
Dunblane Editing Guidelines 2016-03-04

Adapted from the Glamis Historical Researchers guidelines of 2013 by Audrey Underwood

We should ensure the format, wording, punctuation etc are somewhat consistent for all properties. Examples:

- a. Document to be 8 ½ by 11” with 2 columns, interspace 0.5”. Margins, mirrored with 1.0” outside and 0.75” inside.
- b. Fonts:
 1. Farm Title: 18 pt Script MT Bold, left aligned, in its own page width section.
 2. Regular farm text: 12 pt Times New Roman
 3. Picture captions: 12 pt Times New Roman, italics
- c. Single space after each sentence, not double.
- d. Couples names - put husband’s surname after wife’s maiden name in brackets, e.g. Neil and Mary (Cameron) Currie.
- e. Nicknames in quotes. e.g. David “Dade” Robertson.
- f. Middle initial, do not use a period (e.g. John B McKechnie)
- g. Farm description written consistently: e.g. Lot 18 Con 8 Saugeen Twp. or Lot 18 RWSR Saugeen Twp. where RWSR is written in full at the beginning of each farm. Note, no period after “Con”.
- h. We are not including 911 numbers for farm descriptions.
- i. Spelling of Dunblane vs Dumblane. Use Dunblane except in the introduction where the other spelling is mentioned.
- j. Type decades as the 1940s i.e. no apostrophe after the numbers
- k. Pluralized family names do NOT have an apostrophe. You treat the names like you would any other English noun i.e. Smiths, Rosses (like bosses), Edwards becomes Edwardses, but note Kennedy becomes Kennedys (not Kennedies).
- l. Possessive family names - like other nouns, i.e. Mrs. Smith's hat, Mr. Jones' house, or Mr. Ross' car.
- m. For an approximate date, use “ca. 1960” – note the period after ca.
- n. Bruce County Road #3 is not used in individual properties. Use The Elora Road.
- o. Date ranges, generally year space dash space year, e.g. (1951-1961).
- p. When referring to a book or publication, type the title in italicized font. When referring to an article or chapter in the book, put it in quotes, e.g. *The Paisley Advocate*, June 17, 1923, “Community News”.
- q. Quoted material under 40 words is in quotes. Over 40 words it is in 12 pt Times New Roman italics and indented 0.125” at left and 0.25 at right.
- r. The church affiliation should not be mentioned unless the person was active in the church (organizer, Sunday school leader, elder, etc)

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- s. Church, cemetery, and school are not capitalized unless part of a name – e.g. Dunblane School, Port Elgin Cemetery.
 - t. Directions should be typed out (southwest, not SW) unless part of the legal farm description.
 - u. School is always Dunblane School except for the school property where it is discussed further.
 - v. We can list children born or living in Dunblane, their spouses and where they went to after leaving Dunblane. More detail is not warranted unless the spouse or the grandchildren not born in Dunblane had community involvement here.
 - w. People who deserve extra special mention will be addressed in a “Personalities” section.
 - x. People renting a farm need not be mentioned unless the children went to school or they stayed for many years.
 - y. [If a person died far away from Dunblane, don't include a death date.](#)
 - z. The amount of text dedicated to a person should bear some relationship to how long they lived in Dunblane or how much they contributed to the community.
 - aa. Avoid mentioning sicknesses or disabilities if these came with getting old. Everyone eventually gets old and dies – if we keep mentioning this, the impression is that Dunblane was not a healthy place to live.
 - bb. Avoid colourful stories that may be considered offensive to relatives (e.g. excessive drinking, driving off the lane, extra-marital affairs).
 - cc. Copies of paper documents will have a black border (right click picture and select border, box, (default is ½ pt).
 - dd.

Outline

1. Each farm is to be in story form, so not to use charts and tables unless no other info.
2. Begin each farm with the earliest document, either township papers or the crown deed
3. Deal with all info on each farm owner before going on to next owner, including pictures etc.
4. The use of census and other research data can be dealt with in the story form, as Audrey did Lot 20.
5. The use of some obit clippings and other newspaper material could be done either way, depending on the content – scanned in as a picture or pertinent details written into the story.