

Research Notes For – *[Full Name of Ancestor]*

Created: *[date you start this document]*

Updated: *[date of most recent update]*

FamilySearch ID: *[e.g., LZ2L-XC6 — paste the clickable URL here]*

Ancestry Profile: *[paste the URL to this person's Ancestry profile page]*

MyHeritage Profile: *[paste the URL to this person's MyHeritage profile — if applicable]*

Notes

Use this section for geographic context, historical background, or anything worth keeping top of mind.

- Example: Halifax County, NC was formed in 1758 from Edgecombe County.*
- Example: The 1890 US Federal Census was largely destroyed in a 1921 fire — no substitute exists.*
- Example: [State] achieved statehood in [year]; prior records may use territorial designations.*
- Add as many or as few notes as you find useful — there is no required format here.*

Research Question

What are you trying to learn about this person? This can be specific or general.

- Example (specific): Who are [name]'s parents, and where were they born?*
- Example (general): What do I know about [name]'s life — where did he live, work, and raise his family?*
- Example (open): Who is this individual? [Use when you're just getting started.]*

Your research question goes here:

Timeline

Start with census years as your scaffold. Fill in individual records around them as you find them.

About citations & footnotes: As you add each record, insert a footnote citation right at the end of that timeline entry. In Word or Google Docs, go to Insert → Footnote. The footnote number appears automatically in the text and the citation lands at the bottom of the page. Use footnotes (not endnotes) — footnotes auto-renumber when you insert a new record between two existing entries. See the example entry below to see what this looks like in practice.

[YYYY Month DD] – Birth – [Place of birth]

[Transcribe relevant details from the birth record here, if available.]

CENSUS RECORDS

Replace or remove years below to match your ancestor's birth and death dates.

1900 – (age X) – US Federal Census – [Location, State]¹

[Name]: [race, gender, age, marital status, birthplace, parents' birthplace, occupation]

(Add any other household members listed on the same census page.)

¹ This is where your footnote citation would appear at the bottom of the page. Example: 1900 US Federal Census; [Township, County, State]; Roll: [###]; Page: [##]; Enumeration District: [####]; Ancestry.com. 1900 United States Federal Census [database on-line]. Provo, UT, USA: Ancestry.com Operations Inc. (accessed [Month DD, YYYY])

To add a real footnote: place your cursor after the timeline entry text, then go to Insert → Footnote in Word or Google Docs. The number inserts automatically and the citation area opens at the bottom of the page.

1910 – (age XX) – US Federal Census – [Location, State]

[Name]: [transcribe key fields from the record]

1920 – (age XX) – US Federal Census – [Location, State]

[Name]: [transcribe key fields from the record]

1930 – (age XX) – US Federal Census – [Location, State]

[Name]: [transcribe key fields from the record]

1940 – (age XX) – US Federal Census – [Location, State]

[Name]: [transcribe key fields from the record]

1950 – (age XX) – US Federal Census – [Location, State]

[Name]: [transcribe key fields from the record]

OTHER RECORDS

As you find other records (marriage, military, death, newspaper, photos, etc.), insert them in date order above.

- [YYYY] – Marriage – [place]
- [YYYY] – [Military / Obituary / Other record type] – [place]
- [YYYY] – Death – [place]

Family

A quick-reference summary. Citations belong in the timeline — this section is for at-a-glance reference only.

Parents

Father: [Name, birthplace, birth year–death year]

Mother: [Name, birthplace, birth year–death year]

Prepared by: [Your name] | **Relationship:** [e.g., great-grandson] | **Contact:** [address or email] | **Started:** [year]
Contact information included for other researchers who may encounter this document on FamilySearch, Ancestry, or MyHeritage.

Spouse

Name: *[Spouse's full name]*

Married: *[Date] – [Place]*

Born: *[Date] – [Place]*

Died: *[Date] – [Place]*

Children

- *[Child name] – born [date], [place]*
- *[Child name] – born [date], [place]*
- *[Child name] – born [date], [place]*

(Add or remove child rows as needed.)

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