

Instructions on preparing your Mayflower application

You should have received a worksheet from the Deputy Historian or Historian. If you have not, please contact one of us for a copy. The worksheet is a rough draft document. It is your responsibility to complete it and make any corrections necessary.

Completed worksheets and documentation should only be sent to the Historian. No documents or fees should ever be sent to the Deputy Historian.

Remember, your Historian and Deputy Historian are volunteers. The more closely you follow these instructions, the faster we will be able to turn your application around and get it mailed to the General Society for review by the Historian General.

Effective May 2023, we will submit applications electronically to the General Society. These instructions detail how to send your documents for either digital or paper submission.

Digital Submission - preferred

- Submitting your documents as digital files. Any document you download from an online repository such as Ancestry or FamilySearch should already be in a digital format. Choose jpg as your format, not pdf if possible. You need to actually download your documents, not print them or take screenshots.
- Text documents (e.g. worksheet, proof arguments, etc) should be submitted in Microsoft Word format. Formal research documents may be submitted as pdf. Images of all other documents must be jpg files.
- If you have some documents as pdf and do not have software to convert them, send them as is and we will do the conversion.
- Jpg files should be large enough to fill a letter size piece of paper and high enough resolution to zoom in to read the detail. If your file is too large, I will resize it.
- Name your digital files with the first character(s) being the generation the document applies to and then a brief description, e.g. *9 Birth cert John* or *8 marriage*. I will tweak all the names.
- Please scan paper documents instead of photographing them. A scanner will hold your documents flat. A photograph of a folded document will be hard to read as it will not all be in focus, and it is too easy to have the edges of the document cut off. If you do not own a scanner, you can take your documents to an office supply store to get them scanned. Your local library may also be able to help. If you are unable to get digital copies of the paper documents you collect, send me one copy of the paper documents and I will scan them.
- If you have multi-page documents such as books or Bible records, you may send them as pdf files and I will extract the individual pages.
- Send documents to historian@ohiomayflower.org. You may also use ohmayflowerhistorian@gmail.com. If you only have a few to send or want to send multiple messages, you can attach them to email messages. Make sure they are attachments and not embedded into your email.
- If you have more than 10 documents to send, please use a free service like WeTransfer (wetransfer.com). You will need an account, but it is free. The service will take all your files, place them into a zip file and send me a notice when they are ready for me to download.

Paper submission

- If you are unable to send your documents digitally, we will continue to accept them on paper. We will scan what you send and submit digitally to GSMD.
- Send **one** copy of each document and one copy of your signed worksheet. Sort your documents by generation with your birth certificate on top.
- Print your documents full page so they are legible. Follow the guidelines in the Tips for preparing your documents so you are sending the highest quality prints.

General guidelines

- Please send one copy of your completed worksheet with your document images. If you made corrections to the one that was sent to you on your computer, please highlight them so those same changes get made on your finished application. If you hand-write your worksheet, please make sure it is legible, then scan it and send a copy.
- When you record sources on the worksheet, abbreviate so we know which document you mean – you do not need a full citation as we will be sending the documents themselves to the Historian General in Plymouth. Examples of preferred abbreviations are on page 3.
- If the information you want us to use is difficult to find on the document, use your editing software or a red pen to mark the relevant data with a red arrow or red line. If I can't find it, I can't use it. This is critical for old, hand-written documents that may be hard to decipher like wills and deeds.
- If you include gravestone photos, please record the name of the cemetery and its location on the image.
- Bible records must include a copy of the title page and all family record pages.
- Published books must include a copy of the title page, and the pages that show the person as a child of his/her parents and as an adult.
- Newspaper clippings or obituary notices should include an image of the full page with the name of the newspaper and date of its publication and then a closeup of the detail.
- All census records should include the full page. The enumeration date and location are important information.
- For handwritten, ledger style vital records, download the full page.
- Remember – the documents must say what you are trying to prove!
- DO NOT submit duplicates of documents if they support more than one person or generation. Again, you can submit multi-page documents as pdf and we can extract the pages.
- All documents must be legible – if we can't read it, you can't use it. Make sure dates are not cut off on certificates. Make sure the copies are large enough to be read easily.
- DO NOT include family group sheets or pedigree charts.
- DO NOT include any documents for your young children. We don't need them until they are over 18 and ready to apply for full membership.
- We DO NOT need copies of documents we already have! That includes pages from the MF books, Barbour records, or any other record that was listed on your worksheet when you received it unless we specifically asked for a copy.
- We DO NOT need copies of the index pages from websites for the documents you are sending. We DO NOT need full page source citations.
- DO NOT include any documents that you have not referenced.
- DO NOT embed images into Word documents or PowerPoint files.
- If several members of your family are applying at the same time, you can submit all the documentation together. If this is a new line for the Society, we may choose to send one application to Plymouth to open the line, and then submit the other family members after the first line has been approved.
- DO NOT mail any fees until you are asked for them.

If you have any questions, please feel free to contact us.

Ann Gulbransen, Historian
2234 S. Medina Line Road
Wadsworth, OH 44281-8419
historian@ohiomayflower.org

Terri Brown
2079 Vincent Drive
Brunswick, OH 44212-4162
Deputyhistorian@ohiomayflower.org

This is the way a thoroughly completed recent generation should look!

12. JANE DOE List multiple marriages for the line carrier on this line.

b.	Cleveland, OH	5 Jan 1920	B/C
d.	Akron, OH	11 Oct 1999	(note the person's age at death and if the names of parents are listed) D/C (79, pars); gs photo
m.	Akron, OH	1 Jun 1945	(note if names of parents are listed – get copy with parents if possible) M/C (pars)
married to Samuel Smith			(Spouse's parents' names – no documents needed) Multiple marriages for the spouse should be listed here. [John Smith – Sally Jones]
b.	Cincinnati, OH	15 May 1915	B/C
d.	Akron, OH	8 Jun 2000	D/C (85, pars)

Examples of Common abbreviations:

Mayflower Families through 5 Generations Volume 19 page 125	MF 19: 125
Mayflower Families in Progress, Brewster, person # 100	MFIP Brewster #100
Birth, Marriage or Death Certificate (only a single event is documented)	B/C, M/C, D/C
Birth, Marriage or Death Record (multiple events/people in a single document)	B/R, M/R, D/R
Federal Census Year 1850 North Carolina	1850 FC NC
Vital Records of Kingston, MA pg. 161	Kingston VR: 161
Vital Records of Rhode Island (Arnold) Vol. 3, part 1, pg. 10	VR RI 3:1:10
Rhode Island Vital Records (Beaman) Vol. 3, pg. 270	RIVR (Beaman) 3:270
Grave Stone photograph	gs photo
Harlow Family pg. 60	Harlow Fam: 60
New England Historical and Genealogical Register Vol. 3, pg. 30	NEHGR 3:30
Plymouth County Probate Records Vol. 39, pg. 68	PLY Co. PR 39: 68
Plymouth County Deeds Vol. 2, pg. 50	PLY Co. Deeds 2: 50
If B/C, M/C or D/C used as a reference for other than the event itself, place in parenthesis.	(B/C) (M/C) (D/C)
No mother's maiden name	nmmn
Parents	pars
No given name	ngn
No record found	NRF
Put dates and places you think are correct but cannot prove in square brackets	[1800]