



Proofreader's Handbook and Checklist

Thank you for volunteering (or considering volunteering) to proofread a census!

Proofreading Steps:

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2. [Choose which census](#) sub-district you'd like to proofread
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STEP 1

Choose your method of obtaining the census to be proofread

- Microfilm (requiring a visit to your local library or family history centre)
- Internet (for years 1851-1911)
- Other...

In order to proofread you MUST have access to the *original* census records ([see an example](#))

Microfilm

For obvious reasons we would love to see more volunteers willing to proofread census records that are currently only available on microfilm. This means early enumerations (before 1851). If you can spare an afternoon at your local library or family history centre PLEASE consider volunteering for a census from one of these years. You can copy the census and proofread from home at your leisure.

Ontario census microfilms are available WORLDWIDE, living in Ontario or Canada is not a requirement

Step 1 FAQ

Can I purchase or borrow census microfilm for viewing at home?

Borrowing, no, but you might be able to purchase census microfilm. [Library & Archives Canada](#) has information regarding microfilm duplication.

Do you provide copies of the Census?

No, but there are exceptions. If a copy of a census has been provided by another volunteer, this copy will be available to the proofreader and listed as a [Volunteer From Home](#) census. If a census does not have this designation, we do not provide copies.

What if I incur expenses while volunteering for the Census Project?

Unfortunately Ontario Genweb is NOT ABLE to reimburse anyone for ANY expenses. This includes microfilm/microfiche rental costs, photocopying or mailing expenses etc.

Where to obtain census microfilm:

In Canada: Any public, college or university library with a microfilm reader can request census microfilms through Inter-Library Loan (ILL). Some libraries already have Ontario census microfilms in their holdings (check before requesting an ILL). Another option is your local [Family History Centre](#).

Outside Canada: Check with your library's inter-library (inter-institutional) loan office, they may be able to borrow the census microfilm needed. Otherwise head to your local [Family History Centre](#), they can order Ontario census microfilm to any of their locations.

Microfilm numbers are available on our website, just follow the [Sign Up!](#) instructions to locate the census you wish to proofread and the microfilm numbers needed will be listed. If in doubt ask the [volunteer coordinator](#) for the microfilm number(s) you'll need.

	Belleville (Town)	
1851	District: Hastings (#15) / Sub-District: Belleville Town (120) Microfilm: LAC: C-11727; LDS: 349213 part 2 missing	Proofreader Needed View Transcript

The LAC # refers to microfilms loaned out by [Library & Archives Canada](#). The LDS # refers to microfilms loaned to [Family History Centres](#)

Internet

Until a few years ago census records were only available on microfilm. Thanks to [Library & Archives Canada](#) several census years are now available on the internet.

Where to obtain internet census images:

From the [Library & Archives Canada](#) website. Detailed instructions are available in the *transcribers* handbooks for the [1851](#), [1901](#) and [1911](#) census years.

Other

On occasion copies of census records are made available by transcribers or copier volunteers (persons willing to visit their local library or FHC and photocopy a census sub-district for someone else to transcribe). When these are available they are listed on our [Volunteer From Home](#) page.

STEP 2

Choose which census sub-district you'd like to proofread

Don't have a preference? See our list of census transcripts that need a proofreader

From our [Census Search](#) page choose the county or district you're interested in as well as the census year. Choices range from pre-1851 (which covers all known census enumerations that took place prior to 1851) to 1911.

Census Search

Can't find the place you want in the county you think it should be in?
Use the [Township Index](#) to see where twps were located in any given year.

If you are unsure of the County/District or Township you need, please use the [Ontario Locator](#).

Keep in mind that census districts and sub-districts (townships) were voting districts and not actual "counties". Although the census district may have the same name as a county, it may not include the same townships (subdistricts). [How Canadian Census are Organized \(pdf\)](#)

Years without a link indicate that no census records are available, or the records were enumerated as part of another county

	pre 1851	1851	1861	1871	1881	1891	1901	1911
Algoma District			ALG	ALG	ALG	ALG	ALG	ALG
Brant County	BRA	BRA	BRA	BRA	BRA	BRA	BRA	BRA
Bruce County		BRU						
Carleton County	CAR	CAR	CAR	CAR	CAR	CAR	CAR	CAR
Dufferin County								DUF
Dundas County		DUN						
Durham County	DUR	DUR	DUR	DUR	DUR	DUR	DUR	DUR
Elgin County	ELG	ELG	ELG	ELG	ELG	ELG	ELG	ELG
Essex County	ESS	ESS	ESS	ESS	ESS	ESS	ESS	ESS
Frontenac County	FRO	FRO	FRO	FRO	FRO	FRO	FRO	FRO
Glenora County		GLE						
Grenville County	GVL	GVL	GVL	GVL	GVL	GVL	GVL	GVL
Grey County		GRY						
Haldimand County	HLD	HLD	HLD	HLD	HLD	HLD	HLD	HLD
Halton County	HTN	HTN	HTN	HTN	HTN	HTN	HTN	HTN
Hastings County		HAS						
Huron County	HUR	HUR	HUR	HUR	HUR	HUR	HUR	HUR
Kent County		KEN						

Click on your choice and a list of census sub-districts will appear

Hastings County

Researching this area? Find out more by visiting [OntarioGenWeb's Research By Area](#) pages.

Can't find the area you want? Use the [Township Index](#)

pre-1851	1851/2	1861	1871	1881	1891	1901	1911
Surname Index							
Year	Enumerated Area						Status
1851	Belleville (Town) District: Hastings (#15) / Sub-District: Belleville Town (120) Microfilm: LAC: C-11727; LDS: 349213 part 2 missing						Proofreader Needed View Transcript

You can then choose any census with a 'Proofreader Needed' label by clicking on the link.

STEP 3

Sign up!

First, please ensure that you understand and are willing to commit to the volunteer expectations.

To sign up follow [Step 2](#), then after clicking the 'Proofreader Needed' link, fill out the form and hit 'Submit'.

We require volunteers to sign up to proofread in order to ensure there is no duplication within the project. Once you sign up the census you've volunteered for will be reserved for you and designated 'In Progress' allowing no other volunteer to sign up to proofread this census. If you don't sign up another volunteer may proofread the census you're working on and it will be their finished transcript we put online.

Once you've submitted your sign up form the volunteer coordinator will send you a confirmation e-mail within 2-7 days. To be added to our volunteer list (and for the census to be reserved for

Step 2 FAQ

What can I volunteer to proofread?

Any census listed as "proofreader needed" on the OGW census site. If the census you wish to proofread is not listed, and you KNOW it exists, you can volunteer to proofread that census, just make note of it when filling out the volunteer form.

What if the census I wish to proofread is listed as "Being Proofread"?

That means another volunteer is currently proofreading this census. Please choose another.

How many censuses may I volunteer to proofread?

As many as you'd like but we prefer that you sign up for no more than 2 at a time and complete these before signing up for another.

What if I can't find the Twp. or Town I wish to proofread?

Many townships may have bordered on a county line or may be listed under a different county/district at the time of enumeration. It is suggested that you view nearby counties of check for a possible name change. OGW has chosen to list each county under the county/district it was enumerated with. Please see our [Township List](#).

you) you will need to answer this e-mail and confirm your volunteer position. Once done you can [start proofreading](#)!

If you have any questions about proofreading that are not covered in this handbook please contact the [Volunteer Coordinator](#) and get an answer before you sign-up to volunteer.

Volunteer Expectations

- Proofread the census sub-district you've signed up for.
- Keep in touch with the Volunteer Coordinator.
The volunteer coordinator will send an e-mail every three to four months to check on your progress. A reply is expected (it needn't be a long one) and if one isn't received within two weeks a follow-up message will be sent. If this follow-up message isn't replied to you will be removed as a volunteer.
- Notify the Volunteer Coordinator if you cannot complete the transcript.
There is no time limit for proofreading so there's no need to resign as a volunteer if you need to take a break to focus on other aspects of your life. However, if you know that you will not return to proofreading, or it may be six months or more before you can return, please resign. We gladly accept volunteers back after an extended absence in these instances.
- Notify the Volunteer Coordinator if you change e-mail addresses while you're an active volunteer.
Those in the midst of transcribing, inputting, or proofreading are considered active volunteers. If you change your address and the volunteer coordinator isn't notified you may be removed as a volunteer when no response is received from mail sent to your old address.

It is at the discretion of the OGW Census Project to remove a volunteer permanently from the volunteer list because of lack of progress, lack of communication or lack of respect. It is also the discretion of each volunteer to resign as a volunteer at any time.

STEP 4

Start proofreading

Within this part of the handbook are general instructions that are the same for all census years.

For specific instructions regarding the census year you will be proofreading please also read the [transcriber's handbook](#) covering that year. Links to these handbooks follow the general proofreading instructions.

There is a lot of information within this step, please take care to look over it twice and if in doubt don't hesitate to contact the [volunteer coordinator](#) for clarification.

But first... a bit of background

Transcribers are expected to make a duplicate copy of an original record – so they've transcribed what they saw *including* errors. Many enumerators were creative with their spelling and each approached census taking with

Step 4 FAQ

May I use a photocopy of the census and proofread at home?

Yes, but only if you photocopied the census yourself or if you received it from this project! (Please do not use a photocopy obtained elsewhere. It may be copyrighted.) Some libraries have microfilm copiers that allow you to create 'photocopies' of census pages. You can make these types of copies and take them home for proofreading.

How long does it take to proofread a census sub-district?

It depends on you. How much time can you spend proofreading? It also depends on the size of the census sub-district. On average each page could take 5-20 minutes each to proofread depending on your speed and how difficult the handwriting is on the census. Don't worry if you take longer than 20 minutes per page, it'll go faster as you familiarize yourself with the handwriting.

their own unique ideas of what should be recorded. So while you may know the family is NICHOLS but the enumerator has them as NICKLES you would not correct this error (but instead use the [PROOFREADERS REMARKS](#) column to point out the error). It's not the job of a proofreader (or a transcriber) to correct an enumerator. It's your job to verify that the transcriber has copied what the enumerator wrote.

In order to run this project efficiently we've used the same sub-districts as the government, each sub-district is a 'census area' needing transcription. Some are as few as 1-2 pages while others are upwards of 100 pages.

We are concentrating on Schedule 1 (the population census) of each Ontario census for all census years. The other schedules contain other interesting information that could be valuable to genealogists (like how many cattle, if any, did your ancestor own? Did they own or rent their home? On what plot of land did they live?). So it's important that we accurately identify each census record so it can be located by those wishing to view the original.

This information is referred to as the **Census Location Information** and it can differ from census to census. Here it's explained in general terms and in the handbooks for each census year there is more detail and image examples specific to that census year.

At the top of each transcript the following information is requested, if it is NOT in the transcript you're proofreading please take a moment to locate and add this information.

- LAC_FILM_NO - can be provided by the [Volunteer Coordinator](#)
- LDS_FILM_NO - can be provided by the [Volunteer Coordinator](#)
- CEN_YR - the census year you're proofreading (ie. 1861)
- DISTRICT NAME - see the transcriber's handbook covering the year you're proofreading
- DISTRICT NUMBER - see the transcriber's handbook covering the year you're proofreading
- SUB-DISTRICT NAME - see the transcriber's handbook covering the year you're proofreading
- SUB-DISTRICT NUMBER - see the transcriber's handbook covering the year you're proofreading
- PROOFREADER - name of transcriber
- INPUTTER - name of person who typed the transcript into the computer
- PROOFREADR - your name

Within each transcript there should be two columns at the end of each row:

TRANSCRIBERS REMARKS
PROOFREADERS REMARKS

DIV	PG	LN	LAST_NAME	FIRST_NAME	OCCUPATION	PLAC_BIRTH	RELIGION	RESIDENCE	AGE	SEX	MARITAL	REMARKS	TRANSCRIBERS_REMARKS	PROOFREADERS_REMARKS
1	1	1	Nichols	William	Farmer	England	Methodist		55	M	M			



These columns are where transcribers & proofreaders can put personal remarks regarding that row (ie. Surname *could* be Nicholas; Age was smudged, could be 56). When using these columns keep in mind that they are put online with the transcript so don't write anything you don't want posted on the internet!

Step 4 FAQ con't

How long do I have to complete a transcript?

There is NO TIME LIMIT. Our focus is on accuracy not speed. And we don't expect you to put your life on hold and spend every spare moment proofreading. This is a 'when you have time' project. Granted we do appreciate when a transcript is completed in a reasonable amount of time but we don't expect next day service. (Reasonable = a few months, a year at most)

I'm having trouble reading the handwriting. What do I do?

The best you can! If you have ANY doubt about a name or letter, place a ? [question mark] in it's place. **DO NOT GUESS!** It is not advised that you change entries. This decision is up the viewer. Again – **DO NOT GUESS.** If you feel that something is misspelled or incorrect and would like to point it out, please use the *Proofreader's Remarks* column, don't correct the enumerator. Also be aware of the double 'ss' – in olden handwriting they often look like f's or p's. Need more help with handwriting? See [the links available](#) on our FAQ.

Do NOT use the PROOFREADERS REMARKS column to make corrections (more about corrections below). Use this column only if you cannot decipher a particular piece of information, if you're uncertain about a correction, or have personal knowledge to impart.

For further information on what goes into creating a transcript please read the transcribers handbook that covers the year you're proofreading:

[pre-1851](#)

[1851](#)

[1861](#)

[1871](#)

[1881](#)

[1891](#)

[1901](#)

[1911](#)

On to proofreading...

- **Compare each line of the transcript with each line of the original census image.**
 - If they're identical, or look to be identical, great! Go on to the next line.
 - If the transcript is not identical to the original census image, or you disagree with the transcribers interpretation...
 - If it's an obvious typo (i.e. sex is M instead of F, or 'Brenard' should be 'Bernard'), correct it and move on.
 - If it's a questionable error make a note in the PROOFREADERS COLUMN (far right of the file – if this column isn't present, add it), i.e. "*Person's name looks like it should be "Bartholomew" not "Bellomolow"*"
- **Check for omissions** – did the transcriber miss a line? Is everyone on the census image included in the transcript?
 - If you find an omission, add it where it should have been.
- **Verify Page #'s and Line #'s** (and for larger transcripts - Division #'s). If errors are found here, just correct them.

STEP 5

Send in your completed work

We cannot accept pages as you complete them so once you've finished the entire transcript (all pages within the census sub-district you've chosen), send it to the [Volunteer Coordinator](#).

Once the transcript is ready to send, attach it to an e-mail and send to the volunteer coordinator at ogwcensusvol@geneofun.on.ca. Please be sure to keep a copy of the transcript until you see it appear on [our website](#).

Step 5 FAQ

Who is the owner of the transcript?

The transcriber remains the owner of the transcript and OGW becomes a secondary "owner", meaning that the transcriber and only the transcriber can decide to use the transcript for profit. As secondary owner OGW is caretaker of the transcript while it remains on the Census Project site

Frequently Asked Questions

Most of the Frequently Asked Questions from volunteers are included throughout this handbook (see the yellow sidebars). If you have a question that isn't answered here please ask the volunteer coordinator.

General FAQ's from visitors to the site: <http://ontariocensus.rootsweb.ancestry.com/faq.html>

Who do I contact with questions or concerns?

The [volunteer coordinator](#)

Can I work with another volunteer?

Yes, we encourage this! Feel free to work with a friend or relative of your choosing.

Once a transcription is submitted, how long does it take to be put online?

Once sent to the Volunteer Coordinator, it will appear online as soon as possible. On the main page of the website it shows the date the site was last updated – we try to update every 1-3 months (depends how busy the volunteer coordinator is with other GenWeb projects!). Your transcript would be added on the next update.

How many censuses can I volunteer to transcribe, proofread or input?

You can volunteer to transcribe, proofread or input as many censuses as you like but only TWO AT ONE TIME (finish one or two first then volunteer for more)!!!

Volunteer Downloads:

[Handbooks for Transcribing & Proofreading](#)
[Templates for transcribing on paper or on computer](#)
[Other Useful Genealogy Forms from OGW](#)

Where to obtain census records:

[Library & Archives Canada](#) (LAC)
[Family History Centre](#) (LDS)

Where to obtain census records:

[Religion Codes](#)
[Dictionary of Census Terms](#)

Contact & Questions

Have questions about transcribing or need to contact the Volunteer Coordinator?

Web Form: <http://ontariocensus.rootsweb.ancestry.com/contact-form.html>

E-Mail: ogwcensusvol@geneofun.on.ca