**Explanation of Rules for Transcription and Codes**

**Rules for Transcription**

General rules

* If a field is crossed out record the data and highlight red
* remove all individuals who are double counted in separate parts of the census
* leave empty spaces empty
* NG/Not Given/Unknown are to be left empty
* When unsure what is written use question marks to show what part of the cell was illegible. For Example:
  + Fully Legible: Aboriginal
  + Start Illegible: ?inal
  + Middle Illegible: Aborig?
  + All Illegible: ?

**Codes**

Many of the codes are self-explanatory, but here are explanations for those that are not.

A – Link – Code of link – this identifies the strength of the match between censuses (see Appendix A)

B – Match from other census – Code in Indian category from the other census, summarizing the data used to identify whether an individual was likely to be Aboriginal (see Appendices A and B)

C – Order from other census – Number from Order category of other census

H – Order coded

I – Indian – Code used to show strength of match (see Appendices A and B)

J – Household code – used to describe the type of household

1.1 – nuclear family household, including single parents

1.2 – nuclear family with relatives

1.3 – nuclear family with non-related individuals

2 – multiple families

3 – non-family but not institution

4 – institutions (e.g. hospital, hotel, orphanage, prison). Note the it is sometimes difficult to distinguish between a hotel with numerous boarders and lodgers, and a household with numerous boarders – some slight slippage here.

K – mixed – whether parents of children are of ‘mixed’ race

L – Identity – coded from other codes, with some ‘judgments’

W – non-Aboriginal (includes some black people coded ‘b’ in the census

B – anything with a ‘b’ denotes halfbreed. Includes a variety of categories, for example ‘ceb’, ‘ob’, ‘ib’, hb’ etc.

R – Indian

M – relationship in household

1 – head (might also be used to identify new household

2 – spouse (female)

3 – child, including adopted children and step-children

4 – relative

5 – lodger

6 – domestic, servant, including nuns in orphanages etc.

7 – resident in institution who is not a servant, nun, etc.

-Taken from the transcriptions found at http://automatedgenealogy.com

Name First

-Remove Titles

Street Number/Street Name

-if household is not listed in proper order, look to see if it was added at another point on the spreadsheet

-If a family unit is not listed in most cases assume they are living at the same address as the previous family unit

-If the street name of a household is illegible: record (in purple) the streets of the households enumerated before it and after it

Color

-W=White

-R=Red

-B=Breed

-E=English

-S=Scotch

-I=Irish

-F=French

-C=Cree

Marital Status

-m=married

-s=Single

W=Widowed

Age

-if below age of one write age in months. For example: 3 months.

Place of Birth

-If in Canada use abbreviation. If abroad write in full

Urban/Rural

-R=Rural

-U=Urban

Tribal Origin

Nationality

-Canadian=Can

-Other nationality written in full

Religion

-Catholic=RC

-Church of England=CE

-Methodist= Meth

-Presbyterian= Presb

-Lutheran=Luth

-All others written in full

Living on own account

-If checkmark leave blank

-if 1 write y

Employer

-If checkmark leave blank

-if 1 write y

Employee

-If checkmark leave blank

-if 1 write y

Working on own account

-If checkmark leave blank

-if 1 write y

Working at factory or in home

-Factory= F

-Home=H

Can read?

-If 1 write y

Can write?

-If 1 write y

Speaks English

-If 1 write y

Speaks French

-If 1 write y

Mother Tongue

-if left blank then leave blank

Appendix A: Rules for Linking Between Censuses

Main Factors

1. Same Age

-Month and Year of Birth

1. Same Name

-First and Last

1. Same Family Members

Secondary Factors

1. Speak same language
2. Same employment
3. Same place of birth
4. Middle initial

Strong match

* 1. A medium or low Match who shares family members
  2. A medium or low match who shares an address

1.3 Medium match with matching secondary factors.

Medium Match

2.1 Similar/Same name. Birth year matches and birth month matches. Does not share family members. Does not share address.

2.2 Low match with matching secondary factors.

Low Match

3.1 Similar/Same name. Birth year matches but birth month does not. Does not share family members. Does not share address.

3.2 Similar/Same name. Birth month matches. Birth year is +/- 3 years Does not share family members. Does not share address.

**Appendix B: Rules for identifying Aboriginals, 1901**

Color Category

-Match if: R (Red), HB (Half Breed), EB (English Breed), SB (Scotch Breed), IB (Irish Breed), FB (French Breed), CB (Cree Breed), OB (other breed), B\* (Breed/Black), I (Indian)

-\*Note: Color denoted as simply B can mean either Breed or Black. In cases where color is B, use Language and tribal origin even when confirming a medium match.

Tribal Origin

- Match if: HB/Half Breed, EB/English Breed, SB/Scotch Breed, IB/Irish Breed, FB/French Breed, CB/Cree Breed, OB/other breed, Indian or name of specific Indian nation (ie. Cree)

Language

-Match if: Aboriginal language is recorded in the mother tongue category

1= A Strong Match

1.1 - Color and Tribal Origin are a match but Language is not

1.2 – Color and Native Language are a match but Tribal Origin is not

1.3 - Tribal Origin and Language are a match but Color is not

1.4 – Color, Native Language and Tribal Origin are all matches

1.5 A medium or strong match who is a link to a medium or strong match in the 1911 census

1.6 No identifying features in the 1901 census but a strong link to a strong match in 1911

2. Medium Match

2.1 – Color and Native Language are not a match but Tribal origin is a match

2.2 – Native Language and Tribal Origin are not a match but color is a match

2.3 – Color and Native Language are not a match but Native Language is a match

2.4 – No identifying features in the 1901 census but a strong or medium link to a medium match in the 1911 census

2.5 –Children: Father is a strong or medium match and shares a last name. Or Mother is a strong or Medium Match and the child is specified as hers (ie. Wife’s Son)

3. Weak match

3.1 - Is a Strong or Medium match but another factor contradicts this (ie. A red person who emigrated from South America)

3.2 –Children: Child who is not a match, whose father is a weak match and shares a last name. Or whose father is not a match and whose mother or siblings are a medium, strong or weak match

- Mother/Father: Mother/Father are not a match, children are a strong, medium or weak match

3.3-individuals who appear to be a match but it is difficult to read

3.4 No Identifying features in 1901 census but a strong or medium link to a weak match in the 1911 census

-No identifying features in 1901 census and a low link to a strong medium or low match in the 1911 census

4. Non Aboriginals should be recorded when

-they are a member of a household which contains at least one aboriginal person

-They share the same address with at least one aboriginal person

**Appendix C: Rules for matching 1911**

Rules for identifying Aboriginals

Tribal Origin

- Match if: HB/Half Breed, EB/English Breed, SB/Scotch Breed, IB/Irish Breed, FB/French Breed, CB/Cree Breed, OB/other breed, Indian or name of specific Indian nation (ie. Cree)

Language

-Match if: Aboriginal language is recorded in the mother tongue category

1= A Strong Match

* 1. – Tribal Origin is a match
  2. Language is a match
  3. Tribal Origin and Language are both a match
  4. A medium or strong match who is a link to a medium or strong match in the 1901 census
  5. No identifying features in the 1901 census but a strong link to a strong match in 1911

2. Medium Match

2.1 – No identifying features in the 1911 census but a strong or medium link to a medium match in the 1901 census

2.2 –Children: Father is a strong or medium match and shares a last name

3. Weak match

3.1 - Is a Strong or Medium match but another factor contradicts this (ie. Indian tribal origin who emigrated from South America)

3.2 –Children: Child who is not a match, whose father is a weak match and shares a last name. Or whose father is not a match and whose mother or siblings are a medium, strong or weak match

- Mother/Father: Mother/Father are not a match, children are a strong, medium or weak match

3.3-individuals who appear to be a match but it is difficult to read

3.4 No Identifying features in 1901 census but a strong or medium link to a weak match in the 1911 census

-No identifying features in 1901 census and a low link to a strong medium or low match in the 1911 census

4. Non Aboriginals should be recorded when

-they are a member of a household which contains at least one aboriginal person

-They share the same address with at least one aboriginal person