

## 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.

- |  |  |
|--|--|
| ☹ Tom Monson   | ☺ Thomas Spencer Monson  |
| ☹ Chang Chin   | ☺ Chang Hsiu Chin (張秀琴)  |
| ☹ Juan Ceballos discusses his experiences at the Temple dedication.                                | ☺ Juan Ceballos De Hoyos discusses his experiences at the Mexico City Mexico. Temple dedication (1983)   |
| ☹ Akaji describes serving in the Kobe Mission. Akaji discusses serving as bishop of the Kobe Ward. | ☺ Akaji Hideo describes serving in the Japan Kobe Mission (1974-1977). Akaji Kenji, Hideo's brother, discusses serving as bishop of the Kobe Ward (1975-1981). |

## Organizations

Write the full name of organizations. For Church units, use the unit's name as it is listed in the Church Directory of Organizations and Leaders (CDOL). Capitalize the word "Church" when it is used in place of the full name of The Church of Jesus Christ of Latter-day Saints.

- |                    |                             |
|--------------------|-----------------------------|
| ☹ BYU              | ☺ Brigham Young University  |
| ☹ Arequipa Mission | ☺ Peru Arequipa Mission     |
| ☹ Oakland Temple   | ☺ Oakland California Temple |
| ☹ San Angelo YSA   | ☺ San Angelo YSA Branch     |

## Places

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

- |                    |                             |
|--------------------|-----------------------------|
| ☹ San Francisco    | ☺ San Francisco, California |
| ☹ Tokyo            | ☺ Tokyo, Japan              |
| ☹ London           | ☺ London, Ohio              |
| ☹ Cardston, Canada | ☺ Cardston, Alberta         |

## 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.

- |  |   |
|--|---|
| ☹ Brother Lopez  | ☺ Mario Lopez   |
| ☹ President Gordon B. Hinckley in 1979....                               | ☺ Elder Gordon B. Hinckley in 1979....  |
| ☹ President Seo  | ☺ Seo Hee Chul  |
| ☹ Brother Busoni served in the Berlin Mission under President Reichardt. | ☺ Busoni served in the Germany Berlin Mission under mission president Matthew K. Reichardt. |

## 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.

- |           |                |
|-----------|----------------|
| ☹ 11/2/66 | ☺ 11 Feb. 1966 |
|-----------|----------------|

## Use Consistent Terminology

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

- |   |   |
|---|---|
| ☹ The sisters in the district held a Relief Society social.   | ☺ The women in Harare Zimbabwe District held a Relief Society social.   |
| ☹ Stoker describes meeting Elder Cook at the stake center .... Thereafter, the meetinghouse was known as the Cook Building. | ☺ Stoker describes meeting Elder Quentin L. Cook at the Independence Missouri Stake Center.... Thereafter, the stake center was known as the Cook Building. |
| ☹ Cook served as an elder in the Independence Mission   | ☺ Cook served as a missionary in the Missouri Independence Mission  |

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.
- ☹ Discussion of Teófilo Puertas's experiences as a Church member and leader in Trujillo, Peru.
- ☹ Pino describes the wonderful experiences he had while serving as bishop of the El Portal Ward.
- ☹ Pino describes his experiences as bishop of the El Portal Ward (1987-1993).

## Summary Paragraph

Use this pattern to describe oral histories.

- 1<sup>st</sup> sentence, "**Discussion of** \_\_\_\_ (succinctly describe the scope of the interview, including the dates covered)."
- 2<sup>nd</sup> sentence, "**Contains information about** \_\_\_\_ (list important sections from the index)."
- 3<sup>rd</sup> 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 1<sup>st</sup> 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 2<sup>nd</sup> 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)."

## 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.
- ☹ **Discussion of** Teófilo Puertas's experiences as a Church member and priesthood leader in Trujillo, Peru (1968-1995). **Contains information about** his personal background; conversion to the Church in Trujillo (1968); experiences as president of the Esperanza Branch (1971-1973), Trujillo District (1975-1987), and Trujillo Peru Primavera Stake (1978-1987); Regional Representative (1987-1991); temporary president of the Lima Peru South Mission after terrorist groups in Peru caused American missionaries to be withdrawn (1991-1992); and the president of the Peru Arequipa Mission (1992-1995). **Includes** information about challenges with terrorist groups in Peru in the 1980s and rapid Church growth in Peru in the early 1990s.
- ☹ Mensah served a mission in Ghana and kept his journal and letters. He later donated those letters to the Church.
- ☹ Journal and letters written by Mensah when he served in the Accra Ghana Mission (2002-2004).

## Oral History Index Entry Example

### Too much information:

Summary	Time
<b>Introduction</b>	00:00:00
<b>Personal Background:</b> 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.	00:00:47

### Appropriate information:

Summary	Time
<b>Introduction</b>	00:00:00
<b>Personal Background:</b> 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).	00:00:47