DATA SHEET INSTRUCTIONS

PLEASE try to print or write legibly so that transcribers will know an 'i' from an 'e'; 'a' from 'o'; and upper case from lower case letters. Data sheets will be archived by the town.

* Transcribe <u>exactly</u> **what is on the stone**: punctuation, capitalization, truncated or misspelled words, and all obvious errors or omissions. Do NOT correct spelling or provide missing letters. Check your work at least once.

* Record the inscription layout exactly as it appears on the stone. If you need to string together words in order to save space (in the case of lengthy inscriptions or epitaphs), please use (/) at the end of each line as it appears on the stone: Here Lies/the Body/of/Mr. JOHN HALLET who/…etc.

* **Do NOT include or calculate** any information that does not appear on the stone. For example, if you have looked up birth date information, do NOT fill it in on the Data Sheet. Instead, make a note of this valuable information in NOTES or COMMENTS or include it with other collected information about the deceased on a separate, well-labeled page. Please include any/all references.

* Use (__) to indicate an illegible date or word. Use (?) if you are unsure of your entry. Feel free to attach a sketch, a close-up photo of the detail, or any other explanatory information. It is easy to disregard unnecessary information, but very difficult to go back to retrieve missing data!

* For the "AGE" heading on the Data Sheet, **write the exact number** that appears on the stone. IF there is more to the date, for example, the addition of M's (months), and D's (days), please indicate Y (yes) or N (no) and then include the exact, more complete entry in the space provided. **Do NOT add a calculated age at death from birth and death dates on a stone.**

* Please note and photograph any footstone or auxiliary marker associated with the assigned stone. Some may have just initials or date, others may say "Mother," "Uncle," or "Baby," with little further identification. All should be able to be matched with another larger of more inclusive marker or family monument. Please include footstone details on same Data Sheet as main stone. Where necessary, use a second Data Sheet.
  Always be sure that all extra pages are well labeled with name of deceased, date of death, section and lot numbers and your initials.

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