

## Mostly Victorian Genealogy Links – Peter Matthews

<http://www.gsv.org.au/home>

<http://www.gsv.org.au/research-resources/guests/quicksearch/trialsearch> (Free Trial Name Search)

Genealogical Society of Victoria, Emirates House, Level B1 257 Collins Street, Melbourne VIC  
Google search gsv

<http://www.aigs.org.au/> Australian Institute of Genealogical Studies Inc.

Google Search aigs

<http://www.genealogylinks.net/australia/victoria/vicsocieties.htm> Family History Societies  
VIC list

<http://online.justice.vic.gov.au/CA2574F700805DE7/HomePage?ReadForm&1=Home~&2=~&3=~>

Victorian Registry of Births, Deaths and Marriages

Google search bdm

<http://www.access.prov.vic.gov.au/public/PROVguides/PROVguide023/PROVguide023.jsp>

Public Records Office, 99 Shiel Street, North Melbourne

Google search prov

<http://naa12.naa.gov.au/NameSearch/Interface/NameSearchForm.aspx>

National Archives of Australia, 99 Shiel Street, North Melbourne

Google search naa

<http://www.ww2roll.gov.au/>

World War Two Nominal Roll

<http://www.ancestry.com.au/>

Ancestry – Free Search, Subscription required for further information

<http://www.coraweb.com.au/>

Web Sites for Genealogists

<http://www.cyndislist.com/>

Web Sites for Genealogists

<http://www.legacyfamilytree.com/>

Free Standard Edition Genealogy Software

<http://www.familysearch.org/eng/default.asp>

Free Family Search courtesy The Church of Jesus Christ of Latter-Day Saints

<http://newspapers.nla.gov.au/>

Australian Newspaper Digitisation Project

<http://www.australiancemeteries.com/>

Cemetery locations, some photos, listings

[www.google.com](http://www.google.com)

Try searching for family names in full, in brackets – eg – “John Charles Smith”

### Taking Notes

Almost anyone can sit down with a pencil and paper and start copying information, but it pays to be extra careful when you're doing genealogical research. Repeating research because you can't read or understand your notes is no fun. Following the tips listed below should help you avoid any note-taking pitfalls. Write everything down. The amount of information you collect will grow rapidly. If you try to rely on your memory, you may easily forget or become confused. This also applies to those who insist that they will "write it down later", which often leads to more errors.

Don't use homespun abbreviations. Abbreviations are often confusing when you go back to review your notes. They also can lead to inaccurate information. Use standard abbreviations (b for born, d for died, m for married).

Record your sources. Record each person's name in full. It's especially important to list a woman's maiden name. Be sure to avoid abbreviations here; you may have more than one J. Smith within your family. If a person has a nickname, put it between quotation marks (e.g., "Tip").

Be careful with dates. Most genealogists use a day/month/year format. Copy information — especially dates, locations, and last names — exactly as you find it. You can interpret your findings later when you have time to review your notes and make comparisons with other information. This is particularly important when copying down last names. Over time they often take on many spellings. In general, never change information to what you think it ought to be.

Take notes in such a way that they'll be understandable to you, or anyone else, when reviewed later. The hastily written note often makes sense at the time you write it, but can be really confusing when you look at it days later.

Write clearly. If you've ever read old records, you know how frustrating it can be trying to decipher someone's handwriting.

Write legibly today so that others will be able to read the information tomorrow...or 50 years from now.

### Staying organized

A very important part of genealogical research is organizing your information. It's best to create some sort of filing system right away, no matter how little information you have. Then you have a basis from which you can keep up your good habits. If you wait too long to start a filing system, what would have been a 15 minute filing project will soon become an all-day affair.

The two most important things to consider when filing your notes and finished forms are location and order:

#### Location

Wherever you decide to locate your notes (in binders, a filing cabinet, etc.) be sure they are easy to get to, orderly, and safe from damage. An old shoe box on the floor is probably not a good idea. Binders are nice, compact places to keep genealogical information because they're easy to transport to libraries or other places where you do your research. However, if you have stacks of information, you may want to use a filing cabinet to organize it all.

#### Order

You must decide in what order to file your notes. The most common way is to organize them alphabetically by surname with a folder or section for each individual. This folder will include any family group sheets that you've collected for a particular individual. You can also include any other documentation such as wills, photos, or certificates. For documents that you want to store somewhere else, insert a page into your files noting the name of that document, its content and current location.

### Genealogy Software

Of course, you'll also want to use genealogy software as an organization tool. It can help you put everyone neatly into their place on your family tree! Always make a backup copy after you work on your tree, and keep it separate to your computer,

#### Visits

At some point you will probably go to a library, or some other location to do some research on your family. Below are a few tips to follow to make sure you're prepared when you get there.

Call before you go to find out what days and hours they are open. Make sure that they are open to the general public and find out if you need to pay any fees. Ask for directions and parking information. Pack a "briefcase" for your trip. Bring pens and pencils (some places do not allow the use of pens), paper, file folders, and any genealogical information of your own that you may need. . Take photocopies of the information you have on the branches of the family you're planning to research. That way, when you find something new, you can check your existing facts to see if it matches up. Do not take your original documents — that would expose them to damage or loss.

#### Determining accuracy of information

Remember that you can't believe everything that you read. It is important to evaluate the source and the possibilities for inaccuracies. Below are a few things to keep in mind.

When you find new information for your family tree, check for inconsistencies. One example is the case where two children in the same family were born on dates that were impossibly close together. When you suspect problems, try to verify the information using other documents. Most genealogical information can be found in more than one place, so take the time to check other documents out.

Think about when the record was created. Records that were made at the time of the event are more likely to be correct than sources that were made several years later. For example, birth dates are often listed on death certificates, but you are more likely to get the correct date if you find it on a birth certificate.

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## The Golden Rules of Genealogy <http://www.aftc.com.au/GettingStarted/GS.html>

ALWAYS work backwards from the known (yourself) to the unknown (forebears)

NEVER believe everything on a Birth, Death or Marriage certificate

NEVER completely trust the spelling of surnames, place names etc.

ALWAYS check surname variants when researching

ALWAYS aim to have at least 2 separate sources of proof for each event

REMEMBER that everything is only speculation until verified

ALWAYS photocopy certificates and important documents and leave the originals in a safe place

IF a document exists, read it!

DO join at least one Family History Group, Genealogical Society or Historical Society

SHARE your information and documentation - copies only - with others researching similar lines

### PRIVACY

Protect the rights and privacy of living relatives. Do not place information on the Internet about anyone who is still living, unless you have their express permission to do so."

Among the suggestions for ways to protect living family members are:

- When requesting information (via e-mail, chat, queries, etc.) do not include personal information on living persons.
- When responding to requests for information, especially to someone you really do not know, do not provide them with personal information about living persons. They could post it on the Web or do who knows what else with it.
- Before sharing files with others, expunge information on all living persons.



**Genealogy software** is computer software used to record, organize, and publish genealogical data. At a minimum, genealogy software collects the date and place of an individual's birth, marriage, and death, and stores the relationships of individuals to their parents, spouses, and children. Additionally, most genealogy programs handle additional events in an individual's life, free-form notes, and photographs and other multimedia, and source citations. Genealogy software programs can produce a variety of graphical charts and text reports, such as pedigree charts or Register reports. Some desktop applications generate HTML pages for web publishing; there are stand-alone web applications, as well. Most genealogy programs can import and export using the GEDCOM standard.

From [http://en.wikipedia.org/wiki/Genealogy\\_software](http://en.wikipedia.org/wiki/Genealogy_software)