Project Organization & Guidelines

Organization.

The project team consists of Jim, Hal, and Leonard Yarbrough; Clark Hickman, and Joanne Augspurger, with Leonard serving as the project lead. Dropbox (https://www.dropbox.com/) will be used to facilitate document handling, editing and review. To that end, a separate file has been, or will be, created for each volume being updated/revised. A copy of the volume(s) and of the Word file of the index/indices will be placed in each folder. When this has occurred, an invitation message will be sent to the person who will be working with that folder/file. That message will include directions for accessing and using the files. While it is not necessary to download the files, some may find it more convenient to do so, and then upload the completed index/indices.

Generally, that it takes three to 15 hours to fully edit any given index. The time depends primarily upon the readability of the source material. Also, two hours is the most I recommend for an editing session, as the error rate climbs as the session time stretches out.

One of the more prevalent errors relates to the page numbering of the volumes. In some cases, these numbers or off in the index, mostly because there were blank pages that didn't get counted or were added after indexing. Most of these errors are traceable to the addition of the introductory pages in each volume. The obvious solution is to re-index each volume (which is needed anyway, in order to pick up location and other geographic names. To that end, the index for each volume will be updated before being uploaded to Dropbox. The net effect of this is to "stagger" the availability of review material over a couple of months.

One of the deficiencies noted in most volumes is the absence of a family pedigree or family tree. The presence of either would be helpful, especially to beginning family researchers. To help generate pedigrees, volunteers will be asked to assist in this part of the project. As envisioned, extensive lineages are not expected, but at a minimum should cover three or four generations. Ideally, they would be generated by Family Tree Maker or Legacy, but a simple text document is sufficient.

Contact information for the project team is as follow:

Jim Yarbrough	655-210-2828	jim@yarbroughandassoc.com
Hal Yarbrough	615-718-1590	halyarbrough@tds.net
Leonard Yarbrough	205-429-3435	lsyarbro@otelco.net
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Guidelines.

I. Objectives: a. Add omitted terms to existing volumes;
  b. Correct any obvious errors in the existing index.

II. **Items/Terms/Words/Locations** to be included:
  a. Last & First Name of Individuals[1] (in this order)
  b. Locations: **Co,** County Name, Location (Place, Town, City), State (in this order); e.g., **Co, Jefferson, Jemison, AL, 173**
  c. Geographic Feature (Creek, Mountain, etc.): **Co,** County Name, Feature, State,; e.g**., Co, Blount, Berry Mtn, AL, 27, 135**
  d. Records, as listed

III. Recommended: Personal Computer with Microsoft Word and Adobe Reader

IV. Provided Material:
  a. CD/DVD containing: one or more volumes in PDF format, Word formatted
     copy of the Index for each volume; or
  b. Paper copy of Volume(s) for those who prefer to work with paper and pencil, paper copy of
     current index.

V. Preparation:
  a. Upon receipt of provided material, verify that the CD/DVD is readable;
  b. The volume(s) and provided index/indices[2], in order to be thoroughly familiar with the
     contained material.
  c. Omit the introductory pages of the volume(s).
  d. For each page of the volume(s), record omitted terms, names, etc., that were omitted. Add the
     name into the Index at the appropriate location.

VI. Index Format. The specific format of an entry into the index depends in part upon the nature of the
   surname, place name, document title or term. These are as follows:
  a. Surname: Last Name, First Name (initial of second given name is optional), page number;
     e.g. **Phillips, William, 150** or **Seale, Anthony, 58, 62, 193**
  b. Place Name: County, Place or City Name, State, page number; e.g., **Co, Mt Hebron, Blount, AL, 56,** or County, State, page number; e.g. **Co, Jackson AL, 23, 93**
  c. Document Title: title/name, page number; e.g., **Cemetery Records of Tipton County Names** – **1850**[2] or **Confederate Muster Roles, Tennessee, 114**
  d. Other Terms: List terms as given; e.g. **Yarbrough's Mill, 97** or **Williamson County Courthouse, 21**
  d. Dates: day/month/year; e.g., **04/21/1842** or **04-21-1842** ▢ The son whose
     given name is the same as his father's is last name, first name, Jr; e.g.
     Yarber, Thomas Jr, 108 and the father is **Yarber, Thomas Sr, 108**

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[1] **While the final index/indices may require spell-checking, be aware that many names, including locations, may not conform to modern spellings. Do not modernize the name!**

e. The single letters **b, d, m, D, S, M, F, H, W** mean, respectively, **born, died, married, Daughter, Son, Mother, Father, Husband, Wife**

f. The letters **gf, gm, ggf, ggm** mean, respectively, **grandfather, grandmother, great-great grandfather, great-great grandmother**

h. The son whose given name is the same as his father's is last name, first name, Jr.; e.g. **Yarber, Thomas Jr., 108** and the father is **Yarber, Thomas Sr., 108**

k. **"Wife" and Husband or "Husb"** are preferred over "Spouse"

l. **"&"** is preferred over **"and"**, but the latter is acceptable.

VII. **Take as much time as necessary.** Indexing can be fatiguing, which leads increases error rates. Three or four hours a day is more than sufficient time to spend at this task.

VIII. **Notify the YNGHA** (yngha@hughes.net) when indexing is completed. Also, confirm which volume is desired to be provided in return for completing the volume(s).