

Submitting a Bible or Family Record for Inclusion in the GSNJ Collections



Researchers and families are encouraged to submit Bible and Family Records for inclusion in the GSNJ Collections—so that other researchers and future generations of your family may discover and enjoy them.

Records are submitted in two parts:

- 1) a photocopy or print** (made from a high-quality scan of an original record) of the original record(s); if the information was written in a published Bible, **include a copy of the title page as well**, and
- 2) a transcription of the text found on the original record and any known information** about the record or the family.

Transcriptions are important as the spellings of the names found in your family's records are, most likely, more familiar to you than to those receiving them.

Please transcribe the records using the following format—so that we may have an accurate record copy of your family's information.

General Instructions

- Copy or scan (color or black and white) your record(s). Make sure the image is as legible as possible. Original records may also be submitted to the collection.
- Prepare the transcription of your record as per the following instructions.
- Provide information in the sequence given below. After transcribing, please check to verify accuracy.
- Set page margins of at least 1.25" on the left and at least 0.75" on the other three sides. (The larger left-hand margin is necessary as pages will be copied and bound into a hard-case binding.)
- Print the image of your record(s) in color (preferred) or black and white.
- Print the information about the record in black ink.
- All submissions should be copied or printed onto high-quality 8.5 x 11" bond paper—preferably, acid-free paper.

Transcription Format

Title

Head the record with a specific title:

- Bible record: "John Smith Family Bible Record,"
- Non-Bible record: "Family Record of John Smith"
- Sampler: "Record from Mary Smith's Sampler"

Records can be from any of the above plus scrapbooks, diaries, newspaper clippings, photo albums—wherever family information is recorded.

Owner and Copyist

- Give name and address of the present owner of the record (if known).
- Also give the name and address of the copyist and the date copied.
- Note whether your copy was made from the original record or from a copy.
- If your record is a copy of a copy, state when and by whom the earlier copy was made (if known), and where you found this copy.

Description of the Record

- Describe whether the record is from a Bible, book, needlework sampler, etc.
- For publications, give the following from the title page: a) title of book or Bible edition; b) author if applicable; c) publisher and publisher's address; d) date of publication. Also note any gift inscriptions or owners' names or other identifying information printed or written on covers, title page or elsewhere within the volume. Book measurements can be included, but are not essential.

Biographical Information

If known, provide background information on the early owner(s) of the record, including family origin and

relationships, places of residence, and any helpful personal information such as civic, military or professional service, burial places, etc.

Record Transcription—Accuracy and Arrangement

- **Copy the entries exactly as they appear in the original, letter-by-letter**, even though you may know that some errors exist. Copy exact wording, spelling, punctuation, etc. Do not abbreviate or use ditto marks unless the original record does so.
- **Preserve the original order and arrangement of the entries as nearly as possible.** If a group of entries, at the beginning of the record for example, appears to have been recorded all at one time, this fact should be noted. (This may indicate transcription from an earlier record or from memory, therefore allowing greater possibility for errors in prior transcription or recollection).
- If you know certain facts in the record to be in error or are missing, make a note accordingly and give the source of the correct information. Also note whether entries are missing (e.g. due to a paper loss), difficult to read or illegible, questionable or doubtful.
- Enclose all notes, comments, or text not found letter-for-letter in the original record in square brackets [] and/or include as footnotes at the end of the copy so they will not be misinterpreted as part of the original record.

Loose Papers

Copy all announcements, newspaper clippings or other records which may be laid or pasted in the volume or found with the record. Supply a suitable subtitle for this material (in transcriptions) so that it can be distinguished from the written entries in the volume.

(Continued)

Submitting a Bible or Family Record for Inclusion in the GSNJ Collections (Continued)

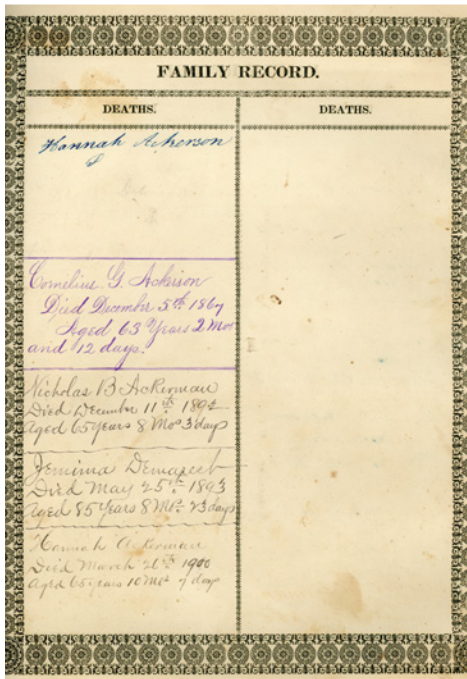
Record Essentials

- Printout (color or black and white) made from the original or a high-quality scan of the original; if the information was written in a published Bible, include a copy of the title page
- Print all materials on high-quality acid-free bond paper, (if possible)
- Set margins for all pages at 1.25" left and 0.75" other sides (if possible)
- Original records may be donated to the GSNJ Collection—note that originals will not be returned but will be placed in GSNJ's archives at Rutgers University Archives and Special Collections.

BIBLE TITLE PAGE



RECORD PAGE (HIGH-RESOLUTION SCAN OR PHOTOCOPY)



Transcription Format

(See reverse for complete instructions)

Include as many pages as needed.

- Title
- Owner and Copyist
- Description
- Biographical Information
- Transcription of Record
- Loose Papers

TRANSCRIPTION PAGES

Ackerson Family Bible Record

Owner

Bergen County Historical Society Library and Archives
P.O. Box 55, River Edge, New Jersey 07661

Copyist

Jane Doe, 123 Main Street, Anytown, NJ 07001
Copied October 2016

Description

The Holy Bible, containing the Old and the New Testaments: translated out of the original tongues, and with the former translations diligently compared and revised. William Andrus, Hartford, 1842; 852, 259 pages, four unnumbered leaves of plates: illustrations; 12 cm. Dimensions: 9.5" by 11.75"
Preprinted pages for family records pages approximately 1/3 of the way into the book.

One page of records. Records are written in three different hands and three different ink colors. The first two are singular entries, but the last three entries are in the same hand.

Biographical Information

This record records the Ackerson family recorded in Washington, Bergen, New Jersey, USA in the 1850 US Federal Census.¹ People listed in the household in 1850 are parents, Cornelius G. Ackerson, 43, and Gemima Ackerson, 43, and daughter Hannah Ackerson, 16. Also listed in the household is a laborer, Samuel Snyder, 25; Jane Snyder, 26; Richard Snyder, 8; and Elisabeth Snyder, 3.

Note: The surname in the record, and in other family records, is spelled as Ackerson, Eckerson, Ackinson, Eckinson, and sometimes Ackerman.

Mailing Instructions

If you have questions about any of these instructions contact us at reference@gsnj.org

Mail submissions to:

Genealogical Society of New Jersey
P.O. Box 1476
Trenton, NJ 08607-1476

MARGINS (ALL PAGES)

0.75"

¹ Seventh Census of the United States, 1850; Year: 1850; Census Place: Washington, Bergen, New Jersey; Roll: M432_442; Page: 265B; Image: 541; Records of the Bureau of the Census, Record Group 29; National Archives, Washington, DC. Ancestry.com. 1850 United States Federal Census [database on-line], <http://interactive.ancestry.com/8054/4196753-00541>.

Record Transcription

FAMILY RECORD. [Preprinted]

DEATHS. [Preprinted]

Hannah Ackerson

D

[Dec. 87, in faint pencil, and erased]

Cornelius G. Ackinson

Died December 5th 1867

Aged 63 Years 2 Mos.

and 12 days.

1.25"

[b. 23 Sept. 1804, as per record calculation]

0.75"

Nicholas B Ackerson

Died December 11th 1892

Aged 65 years 8 mos 3 days

[b. 8 Apr. 1827, as per record calculation]

Jemima Demarest

Died May 25th 1893

Aged 85 years 8 Mos 23 days

[b. 2 Sept. 1807, as per record calculation]

Hannah Ackerson

Died March 26th 1900

Aged 65 years 10 mos 7 days

[b. 19 May 1834, as per record calculation]

[End of record]

0.75"