

## Conducting Historical Research

Gathering facts about an individual, group, event, locality or organization—*researching*—is a vital step in any attempt to interpret the history of social, cultural, economic and political developments of earlier generations.

Pertinent historical data is occasionally at hand, perhaps in an attic trunk, in the form of letters, photographs, contracts or receipts. Frequently, however, this kind of knowledge is held in the memories of individuals or is submerged in old documents housed in institutional repositories. Getting at these riches can sometimes be a daunting prospect. It requires a basic knowledge of the materials needed in historical research, as well as a familiarity with the places that house them.

This brief guide provides novice researchers with the names of typical sources of historical information, as well as a sense of the range of information that can be available from those sources. A list of major repositories of historical information is included at the end of the guide, along with a modest introduction: “How to Write a Historical Research Report.”

### Historical Themes

Any historical research project is generated by a question, or even a set of questions. Certain questions are easy to tackle, with answers directly at hand. Others are more difficult or complex, and may take days, weeks or months to investigate and resolve.

It can be helpful to define and organize historical subjects, and projects, through various

thematic devices, with one of the most useful involving the following three primary themes:

- Economic history concerns past human efforts to satisfy material needs and to produce and to distribute goods, services, and wealth.
- Political history embraces government, political systems and institutions and public affairs.
- Social and cultural history involves past non-economic and non-political human interactions, and the beliefs, ideas, skills, habits, arts, and institutions associated with or resulting from those interactions.

Placing your project within one of these themes can help situate it within a wider context, and make it more interesting and useful. Comparing a subject with other linked subjects can also help provide even greater context. Following are some traditional historical subjects, grouped by the three themes noted above:

#### Economic History

- hunting and trapping
- fishing
- farming (cereal grain, animal, dairy, and special product)
- fish processing
- milling, brewing, and distilling
- meat processing and packing
- making dairy products
- processing special agricultural products
- construction, development of transportation, communication, and energy systems
- light and heavy product manufacturing
- professional and business services like banking, financial services, etc.



### Political History

- political parties and groups
- elections, candidates, and elected officials
- government policies, activities, and decisions
- government administration
- legal systems and personnel
- participation in the military

### Social and Cultural History

- early Aboriginal communities
- First Nations and Métis communities
- group immigration and settlement
- pioneer life
- volunteer community organizations
- religious life and institutions
- teaching and learning, educational life and institutions
- domestic life
- cultural expression
- recreation and sport
- science and exploration

## Filing and Storing Information

Besides searching, research also involves recording. As you work your way through a source, you will need to write down facts, or photocopy, microprint or scan pages. While the actual physical recording, organization and maintenance of the information is up to the individual, the methods should be straightforward. Many researchers use cards for recording the data they have collected. These cards are easily transported and are often stored in small plastic recipe boxes. Other researchers prefer to record data in school exercise books or on sheets of ruled paper that are stored in three-ring binders. It is now also common to save information on computers, particularly laptops because of their compact size, weight and adaptability in a library or archives setting. If

you choose the latter, be sure you make more than one electronic version and save a printed copy as well.

Large materials, like copies of maps, have to be stored in a different way—perhaps in poster tubes—but their existence and location should be noted in your primary recording medium. All this evidence must be secured. If your project is a community effort, you ought to preserve it in an accessible location, such as a museum, archive, municipal office or local library.

In order to quickly retrace your steps, you need to cite your sources. Citations are references made on your research notes and should include the name of the repository (if applicable), the name of the source (*The Scratching River Post* newspaper, for example), the name of the author(s) of a book or article, and the date, location and publisher of the publication, as well as any identifying code numbers that narrow the search (typically these are volume numbers). You should also include page numbers wherever possible. If the repository uses reference code numbers, those should be noted as well.

As a researcher it is helpful to know a few common definitions for this kind of work:

**Source:** Any person, group, organization, book, article, document, photograph, map, or audio or visual recording and the Internet, from which information or evidence is obtained. In historical research, a source may be primary or secondary.

**Primary Source:** An original document which was created, a book or article which was written, a photograph that was taken, during the time under study, an autobiography published at the time or subsequently, and an audio or visual recording of an individual, group, or event made at the time, or if a participant in the event, subsequently. The document may be a diary, written transcription of a speech, manuscript, letter, interview, news film footage, autobiography, or official record. The Internet may contain primary or secondary source material.



**Secondary Source:** A source removed from the time frame or event under examination which analyzes and interprets a primary source. Among secondary sources are history books, most non-contemporary articles, and encyclopedia entries.

**Document:** A piece of paper, letter, or booklet providing information, evidence, or proof, including of an official or legal nature.

## Research Sources

The following information offers some guidance as you start exploring the past. There are a number of sources that are commonly used by historical researchers. Most likely, you will not need to look at all of the sources, because some may not be applicable. One source may contain the same information as another. Moreover, some sources contain such small amounts of information that only the most tenacious researcher would invest the time to consult them. A more profitable approach is to focus your efforts on those sources that contain the greatest range of information. The following typical sources are presented on

## Knowldegable People / Oral Histories

### Chronicles

- Personal Papers
- Directories
- Newspapers
- Manitobia Website
- Periodicals
- Institutional Chronicles
- Local Histories
- Specialized Histories
- Vertical Files and Scrapbooks

### Documents

- Parish Files
- Homestead Files

- Genealogical Records
- Annual Reports
- Institutional Documents

### Maps and Plans

- Parish Plans
- Township Plans
- Land Titles Plans
- Village, Town and City Plans
- Cummins Maps

### Knowledgeable People / Oral Histories

Valuable information for some research projects may be found from talking to knowledgeable people about their recollections of individuals, groups, organization, events and localities. Recorded (most often audio or audio-visual) interviews with individuals including and especially participants in the events themselves, often provide invaluable first-hand information for historical research projects. Written and typed transcripts of interviews with individuals, some of whom may have died since the time that they were interviewed, also should be utilized. Given, though, that memories can fail and that individuals can make factual mistakes in their recollections, whenever possible, information should be cross-referenced with other primary, and secondary, sources.

Both the Archives of Manitoba in Winnipeg and the Oral History Centre, with an affiliation to the Department of History, University of Winnipeg, can provide you with advice and guidelines in preparing for and in conducting oral history interviews. The Archives has two audio-video booths, finding aids, cassette tape summaries, and research cassettes for completed oral history projects (some projects are restricted and permission for access is necessary). Copies of existing oral history tapes can be made. The Oral History Centre, striving to become a national leader and global innovator in developing excellence in oral history, publishes the *Oral History Forum d'histoire orale*, as of 2006 the online publication of the Canadian Oral History Association, which is also based at the University of Winnipeg. The Centre has a recording studio, editing room, offices, library, and work space.



## CHRONICLES

### Personal Papers

People's written recollections and correspondence (such as letters and diaries), can provide unexpected insights into all aspects of history. Such papers (which are found in libraries, public and private archives, family hands and at organization offices). Typical useful information includes:

- interesting quotes
- contemporary observations
- dates of activities
- more

### Directories

Commercial reference directories have identified Manitoba businesses, government offices and other organizations by address and residents by name, occupation and address, providing researchers with a wealth of data. The most useful of these are called *Henderson Directories* and their immediate predecessors from the 1870s to 2000. Back issues of Manitoba and city telephone books provide names and addresses, as well as telephone information for individuals, organizations and institutions. Typical useful information includes:

- names of occupants and owners
- peoples' occupations
- addresses
- more?

### Newspapers

Old newspapers offer a cornucopia of historical information, and certainly are invaluable sources for community and family histories. The Legislative Library of Manitoba in Winnipeg has the most extensive collection of provincial newspapers. Dating back to 1859, the newspaper holdings are available on microfilm (in the vast majority of instances) for on-site research or for

inter-library loan. Other newspaper repositories include public and university libraries, local archives and some newspaper offices. These kinds of sources provide excellent coverage of:

- local political issues
- local events
- local takes on provincial events
- data and information on commercial activity
- data and information on local agricultural activity
- obituaries, usually very detailed
- information on building construction
- social events
- comings and goings of locals and visiting friends and relatives
- illegal activity
- letters to the editor about various local issues
- editor's letters about local issues

### Manitobia.ca Website

The Manitobia.ca website is a project of the Manitoba Library Consortium, an incorporated non-profit organization of Manitoba libraries, and its partners, including the Archives of Manitoba, the Department of Canadian Heritage, the Legislative Library of Manitoba, the University of Manitoba Libraries and the University of Winnipeg Library and Information Services. The website provides historical information on Manitoba and its people, and includes newspapers (which can be read by title and issue), biographies, organizations, first-hand accounts from letters, memoirs, and diaries, and drawings, maps, and photographs. Among the historical themes for which information is available (there are accompanying photograph albums and maps) are: Birth of Manitoba, Immigration and Settlement: 1870-1919, Manitoba Schools Question: 1890 to 1897, World War I: The War at Home, Women Win the Vote, and Strike 1919.



### **Periodicals**

Periodicals are publications issued at regular intervals and include magazines, catalogues, bulletins and academic and non-academic journals, some of which are primary and others secondary sources. They may contain very useful and perhaps essential information for your project.

Periodicals may be found in public and university libraries. The Legislative Library of Manitoba has a vast collection of periodicals from the Province of Manitoba, Canada, Great Britain and the United States. It also holds current periodicals as well as Canadian and international journals related to government programs and interests. Historic periodicals contain:

The periodicals that you consult for your historical research report often will contain fascinating and insightful information on economic, political, and social and cultural, history. Sometimes, the periodicals will not be well known to researchers and to the public. For example, among the periodicals published weekly in Winnipeg in the late 19th and the early 20th centuries were: *The Commercial: A Journal Devoted to the Financial, Mercantile, and Manufacturing Interests in the Canadian North West*, published 1882-1937; *Town Talk: An Illustrated Weekly Devoted to Wit, Satire, Pictorial Humor, Society, Musical, Dramatic, Athletic and Sporting News*, published 1890-1891; and *Town Topics: Society, Music, and Drama*, published 1898-1913. These and other periodicals, potential treasure-troves of information, are to be found at the Legislative Library of Manitoba.

### **Institutional Chronicles**

Institutions, such as churches, railway companies, banks and federal and provincial

government departments produced annual and other reports to describe, promote or commemorate their activities. Some of these materials have been collected by university libraries, the Legislative Library of Manitoba and some public and private archives. Depending on the materials, valuable information can be obtained on religious, business, economic, social, cultural, military, local and political history in Manitoba.

### **Local Histories**

Local histories are publications of historical information about a rural municipality, village, town or city. The Legislative Library of Manitoba has an extensive collection, while local libraries have a more limited selection. These publications contain very helpful information, among other areas family, agricultural, business, religious, educational, government, military and urban history.

### **Specialized Histories**

Academic studies or monographs devoted to specific topics or subjects in Manitoba's history collected in public and university libraries or by branches of government agencies are essential sources for studying Manitoba's social, cultural, economic, agricultural and political history.

The context can be:

- social (people, events)
- economic (wealth or poverty affecting available building resources)
- political (more)

### **Vertical Files and Scrapbooks**

Some libraries, and occasionally archives, contain hard copy vertical information files which can be an indispensable source for historical researchers. The Special Access Files organized alphabetically at the Legislative Library of Manitoba, for instance, are divided into the following main categories:

- Vertical Files by Subject
- Local History Files (rural municipalities, villages, towns, and cities)
- Biography Files (for both living and dead Manitobans)
- Manitoba Press Clippings by Subject



The Legislative Library of Manitoba also maintains other reference materials:

- Manitoba Biography (1886-1988, some 1993-1995)
- History (1908-1987)
- Political Scrapbooks (1903-1982)
- Hansard Scrapbooks, providing press coverage of the Manitoba Legislative Assembly over the course of several decades to the beginning of Manitoba's official publication of Hansard in 1958 (Hansard scrapbooks from 1873-1886 are available digitally)

## DOCUMENTS

### **Parish Files**

Parish Files are early legal materials defining ownership of river lots (see Parish Plans for information on river lots). These documents (available at the Archives of Manitoba) mostly concern descriptions of land, but also include references to owners, and to contextual economic and social circumstances.

### **Homestead Files**

This collection of documents (also available at the Archives of Manitoba) was prepared as the greater part of the province was settled in the 1870s and 1880s. Like Parish Files, these records are descriptions of the land but will also yield data such as:

- the names of owners
- their occupations
- countries of origins
- the numbers of family members
- building activity on a homestead

### **Genealogical Records**

For Manitobans conducting family history and genealogical research, the Manitoba Genealogical Society is an indispensable resource. A non-profit organization formed in Winnipeg in 1976 and incorporated in 1982, and staffed by volunteers, the Society promotes and encourages interest in genealogy and family history in Manitoba by: collecting and preserving local genealogical and historical records and materials; fostering education in genealogical research through Society workshops and seminars; and encouraging production of genealogical materials relating to Manitoba. The Society maintains a Library and Resource Centre in Winnipeg (Southeast and Winnipeg Branch). As well, there are four branches elsewhere in Manitoba (Beautiful Plains in Neepawa, Dauphin, South West Manitoba in Brandon, and Swan River).

Given the importance of cemetery records in conducting genealogical and family history research for individuals unable to visit, or perhaps even to locate, a specific cemetery to obtain their information, the Manitoba Genealogical Society offers a unique resource. Society members have transcribed inscriptions of markers and monuments from more than 1,400 Manitoba cemeteries. Transcription copies are held at the Resource Centre and may be viewed without charge there by members, and by non-members upon payment of a daily research fee. Copies of most cemetery transcriptions may be purchased through the Society.



Cemetery transcriptions are indexed by the name of the rural municipality in which the cemetery is located, and in a few cases, by city (for example, Brandon, Winnipeg) names, because many Manitoba cemetery names are generic in nature and often do not adequately describe the area they serve. Therefore, advance knowledge of which rural municipality a homestead, village, or town is located in may be necessary to find the information that you are looking for in the Society's cemetery transcriptions. In some cases, transcripts of smaller and/or co-located cemeteries have been combined for the purposes of indexing and sale. A master surname index for all transcribed cemeteries, which may be of assistance in selecting the desired cemetery transcript, is maintained at the Resource Centre. Ordering transcripts can be done in person or online.

### **Annual Reports**

Annual reports are accounts of activities for the year generally prepared for the benefit of others, issued by governments, Crown corporations, and other public, as well as private, organizations. While some of the reports issued by the latter may be collected by libraries or archives, frequently they are also found at the organizations' offices. Annual reports, which generally are easy to read but can be extremely lengthy and sometimes complex, can provide very helpful and detailed information for historical researchers on the topic(s) at hand, including dates, names, events, localities, and finances. For instance, if you were doing research on the formation of the United Church of Canada in Manitoba in the 1920s, you would want to consult the annual reports of the constituent churches, housed at the United Church Archives at the University of Winnipeg. Other church records at where?

The Legislative Library of Manitoba has the annual reports of many departments of the Manitoba and federal governments (sometimes found in yearly Sessional Papers), the City of Winnipeg, and of Crown corporations such as Manitoba Hydro and Statistics Canada. If you were researching topics such as Aboriginal Peoples or immigration to Manitoba, it would be essential to consult the annual reports from the relevant federal and provincial departments.

In addition, the Legislative Library of Manitoba holds extensive publications, including monographs (papers, books, and other works concerned with a single subject or aspect of a subject) of the Manitoba, Ontario, and Canadian governments, and publications from other provinces, the United States federal government, the United Nations and its main organs, commissions, and agencies, and other international organizations.

### **Institutional Documents**

Unlike their annual reports (see Institutional Chronicles, above), institutions also produced in-house documents that contain information of use for building research:

- building plans
- contracts with architects and builders
- meeting minute books



## MAPS AND PLANS

### Parish Plans

Parish Plans were produced for communities along the Red and Assiniboine rivers to describe property divisions in the river lot system. These plans (preserved at the Archives of Manitoba) may provide substantial evidence needed in historical research on:

- topography and trails
- original owners' names
- land divisions and measurements
- farming activity and extent
- early building locations

### Township Plans

These records resulting from the 1870s survey of the province into townships also are preserved at the Archives of Manitoba. They provide a number of pieces of information on:

- topography and trails
- the names of original owners
- land divisions and measurements
- farming activity and extent
- early building locations

### Land Titles Plans

In urban areas, where land was subdivided into small lots, it was necessary for original owners to undertake officially sanctioned surveys, and to have them registered with a Land Titles office (where they are still held). These plans yield some key pieces of information, including:

- visual descriptions of property that clarify written legal descriptions
- code numbers that connect to other research sources
- neighbourhood context

### Village, Town & City Plans

Usually compiled from a collection of registered Land Titles plans (see above), these maps were

commissioned by civic authorities or produced as commercial endeavours. They may be preserved by civic offices, libraries and museums and contain useful evidence on:

- records of property limits
- visual descriptions of topography
- contextual references placing a property into a whole community
- locations of major public buildings

### Cummins Maps

The only remaining set of these commercial reference guides (from 1918 and 1923) is available at the Archives of Manitoba. The maps, which describe the entire province, are useful for:

- locating certain public buildings (rural schools, churches and post offices at those dates)
- identifying the names of property owners at those dates



## REPOSITORIES

### **Evergreen Regional Library**

The Evergreen Regional Library, established in 1965, extends over five municipalities including Gimli and Bifrost, and has branches in Arborg and Riverton. The Evergreen Regional Library in Gimli has approximately 45,000 books in English, 5,000 in Icelandic, 500 in Ukrainian, 200 in French, and others in Polish, German, Spanish, and Italian. The library is also the repository for several family histories.

### **The Legislative Library of Manitoba and the Archives of Manitoba**

Both of these important and valuable repositories and some of their holding have been referred to earlier on this website. The Legislative Library of Manitoba Main Reading Room is located in the Manitoba Archives Building at 200 Vaughan Street, Winnipeg, and is open to the public from 10:00 a.m. to 5:00 p.m., Monday to Friday. The Archives of Manitoba and the Hudson's Bay Company Archives, one of the Archives of Manitoba's divisions, are also located in the Manitoba Archives Building, and are open to the public from 9:00 a.m. to 4:00 p.m., Monday to Friday.

### **City of Winnipeg Millennium Library**

The Local History Room in the library contains works of fiction by Manitoba authors past and present, communal histories, local biographies, and allows for nearby access to a variety of information on microfilm. *Henderson's Directories*, and their predecessors for Winnipeg, are available from 1880-2000 and for Manitoba 1877-1907 in book form, and 1876-1908, on microfilm. Genealogists and other historical researchers working on their families' histories can use the Library's collections and at computer workstations access many genealogy

and local history resources on the Internet. The Library also works with historical and genealogical organizations to offer workshops on genealogy and local history.

### **University Of Winnipeg Library Archives and Records Centre**

The University of Winnipeg Library serves the research, study, and teaching requirement of several faculties, and provides services to the university community, off-campus students, and the general public. The Archives and Records Centre is home to the archival records of the University of Winnipeg, (1967 – present) and its predecessors, Manitoba College (1871 – 1938), Wesley College (1886 – 1938), and United College (1938 – 67), as well as a growing collection of private records, including the Western Canada Pictorial Index. The Index consists of reproductions (slides, contact sheets, no original negatives or prints) of more than 70,000 images related to the history of Western Canada, gathered over the course of several decades.

### **Elizabeth Dafoe Library, University of Manitoba**

The largest of nine University of Manitoba libraries, the Elizabeth Dafoe Library serves the research, study, and teaching requirements of several faculties, including Arts (Humanities, Social Science) and Education, and provides services to the university community, off-campus students, and the general public. The Library has very large holdings of books, periodicals, government publications, microforms, and maps, and special collections supporting Icelandic and Slavic Studies.

### **Department of Archives and Special Collections, Elizabeth Dafoe Library, University of Manitoba**

This repository, which holds University of Manitoba records, manuscripts, and rare books, acquires, catalogues, and preserves university records and special research collections which further the educational aims of the university, and promotes and provides access to these sources. Among the Archive's holdings are: university records, Canadian Prairie Literary Manuscripts, the Archives of the Agricultural



Experience, and rare books on Western Canada, early Arctic exploration, early Native language syllabics, church history and philosophy, and agriculture.

### **Church Records**

As civil registration of vital statistics generally was not practiced in Canada until provincial governments took responsibility in the late nineteenth century, church records may be consulted for birth, death, or marriage information prior to 1882. Some Anglican (Church of England), Presbyterian, Roman Catholic, and United Church of Canada registers are available on microfilm at the Archives of Manitoba. The Anglican registers are indexed to 1900. Copies of various parish registers and other church records may be found at the Family History Centre of the Church of Latter Day Saints in Winnipeg, and at Library and Archives Canada (Archives section) in Ottawa. Many records prior to 1884 as well as most since then still are located in various parishes and with individual congregations. There also are several denominational repositories in Winnipeg:

**Anglican Diocese of Rupert's Land** – serves as a resource for Anglican Church records from 1821 – present, including most parish registers of baptism, marriage, and burial.

**Mennonite Heritage Centre Archives** – holds records relating to Russian Mennonites in Canada, the United States, Latin America, and Russia, with a majority on Mennonite religious communities.

**Centre for Mennonite Brethren Studies in Canada** – holdings include records of Mennonite Brethren agencies and schools, congregational records, and personal papers of Mennonite leaders.

**United Church Archives, Conference of Manitoba and Northwestern Ontario, University of Winnipeg** – holds administrative records of the Methodist and Presbyterian churches in Manitoba from 1870 – 1925, and of the United Church of Canada from 1925 to the present, and some Congregational Church records, including certain baptismal, marriage, and burial registers.

**Roman Catholic Archdiocese of St. Boniface** – contact the St. Boniface Historical Society at the Centre du Patrimoine (Heritage Centre) in St. Boniface. Collections contain records of baptisms, confirmations, marriages, and burials.

**Family History Centre (Church of Latter Day Saints)** – holdings include microfilm and CD-ROM access to church records from throughout the world.

Some other potential repositories for church records that may aid you in your research are the Roman Catholic Archdiocese, Catholic Centre, Winnipeg, the Archives of the Ukrainian Canadian Experience, University of Manitoba, the Canadian Baptist Archives, McMaster Divinity College, Hamilton, the Lutheran Historical Institute, Edmonton, and the Presbyterian Church in Toronto.



## How to Write a Historical Research Report

Now that you have conducted your research and have assembled your research materials, you can write your historical research report. The report should have an introduction, main body, and conclusion. The introduction sets out the issue to be discussed, defines the key terms to be used, outlines the structure of the arguments to be presented, and clearly states the thesis to be advanced in the report. The main body, as the name suggests, constitutes the bulk of your report. This is the section where you argue your thesis, and the section's content depends largely on your thesis and what it requires you to argue. In so doing, you present your information, analysis, and interpretations based on the research that you have conducted. In the conclusion, usually one paragraph to a few paragraphs long, you briefly recapitulate your thesis, pulling all your arguments together. The first sentence of the conclusion should be a clear re-statement of your thesis. However, the conclusion should not only re-state the arguments, but also should suggest why the arguments are important in the bigger scheme of things or suggest other avenues for further research, or should raise larger questions.

Your report should have a cover page providing the name of the author, the title and completion date of the report, and the individuals or organizations for whom it was produced. Depending on its length, the report could be subdivided by section, chapter or subject title, and could contain a table of contents and perhaps even an index. Paragraphs in your report should be a minimum of three to four sentences, and a maximum of 10 to 12. The first "topic sentence" of the paragraph should inform the reader what the paragraph will be about. Direct quotations

from sources should appear between double quotation marks, followed by a footnote or endnote (described below). Direct quotations of several lines or sentences can be presented in block form followed by a footnote or endnote.

The information, analysis and interpretation in the introduction, main body, and conclusion of your research report should be supported by the usage of footnotes (or endnotes). Footnotes, at the bottom of each individual page of text, and endnotes, on separate pages at the end of your narrative, are notes to which attention is drawn by means of a reference mark (usually a number and numbers for successive footnotes or endnotes should be chronological) in the text of the report. Footnotes and endnotes indicate the sources from which you obtained the specific information being presented in your narrative. Footnotes and endnotes should list the name of the author of the book, article, and report being cited, as well as the name of the journal or other periodicals in which the article appeared, the place of publication, publisher, and year of publication, and the page from the source being cited. If an interview was conducted or an interview transcript consulted for the report, and it is being cited, the relevant information about the interview or transcript should also appear in the footnote or endnote.

Although it has become increasingly more common not to include a bibliography in academic history books in order to save space and printing costs, it is still traditional to include a bibliography at the end of your research report or paper. A bibliography should list all the sources that you consulted and used for your work, and can be divided into primary and secondary source materials. The secondary sources can be divided into separate listings of books and articles. A bibliography essentially incorporates the same information provided in footnotes and endnotes, with the exception of the omission of page numbers, and the inclusion of an alphabetical listing of authors with last names first. Occasionally, a bibliography is annotated with brief explanations, descriptions, and interpretations of the sources.



When the first draft of your report is completed, you should review it for potential errors in grammar, punctuation and spelling, which should be corrected in your second or later, final draft. As well, when you re-read your report and do an edit, you may wish to rephrase and/or rewrite some words, sentences, or paragraphs, and to omit or to add some information. Two useful sources for the preparation and completion of history research reports and papers are: Kate L. Turabian, *A Manual for Writers of Research Papers, Theses, and Dissertations: Chicago Style for Students and Researchers*, seventh edition (Chicago: University of Chicago Press, 2007), and Mary Lynn Rampolla, *A Pocket Guide to Writing in History*, fifth edition (Boston: Bedford Books, St. Martin's Press, 2007).