Introduction

When completing any form that will be submitted to the Church History Department, please follow the style guidelines below. Doing so will help researchers find what they are looking for when searching the Church History Catalog (see churchhistorycatalog.lds.org). Include only high-level and significant information. Be objective and professional. Be specific, concise, and consistent. Do not retell stories.

In the examples that follow, ☹️ = wrong, ☑️ = right

Use Full Names

For people that are significantly identified in the record, always include their proper and complete name. Do not include names that are not significant.

People

The first time you mention a person’s name, write his or her complete name. Thereafter, use only the family name. If there are two or more people with the same family name, continue to use complete names when referring to those people. Include non-Romanized names in parentheses.

-country-
--country-

Places

For locations, follow this format: city, country. Within the United States and Canada, use city, state or province.

-country-

Do Not Use Titles

Generally it is not necessary to include a person’s title, especially “brother” and “sister.” However, using the title of General Authorities the first time you write their names is acceptable if it is the title they held corresponding to the time frame of the story being recorded.

-country-

Include Dates

Dates can be written as part of a sentence or placed in parentheses following the description of the event. Follow this format when writing specific dates, DD MMM YYYY.

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Use Consistent Terminology

Use consistent terminology throughout the worksheet, and avoid LDS jargon.

-country-
and later as a missionary in Ohio. (1965-1967) and later as a senior missionary in the Ohio Columbus Mission (2010-2011).

Don’t Repeat the Same “Descriptive Words” in a Single Summary Note or Index Cell
Within a paragraph, instead of using multiple sentences starting with similar descriptive words (“Heiss describes...,” “Heiss recalls...,” and “Heiss shares...”), use the descriptive word once (“Heiss describes...”) followed by a list of topics, dividing each topic with a comma or semicolon.

- Heiss describes his experiences traveling to Europe (1988). Heiss recalls meeting with Juan Carlos Berta. Heiss shares how he collected historical records, including several large paintings, from members of the Bilbao Spain District.
- Heiss describes his experiences traveling to Europe (1988); meeting with Juan Carlos Berta; and collecting historical records, including several large paintings, from members of the Bilbao Spain District.

Be Objective
Do not impose superlative adjectives, even if they are true.

- Teófilo Puertas was an important Church leader and member in Peru.
- Mensah served a mission in Ghana and kept his journal and letters. He later donated those letters to the Church.

Summary Paragraph Examples

- Teófilo Puertas was an important Church leader and member in Peru. After joining the Church in Trujillo in 1968, he served as a branch president, district president, and then president of the Trujillo, Peru Stake, and later as regional representative. He served for six months as president of the Lima South Mission after terrorist groups in Peru caused American missionaries to be withdrawn. He then served as the president of the Peru, Arequipa mission. This interview recounts aspects of his life story as well as experiences in leadership and is a valuable history of the Church in Trujillo.

Oral History Index Entry Example

Too much information:

<table>
<thead>
<tr>
<th>Time</th>
<th>Introduction</th>
</tr>
</thead>
<tbody>
<tr>
<td>00:00:00</td>
<td>Personal Background: Teófilo Puertas was born in Libertad, Bolivar, in Uchumarca, 1938. Describes being raised in home of maternal grandparents, Martin Vega and Dominga Lopez, the early years of his education and eventually coming to Lima to study. Shares story of meeting his wife while in Lima, moving to Trujillo, his career at Singer (sewing machine company) coming in contact with the Marca family who introduced him to the church. Describes meeting sister missionaries in May 1968 (Sister Marta Hunsaker and Berta Bertinoli), and then elders coming to their home in Cienda Casa Grande.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Time</th>
<th>Summary</th>
</tr>
</thead>
<tbody>
<tr>
<td>00:00:47</td>
<td>1st sentence, “Discussion of ____ (succinctly describe the scope of the interview, including the dates covered).” 2nd sentence, “Contains information about ____ (list important sections from the index).” 3rd sentence, if desired, “Includes ____ (list significant stories or topics you want to bring attention to).” Nonoral history records are more diverse, and therefore, the pattern is less prescriptive. Use the 1st sentence to succinctly describe the collection or record, conveying a sense of time, record type, and scope. Use additional sentences, as needed, to provide details that would be beneficial to a researcher. For larger collections, begin the 2nd sentence, “Contains ____ (then list the major parts of the collection).” Begin the last sentence, if desired, “Includes ____ (list additional stories or topics you want to bring attention to).”</td>
</tr>
</tbody>
</table>

Appropriate information:

<table>
<thead>
<tr>
<th>Time</th>
<th>Summary</th>
</tr>
</thead>
<tbody>
<tr>
<td>00:00:00</td>
<td>Personal Background: Teófilo Puertas describes his childhood, his education, how he met his wife while in Lima, moving to Trujillo, his career at Singer Sewing Machine Company, and his conversion to the Church (1968).</td>
</tr>
</tbody>
</table>

<table>
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<tr>
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<th>Introduction</th>
</tr>
</thead>
<tbody>
<tr>
<td>00:00:47</td>
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