

## 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/Daughter/child of James Michael & Linda (Meyers) Nichols**

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

<b>Relationship</b>	<b>Given</b>	<b>Surname</b>	<b>Titles</b>
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**

<b>Relationship</b>	<b>Given</b>	<b>Surname</b>	<b>Titles</b>
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**

<b>Given</b>	<b>Surname</b>
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.***