on the headstone entry) are indicated by the slash / mark. [See examples in the Appendix].

3.8   For a large cemetery, produce each section as a separate document.

3.9   If a transcription is available already from another source, it is reasonable to refer to that source, but do not copy from the source.

Remember to <u>back up your computer files</u> from time to time. They are time-consuming and expensive to create; backing up takes but a few minutes and could save hours of heartbreak.

(c)   Checking the typed drafts

3.10   Check the first typed draft, with one person calling from field records and one person reading from the typed draft and recording any changes.

3.11   If a file of burial records sorted in plot order is available, check the first draft to -
- verify the plot number is correct. Make a note of discrepancies in name, date or age between burial record and headstone. Do not treat either as more correct; a good cemetery recording will include a note that a discrepancy exists
- add any burials which are not mentioned on a headstone to your record

  - add records of plots with no headstone to your transcription if information is available.

  If burial records are only available in alphabetical order, a similar check can be done after preparation of the transcription index.

3.12   Update the computer file with all corrections and print a second draft.

3.13   Check the second draft at the cemetery, one person calling from the headstones, with a second checking the calls and recording differences.

  This double-checking is required practice, and must not be streamlined or modified.

3.14   Update the computer file with corrections noted during the final field check. Return all working papers to the team leader for filing and recording progress. Do not print the final copy yet – refer section 4(d).

3.15   The final cemetery check should occur after comparison with the burial records (section 3.11), and preferably when most of the typing is completed so that as many of the late burials or headstone replacements as possible will be captured.

(d)   Preparation of the name index

3.16   The index is prepared as a supplementary file of <u>all</u> names found during memorial transcription, and is the means by which access is gained to the information contained in the full transcription. It is recommended that the name index be prepared in **Microsoft Excel** or an equivalent spreadsheet software, as this enables easy sorting and formatting for presentation.

3.17   The index should contain the following fields in this order:
  - SURNAME (in capitals)
  - Given Names/Forenames (separate from the surnames; may include titles or other honorifics which must follow *after* the names)
  - Death (date). The format may be DD Mmm YYYY if available; the default is a 4-digit year only
  - Cemetery
  - Reference (ie: location within the cemetery as section/block/plot or variations thereof, entered as a multi-character string. For cremations, record as 'Cremation'). Examples of references are:
    General, Block IX, Plot 6
    Area A, Block 2, Row 7, Plot 22a
    Block XII, Section B, Row 15, Plots 17 & 18
    Block 15, Plot 09
    Plot 2

  Example 4 in the appendices displays an index in the preferred format. Refer to the *Guide to Indexing* (NZSG Gen-Guide 2) for details on data entry to obtain preferred formats for all fields.

  The 'Reference' field must be the same as that used in the full transcript to allow linking of the two files for searching entries.

3.18   Create a duplicate index entry if variations of a person's surname are identified, particularly maiden names. If the surname is uncertain, make multiple entries with each name first.

         Back up your computer files from time to time.

Part 4   Presentation of completed work

4.1   Select a title for your work that includes the cemetery location, the dates covered, and the elements included i.e. burials, cremations, headstones, burial records (full or partial).

4.2   The contents of the completed work should include the following, in this order:
   o Introduction and table of contents
   o Map of the cemetery
   o The plot records (headstone inscriptions; burial records; special notes)
   o A name index to the plots.

(a)   Introduction

4.3   This information can usually be given on one page. It should include the following:
   o The name of the cemetery and its general location
   o The administering authority's details
   o An indication of the earliest and latest burials recorded in the transcriptions, and the location of the burial records
   o A record of any limitations of the work if less than a full transcription
   o A record of details of the transcribers and the dates when the work was carried out
   o A record of where copies of the record have been placed
   o An explanation of any abbreviations used.

(b)   The cemetery map

4.4   It is important that a copy of the cemetery map(s) is included in the written record. Maps may be at two levels: (a) a general location map; and (b) a more detailed map of the cemetery to show internal features such as paths and walkways, sections/blocks/row layout, and buildings. They should be of sufficient scale to enable location of the plots, although a plot map may not always be possible.

4.5   It may be helpful to indicate on the map how the plot numbering works, especially if unusual patterns have been encountered (eg: odd numbers on the east side for the first three rows, then reversed on the next two).

4.6   Be sure to include an acknowledgment if using a map sourced from elsewhere. Refer to section 1.7.

(c)   The plot records

4.7   The detail for this section which forms the major part of the record is covered in part 3 of this guide.

4.8   Just before final printing, check that margins, headers and footers are uniform throughout, and that page breaks are appropriately positioned.   Adjust page numbering so that the map page number(s) follow the introduction, the index starts with the first page number after the maps, the first block of transcriptions commences after the last page of the index, and each subsequent block runs on after its predecessor. If automatic transcript numbering is being used, check that each section starts appropriately with the next number following from the previous section.

(d)   The name index

4.9   The index is prepared as a supplementary file of *all names* found during the headstone/memorial transcription, and is the means by which access is gained to the information contained in the full transcription.

(e)   The final stages: completing and presenting the record

4.10   Congratulations – the work is complete!
   o Print any copies to be retained locally
   o Arrange for a copy to be donated to the cemetery owner
   o Store an electronic copy of the work securely as a backup to the Society copy.

4.11   Custody of the Master Copy of the files passes from the transcribing group to the national body at this point:
   o Forward electronic copies of the name index and the full transcript to the Society's office in Auckland for printing, and also to the Electronic Records Archivist (via the Auckland office) for safe keeping
   o Request that a printed copy be placed in the Society's library. NZSG will cover the cost of production of the library copy.

Part 5   Updating cemetery records

This section deals with the updating of an existing transcription to include new burials, new headstones on old plots, and correction of any errors identified in the original work.

5.1   Discuss your plan to update an existing cemetery transcription with the NZSG Projects Co-ordinator, who will advise whether it would be worthwhile, and authorize production of a working copy of the Master File.

5.2   The general principles outlined above remain valid when a transcription is updated and should be referred to at every stage. Exactly the same sequence of steps must be

followed: i.e. field recording, typing a first draft, checking, printing a second draft to be checked at the cemetery, and printing the final work.

5.3 Consult the cemetery office regarding any changes to the numbering of the blocks/rows/plots, or new areas opened since the original transcription, so that your map can be updated. Ask for a list of burials that have taken place since the date of the original transcription – this assists in locating the graves that need updating.

5.4 Field Recording: Take a copy of the original work to the cemetery and check it, plot by plot. As each plot is validated place a tick in the margin.

(a) When an addition or alteration is discovered: Place an asterisk against that plot in the margin of the original transcription, and enter the Reference (block, row and plot number) on your worksheet, followed by a re-transcription of the headstone in full. Alternatively, make a photographic record. If an error is being corrected, highlight the portion concerned. [Always include the Reference with amendments, not the number of that plot's transcription, which could change in the new work.]

(b) When a headstone has been removed, has fallen, or has become indecipherable: place an asterisk in the margin of the original transcription, enter the Reference (block, row and plot number) on your worksheet and record a note e.g. [H/S removed].

(c) If a new plot has appeared between two original plots: Place an asterisk between the plots on the original transcription and enter the Reference (plot numbers) on the worksheet with a note [new plot added between], followed by a full transcription. Consult the burial records to obtain the plot number assigned to this burial.

5.5 Decide whether the additions and amendments will be either
(a) presented as an appendix to the original work, or
(b) incorporated within a reprint of the whole work.

Option (a) is simpler to produce with changes listed in an appendix and the original entry marked with an asterisk, or scored out, in the main body of the work. This option is less satisfactory when there has been a large amount of change.

Option (b) produces a work which is more satisfying for users, but requires an electronic copy of the original. Ask if an archived electronic file exists (seek out the Electronic Records Archivist), or scan the original and convert to Word by OCR (Optical Character Recognition). The success of OCR conversion may depend on the printer used for the original. If the error rate is too high, retyping may be a better option. Proof-read a newly produced electronic file against the original before starting the update process.

References

Historic Cemeteries Conservation Trust of New Zealand : this website contains guides for
cemetery conservation.
http://www.cemeteries.org.nz/conservation_maintain.php

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Appendices: Examples of cemetery transcriptions and name indexes

Example 1   Recommended as a suitable standard format and content for transcriptions. Prepared in a 2-column Word table; cell borders are shown during production and hidden at final printing.

NOTOWN CEMETERY - GENERAL BLOCK XI

General, Block XI, Plot 17 *
        In Loving Memory of Jemina Webster beloved wife of Andrew B PATERSON died 15th November 1928 aged 53 years
                        Thomas & Sons, Notown

General, Block XI, Plot 17a
        Tombstone broken and indecipherable.   Purchaser of plot BAXTER.
        Footstone - E.M.J. 1892.

General, Block XI, Plot 18
        In Loving Memory of Mary beloved wife of Stephen S SHEPHERD died 11th October 1915 aged 58 years; also the above Stephen S SHEPHERD died 11th July 1929 aged 70 years Also their son Rifleman Patrick J SHEPHERD killed in France 4th November 1918 aged 23 years; also their loving daughter Rachel died 15th June 1971 R.I.P. Also their loved daughter Mary Frances SHEPHERD died 22nd August 1975 R.I.P.

General, Block XI, Plot 19
        No headstone. [Burial record not found.]

General, Block XI, Plot 20
        In Loving Memory of Thomas beloved husband of Marion MORECOMBE died 8th August 1929 in his 61st year / Also the above Marion MORECOMBE died 24th July 1941 in her 79th year; Also her beloved eldest daughter Mary Ann BULL died 26th June 1945 aged 62 years / Also John Henry BULL beloved second son of the above Marion MORECOMBE died 10th December 1945 aged 56 years

General, Block XI, Plot 21
        No headstone - purchaser of plot BAYNES

General, Block XI, Plot 22
        In Loving Memory of Helen McK beloved wife of the late J L WOOD died 23rd September 1954 in her 88th year./ 53623 Pte J J WOOD Otago Regiment died 1st January 1932 aged 39 years NZEF / Also Walker WELSH beloved husband of Jane J WELSH died 2nd May 1973 aged 79 years / Also the above Jane (Jean) died 9th December 1992 aged 98 years / and their beloved son Carson killed in action 1944 aged 28 years

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* These are the 'Reference' fields

Example 2   Recommended as a suitable format and content for <u>transcriptions</u>. Prepared in a 2-column Word table; cell borders are shown during production and hidden at final printing. Transcript numbers (in bold) are optional.
The header provides cemetery name and location, also page number. A footer alerts the user to the availability of full burial records.
The Reference fields are the locators eg: 'Section B, Block 01, Plots 001 & 003'.
The lines separating transcriptions were pasted simultaneously into every row before typing commenced.

Nowhere Cemetery, Some Place, NZ   **210**

545   Section B, Block 01, Plots 001 & 003
H/S   In fond and loving memory of Wallace Royal GOODING, 3/2490 1st NZEF World War I,
dearly loved and devoted husband of Alma Josephine,
passed away 19 Oct 1961 aged 74 years, "very sadly missed,"
and Alma Josephine GOODING,   dearly loved wife of Wallace Royal,
passed away 25 Jul 1983 aged 90 years. "At rest."
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546   Section B, Block 01, Plots 006 & 008
H/S1   In loving memory of Richard Beaumont ROBERTSON
died 2 Apr 1951 aged 77 years, "So loved, so mourned,"
and his loved wife Ethel Madeline ROBERTSON
died 15 Aug 1968 aged 85 years.
H/S2   Sally Jane AKERS 14 Mar 1981 aged 25 years, wife of Clive,
mother of Jane and Penny, loved by all,
at peace with her grandparents.
----

547   Section B, Block 01, Plot 007
H/S   [none]
B/R   SIMPSON Elizabeth Rosalind, age 60, buried 31 Jan 1953
----

548   Section B, Block 01, Plot 009
H/S   In loving memory of Irene Dorothy THOMPSON died 23 Oct 1963 aged 41,
and her mother Janet THOMPSON died 2 Sep 1972 aged 92.
----

549   Section B, Block 01, Plots 011 & 013
H/S   Remembrance - James Alexander 1870 - 1952,
Marjorie Letitia 1884 - 1958   - McGREGOR -
B/R   McGREGOR Marjory Letitia, age 74, buried 21 Jan 1958
[spelling variation]
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550   Section B, Block 01, Plot 014
H/S   In loving memory of DOR JENG NG died 28 Nov 1989 aged 84.
[Chinese inscription]
Note   B/R provides an alternate surname YEE

Full burial records are available at <u>www.someplace.govt.nz</u>

Example 3:   *This model of a <u>transcription</u> is recommended only for a small cemetery.* It would be difficult to use in a large cemetery where one surname would occupy several pages. Transcriptions are arranged alphabetically rather than by Row and Plot. No line breaks have been used within a transcription. When 2 surnames appear in a plot the full record is repeated for each name.

		--------Reference------		
Name	Transcription	Block	Row	Plot
ADAM	In loving memory of Charles Elphinstone ADAM 11/769 Sgt. N. Z. ARTILLERY 1914-18 dearly loved husband of Lilian Kate loved father of Jim and Ken died 18 March 1953 aged 67 years. Lilian Kate ADAM died 14 January 1973 aged 80.	4	J	1
ALEXANDER	In loving memory of Frederick Henry ALEXANDER beloved husband of Jessie Brooke ALEXANDER died February 27th 1928 aged 70 years 'Come unto me ye weary' Also his wife Jessie Brooke died 7 December 1942.	4	F	1&2
ALLEN	In loving memory of Frederick Edmund ALLEN died 15 August 1944 aged 79 years. Also his dearly beloved wife Marian Frances ALLEN who passed away 2nd July 1946 aged 80 years.	4	C	1
ANDERSON-CLAUSEN	In memory of Neil CLAUSEN died 3 May 1933. Also Anna his loved wife died 4 September 1937. United. Also Maria ANDERSON mother of the above died 22 February 1914.	44	B	9

Example 4:   <u>Name Index</u> following the format as recommended by the NZSG Electronic Media Archivist; many are extracted from the above transcripts. The Reference field may be up to about 40 characters long, to cater for all the variants used in various cemeteries.

Surname	Given Names	Death	Cemetery	Reference
BAYNES	(Purchaser)		Notown	General, Block XI, Plot 21
BULL	Mary Ann	1945	Notown	Block XI, Plot 20
BULL	John Henry	1945	Notown	Block XI, Plot 20
CHUNG	LOK	1984	Notown	Chinese, Plot 56
DIACK-FOWLER	Mary Jean (Jean)	1941	Notown	General, Block XXX, Plot 457
DOR JENG NG		28 Nov 1989	Notown	Section B, Block 01, Plot 014
GEIGHAN	Patrick (Paddy)	2 Sep 1937	Notown	Soldiers, Block 14, Plot 132
HARKER	George	1928	Notown	General, Block XI, Plot 17a
HARKER	Isabella	1944	Notown	General, Block XI, Plot 17a
KERURU	Matatu Rongo	1987	Notown	General, Block 12, Plot 212
LOW	CHING YUM	1989	Notown	Chinese, Plot 51
MCGREGOR	M	1928	Notown	Block XI, Plot 15
MORECAMBE	Thomas	1929	Notown	General, Block XI, Plot 20
MORECAMBE	Marion	1941	Notown	General, Block XI, Plot 20
PATERSON	Andrew B	1928	Notown	General, Block XI, Plot 17
SHEPHERD	Stephen S	11 Jul 1929	Notown	General, Block XI, Plot 18
SHEPHERD	Patrick J (Rflmn)	4 Nov 1918	Notown	General, Block XI, Plot 18
SIMPSON	Elizabeth Rosalind	31 Jan 1953	Notown	Section B, Block 01, Plot 007
WELSH	Walker	1973	Notown	General, Block XI, Plot 22
WELSH	Jane J	1992	Notown	General, Block XI, Plot 22
WOOD	Helen McK	23 Sep 1954	Nowhere	General, Block 11, Plot 12
WOOD	JJ (Pte)	1 Jan 1932	Nowhere	General, Block 11, Plot 12

Example 5: <u>Name Index</u> based on name, plot location and year of death. Suggested for small cemeteries only.

Name	Cemetery	Reference	Date
ABERNETHY Francis	New Cromwell	Block 02, Plot 02	1893
ADAMS Exuperius	Cromwell Old	Block 01, Plot 37	1871
ADAMSON Mervyn Thomas	New Cromwell	Block 39, Plot 32	2006
ADIE Andrew	Cromwell Old	Block 15, Plot 09	1885
AINSLEY Harold Michael	New Cromwell	Block 38, Plot 51	2012
AITCHESON Stewart John	New Cromwell	Block 34, Plot 18 & 19	1986
ALEXANDER Laraine Frances	New Cromwell	Block 33, Plot 60	2000
ALEXANDER William Robert (Bill)	New Cromwell	Block SA, Plot B06	1998