

# Standards for Data Entry\*

## **Why have them?**

Standards provide consistence

Standards ensure predictability

Regardless of how many times you enter data, the end result is always the same when you create output be it in reports, charts or export files.

## **What are your standards?**

Is the state abbreviated or in total (NSW, N.S.W. or New South Wales)

What about county (Suff. Or Suffolk)

What about your sources?

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## **My Standards (to date):**

### **Australian States:**

NSW, Victoria, Queensland, Tasmania, ACT, NT, SA, WA – if one word use it in full, if multiple words use initials.

**States and counties in other parts of the world** – Use full name.

**Counties** – use full name – except USA

In **Death Certificates** use the Memo field to register cause of death.

Use '**residence**' tag for old addresses and use '**address**' tag for current address.

Use '**circa**' in the date when you only have a year (as if from an index).

### **Abbreviations used in sources:**

- FGS – Family Group Sheet
- DC – Death Certificate
- MC – Marriage certificate
- BC – Birth Certificate

**Nicknames** – use 'name' in the given name field – not use 'nickname' tag.

**Dates** – always spell out first three letters of the month to ensure reduced confusion with American standard. Use dd mmm yyyy

Set up standards for adding sources.

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\* Prepared for the Canberra TMG Users Group by Allyson Luders for its April 2006 meeting.

For example here are my standards for Birth, Marriage and Death Certificates:

<b>Field</b>	<b>Birth Certificate</b>	<b>Marriage Certificate</b>	<b>Death Certificate</b>
Abbreviation	BC: SURNAME, Given Names	MC: SURNAME (male), Given Names & SURNAME (female), Given Names	DC: SURNAME, Given Names (nee SURNAME) (if married female)
Title	Birth Certificate: SURNAME, Given Names	Marriage Certificate: SURNAME (male), Given Names & SURNAME (female), Given Names	Death Certificate: SURNAME, Given Names (nee SURNAME) (if married female)
Record Type	Birth Certificate: STATE/COUNTY	Marriage Certificate: STATE/COUNTY	Death Certificate: STATE/COUNTY
Name of Person	SURNAME, Given Name	SURNAME (male), Given Names & SURNAME (female), Given Names	SURNAME, Given Name (nee SURNAME) (if married female)
Date:	dd/mm/yyyy – date of registration	dd/mm/yyyy – date of registration	dd/mm/yyyy – date of registration
Manuscript info etc	Certificate number – for example if NSW certificate YYYY/XXX – being year and certificate number	Certificate number – for example if NSW certificate YYYY/XXX – being year and certificate number	Certificate number – for example if NSW certificate YYYY/XXX – being year and certificate number