

V015 Notes on use

L&DFLHS VCH Group Historical information extraction form (Publications)

Source					
Name(s) of contributor(s)			Date of contribution		
1901 Parish	VCH cat (1-7)	Date range	Page(s)	Content	Notes

Purpose; this form is designed to allow researchers for the civil parish histories to extract relevant material from published books and journals. It is initially for use in creating the Jubilee Digests, but also for collecting more extensive material for the histories and parish historical information sets. It is not designed for reading, but for entering the information onto a database which will allow the material to be organised and extracted by parish or VCH category, or date or by search.

Format; please fill this in only on a computer, keep to the small font provided and let the boxes expand vertically to contain your information. Let it run onto new pages as it needs to. You can copy or type in the column headings on new pages if it helps you.

Source; this form covers published books and articles. Please describe the source exactly as specified in 'Preparing your draft article (AW)' which I have posted as V016 for convenience. Appendix A, items 4 and 6, says how to do it. Page numbers for the whole journal article please, but not for books. This will be used to create a bibliography, with other material.

Names; or initials of those having any part in the extraction

Date of contribution; when completed

1901 Parishes; Please give the first three letter of the parish in caps from the list, BLInbothel, BRAckenthwaite, BRlgham, BUTtermere, DEAn, EAGlesfield, EMBleton, GREysothen, LORton, LOWeswater, MOSser, SETmurthy, WHInfell, WHYthop (Dean townships can be picked up in 'notes') One per entry is preferred. Try to select the relevant material for each. If the same material is relevant to more than one then list all the relevant parishes separated by commas with no spaces or full stops.

VCH Category; the idea is to try to structure a database by VCH category within a parish. These categories and an explanation can be found at <http://www.victoriacountyhistory.ac.uk/local-history/writing-parish-history> and are 1. [Introduction](#) 2. [Manors and Estates](#) 3. [Economic History](#) 4. [Social History](#) 5. [Religious History](#) 6 [Local Government](#) 7. [Sites and Buildings](#) Please again try to separate the extract by category as well as parish, but if not divisible give a list separated by a comma only, with no spaces or full stops. eg 1,5,6 If all say ALL, or if difficult say UKN

Date Range; This is the historical time to which the extract applies. Give all years as four digits, Give more precise dates as dd mmm yyyy such as 19 Jan 2012 without 'th' or punctuation. Remember that the year used to start on 25 March in 1752.

Pages; the page, pages or range of pages containing the extract. Just 25 or 25,28 or 25-28 or 25,28,102-135 No 'p' or punctuation and full numbers please, not the normal shortened form.

Content; where possible please quote the exact entry, in single quote marks without any added italics. Quotes in the extract go in double quotemarks. Try to extract just what is relevant, but still makes sense. Where you miss out words insert an ellipsis ... in place of all the words. Words outside of quotes are taken as your words. If you wish to add words inside a quote, to explain something such as who 'she' was, then put your words in [square brackets]. The idea is that people can use this extract directly without going back to the book to understand it or to separate your words from the quoted words. But please be economical.

Notes; are for things that need to be said but are not covered by other boxes.

Please email the completed form to Derek Denman derekdenman@dsl.pipex.com 0190085551, for entry onto the vchgroup page www.derwentfells.com/vchgroup