The FreeCEN2 Handbook
Part 2- Validation

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The Validator's Handbook

This Handbook has detailed information for Validators. It explains how to manage pieces within CSVProc. It is Part 2 of the FreeCEN Handbook. Part 1 for Transcribers and Proofreaders and should be read in conjunction with this part.

Validation

Note: The principles behind Validation are different for FreeCEN2 than for FreeCEN1. In FreeCEN1 one objective was to be reasonably confident that the Place of Birth existed and accept it or to make a note that it could not be located. (In legal terms 'on the balance of probabilities'). The restrictions on the spreadsheet column widths meant that abbreviations were accepted as were colloquialisms.
In FreeCEN2 that objective is to get an exact match of a Place of Birth to an entry in the Gazetteer and accept it, or to make a note that it could not be located or that there is more than one choice. (In legal terms 'beyond reasonable doubt'). There are no longer restrictions on the spreadsheet column widths and so abbreviations are no longer acceptable. We are after an exact match, so colloquialisms now need Validating.
Because FreeCEN2 requirements are more exact we have introduced Propagation on the Validation form. This means that you only need to add an Alternative Place of Birth once and then copy it throughout the piece. This can save a considerable amount of time and effort re-entering repetitive Alternative Places of Birth.
This change has been made so that we can be one step closer to introducing Place of Birth Searching for researchers using FreeCEN.

Validation is a two-step process that is principally done using CSVProc. When a Validator has completed a Piece there will be no Errors and no Warnings left in the piece.:

- Errors – there should be no Errors by the time the piece reaches the Validator. If there are any Errors, your Coordinator will not be able to activate the Validation process for you.
- Warnings highlight entries that may seem unusual. Validation is principally about addressing every Warning and resolving them before a Piece is Incorporated.
- Information about when some fields change such as page number, folio number, ED, Civil Parish. They are not part of the Validation process as they occur naturally.

FreeCEN2 cannot validate a FreeCEN1 spreadsheet. Prior to Validation a Piece that has been Proofread using a FreeCEN1 spreadsheet will need to be converted to the appropriate FreeCEN2 format. This is a simple task that the Coordinator can do within CSVProc.

Note: See the notes on Converting FreeCEN1 pieces in Part 1 of the Handbook (Transcribers and Proofreaders). Ignore the number of Errors and Warnings when you upload a spreadsheet that was prepared with FC1 rules, The spreadsheet will be modified when you convert it and a number of reported Errors and Warnings will disappear.

Testing a Spreadsheet

CSVProc will test the spreadsheet being Validated. A test report is produced every time that a piece is Replaced or Re-processed. You will probably Re-process a piece several times during Validation.

When a piece is tested a report is produced.

Note: All testing produces the same report and that is filtered to provide the four versions that transcribers and proofreaders can choose from. It is not important which report a Validator chooses when a file is Replaced because Validation uses the complete test results.

Validator Actions

Managing your Browser

It is important that there are no more than two FreeCEN tabs open on your browser at any one time – CSVProc and Search Place Names. You can also have other tabs open that are not part of FreeCEN such as Google etc.

Technical note – Web based applications have limited means of knowing what has happened before. Information will either be in a request stored in the database or stored in a session Cookie on your computer. This is why you are always asked for permission to store Cookies.
What do we store in the Cookie? Lots of things - like who you are, what County you are working on etc. However, there is only one session Cookie for a browser. If you have multiple tabs open into the same application, then one tab can change the Cookies and the other tabs will no longer work as you think they should.
For instance, imagine opening one tab to work on Rutland. The Cookie contains Rutland. In another tab you decide to work on Leicestershire. The Cookie is now set to Leicestershire. When you go back to the tab that was displaying the Rutland files and do something to one of them (for instance use a breadcrumb or the back button), that request will not be done within the context of Rutland but within the context of Leicestershire. Ultimately something gets confused and the app stops working as you expected.
There is no problem if one of the tabs is a simple viewing tab such as the Gazetteer.
Our Cookies normally expire at the end of a browsing session (i.e. they expire when you close your browser or shut down your computer). They remain active if you leave your browser open and put the computer into sleep mode or just leave it on.
Most Cookies are cleared whenever you go back to 'Your Actions'.

What Does a Validator Need to Achieve?

- A Validator examines every Warning in a Proofread piece and ensures that the data is the highest quality that can be achieved. If there are any Errors when the Piece is received (there should be none) then these Errors will need to be resolved before Validation can start.
- The main objective is to get an exact match of a POB to an entry in the Gazetteer and accept it, or to make a note that it could not be located or that there is more than one choice. There are no longer restrictions on the spreadsheet column widths and so abbreviations are no longer acceptable. We are after an exact match, so colloquialisms now need Validating.

Note: The Coordinator will set the file status as Being Validated. If this is the first piece that a Validator has validated, then the Syndicate role needs to be upgraded to Validator or the Validator will not have access to all the system functions needed.

- The Validator will examine all the Warnings that are in the Warnings Report.
- If they relate to a Flag the Validator will resolve it. Once resolved the flag will be deleted and the entry amended if necessary. If the flag cannot be resolved the Validator will ensure that there is a reason in the Notes field and remove the flag.
- Where a Place of Birth is not in the Gazetteer, or an alternative Place of Birth has been entered, the Validator will research that Place of birth to ensure that the entry is as accurate as possible. This may entail adding information to the Gazetteer for

future reference or identifying the correct Place Name and entering it in the Alternative Place of Birth Fields.

- Once a record has been examined the Validator will Accept it as being the best that can be achieved.
- At the completion of Validation there will be no Errors and no Warnings (including Flag Warnings) reported when the file is tested.

Validator Menu

Note: There are some Actions carried out by Validators that involve editing and Propagation taking place on the server. These Actions could be impacted if another Action is started before the previous one is completed. To see whether the online process is working check the icon on the tab - normally it is a static icon but if the process is working it will change to a spinning icon. Wait for it to stop before starting another Action.

A Validator has access to the same set of Actions as a Transcriber in their Your Actions Menu.

When a Validator is working on a Piece that is being Validated additional sets of Actions are displayed on the Validation screens.

The Validator can also Edit a Place Name in the Gazetteer, for instance to provide an alternative name for a Place or Create a new Place Name where the Place does not exist in the Place Name Database.

Note: There is a validation option of Accept All In the Validator Actions. This is NOT to be used in normal validation or when re-validating a FreeCEN1 vld file. The purpose of this Action is to Accept the entries for a file which was previously downloaded as a validated FreeCEN2 csv file when a report from a researcher identifies an amendment. The file has therefore already been validated using FreeCEN2 principles.

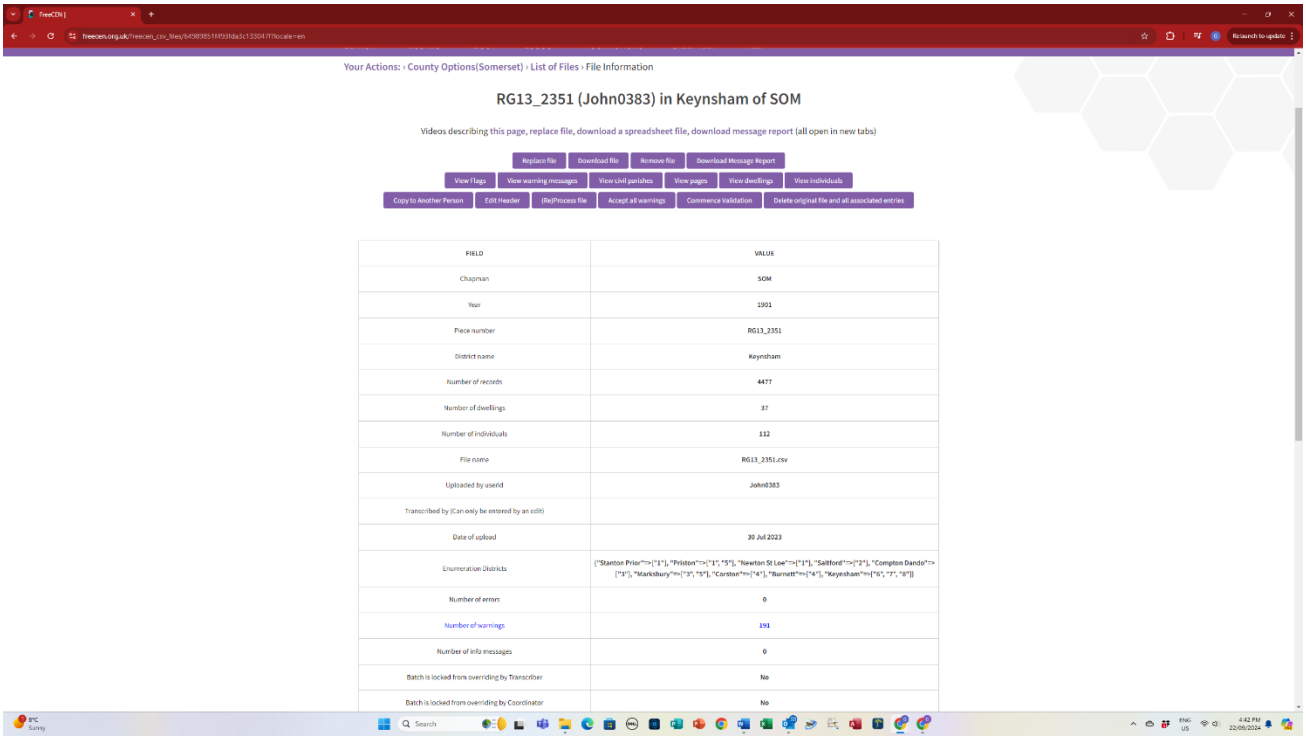
Validation

Once all the Errors have been eliminated from a file it is ready for Validation. The Coordinator will allocate the file and mark the file for Validation.

The Validator can now commence Validation.

- Select CSV Batches
- Find the file to be validated and select Show

If the file has been set for Validation the File Information screen menu will be like the one shown below:



At the top of the screen there are links to videos showing the Actions available.

There are several Actions available from the File Information screen. Not all will be available at any one time.

- Replace File – This is the same as Replace in the ‘Your Files’ Actions
- Download File – This allows you to Download the file to your computer as a spreadsheet.
- Remove File – This Action will only be available if you are a Coordinator as well as a Validator. It should only be used with extreme caution.
- Download Message Report – Downloads a copy of the last test report for the file.
- View Flags – Lists the entries in the file with Flags. The record can be displayed and edited.
- View Error Messages – Lists the entries in the file with Error Messages. The record can be displayed and edited.
- View Warning Messages – Lists the entries in the file with Warnings. The record can be displayed and edited.
- View Information Messages – Lists the entries in the file with Information Messages.
- View Civil Parishes – Lists the Civil Parishes in the file.
- View Pages – Lists the first entry for each page. The records can be displayed and edited.
- View Dwellings – Lists the first entry for each Dwelling. The records can be displayed and edited.
- View Individuals – Lists all individuals in the file. The records can be displayed and edited.
- Copy to Another person - This Action will only be available if you are a Coordinator as well as a Validator.
- Edit Header - This Action will only be available if you are a Coordinator as well as a Validator.

- Re-Process File – Reruns the test report and updates it.
- Accept All Warnings– This option should not be used during validation. It is intended as a quick method of incorporating a piece that has previously been incorporated but has been removed from the database to make a simple amendment.
- Validation Under Way - This Action will only be available if you are a Coordinator as well as a Validator. It shows that your Coordinator has Actioned the file to allow it to be validated.

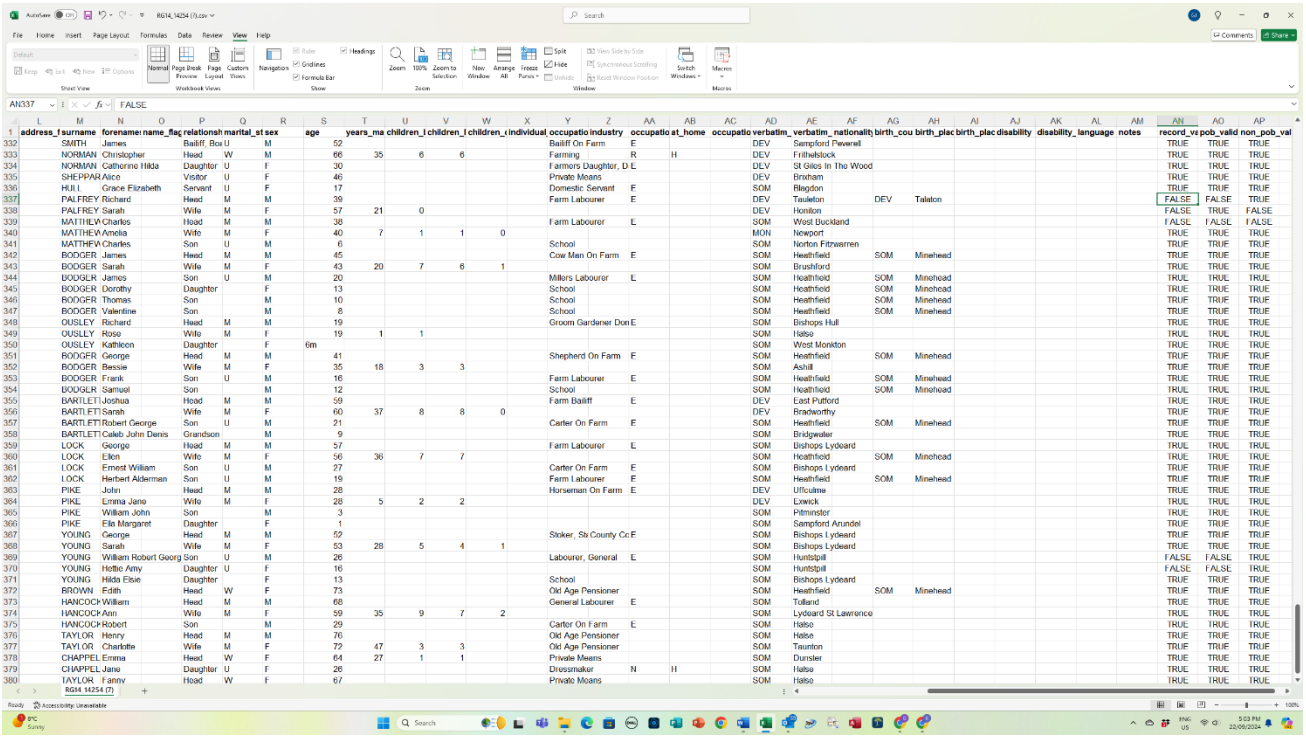
Note – not all options may be available for some pieces.

There are two steps to Validation – one step is offline, and the second step is online.

Step One - Offline

Start with the Offline step. This is done on the spreadsheet.

- Select download the file.



Note 1: The file now has three extra columns that are NOT part of the original spreadsheet, but are the key to the Validation process.

The first column is called record_valid and contains either TRUE or FALSE. TRUE has been assigned if there are no flags, Warnings or Errors associated with the record. In the case of false it means that there is a Warning, Error or Flag on that line.

The second column is called pob_valid. This field is set to TRUE when a place of birth has been verified as correct, either by matching it in the Gazetteer or being verified by the validator. If this field is FALSE then the record_valid field will be FALSE.

The third column is called non_pob_valid. This field is set to TRUE when all non place of birth fields have been verified as correct, either by matching them with the FreeCEN guidelines or by being verified by the validator. If this field is FALSE then the record_valid field will be FALSE.

- The Validator makes any changes offline that are deemed necessary for Warnings in the report that are associated with the census ED fields, the folio and page numbers, schedule number and the dwelling.

Note 2: These fields cannot be edited online.

Note 3: The Validator may also find it useful to validate Surnames offline as it may be easier to amend families in the spreadsheet rather than amend each individual online record.

Note 4: The Validator may find it useful to view the Online Flags Index available from the Validation screen. The flags can then be examined and cleared if possible, leaving any that need further examination to be resolved online.

- Save the amended offline file.
- Select the file from the list in Your Files or Select Replace File from the File Information screen
- Replace the existing online file with this new one.

If your file was not a Legacy FreeCEN1 file, you are now ready for the online part.

Legacy FreeCEN1 files.

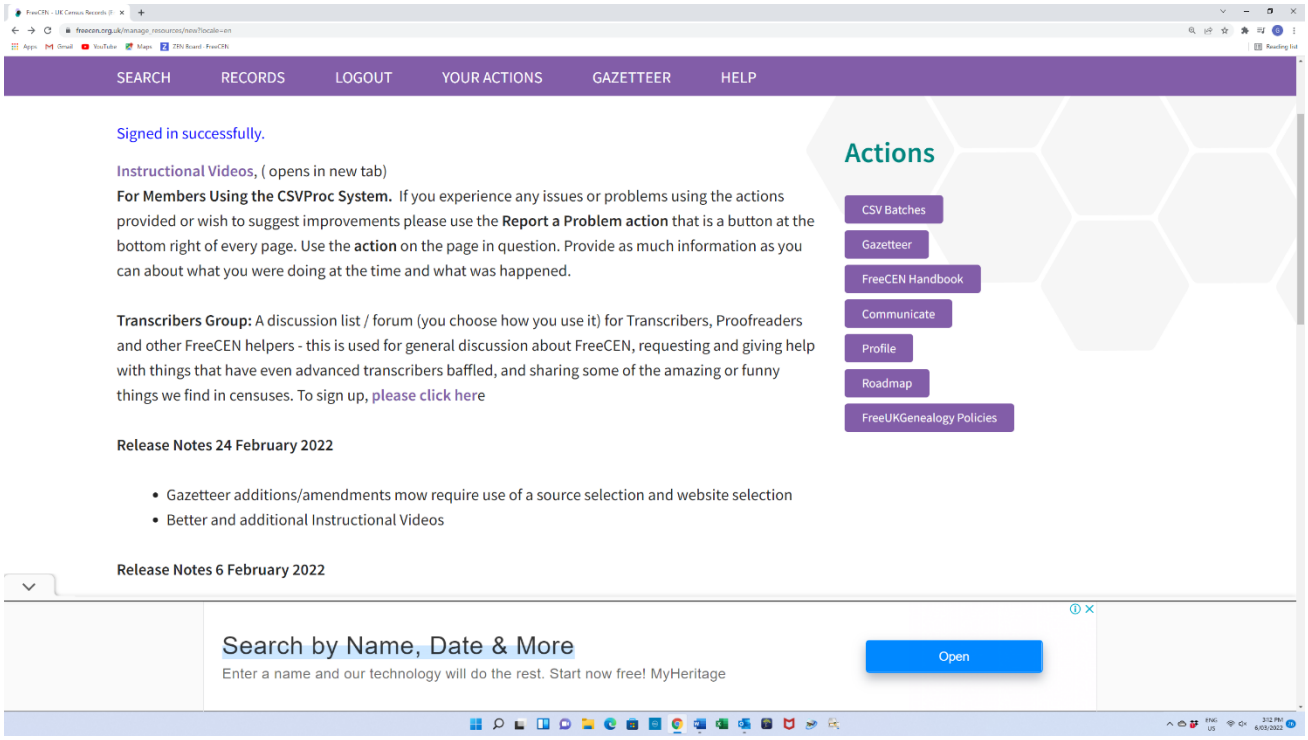
The Validator will need to do some pre-editing of a legacy FreeCEN1 file prior to the Online Validation. This will considerably reduce the overall time spent Validating a Piece:

- Places of birth – FreeCEN1 Pieces were not transcribed using the Greater to Smaller rule. If you are lucky the transcriber will have used commas when transcribing Places of Birth that have more than one Place Name attached to them (e.g., Bristol, Bedminster). If you highlight the Place of Birth column and search for commas, you can adjust these entries either individually or using the Replace function of the spreadsheet.
- Change all occurrences of OVB to OVF
- Flags – If you search for the flag (x complete cell value) it will take you to each flag. You can look at them and see whether they can be quickly resolved or left for online validation. If you replace each flag with a comment in the notes that resolves it, then you will not need to remove the flags online.

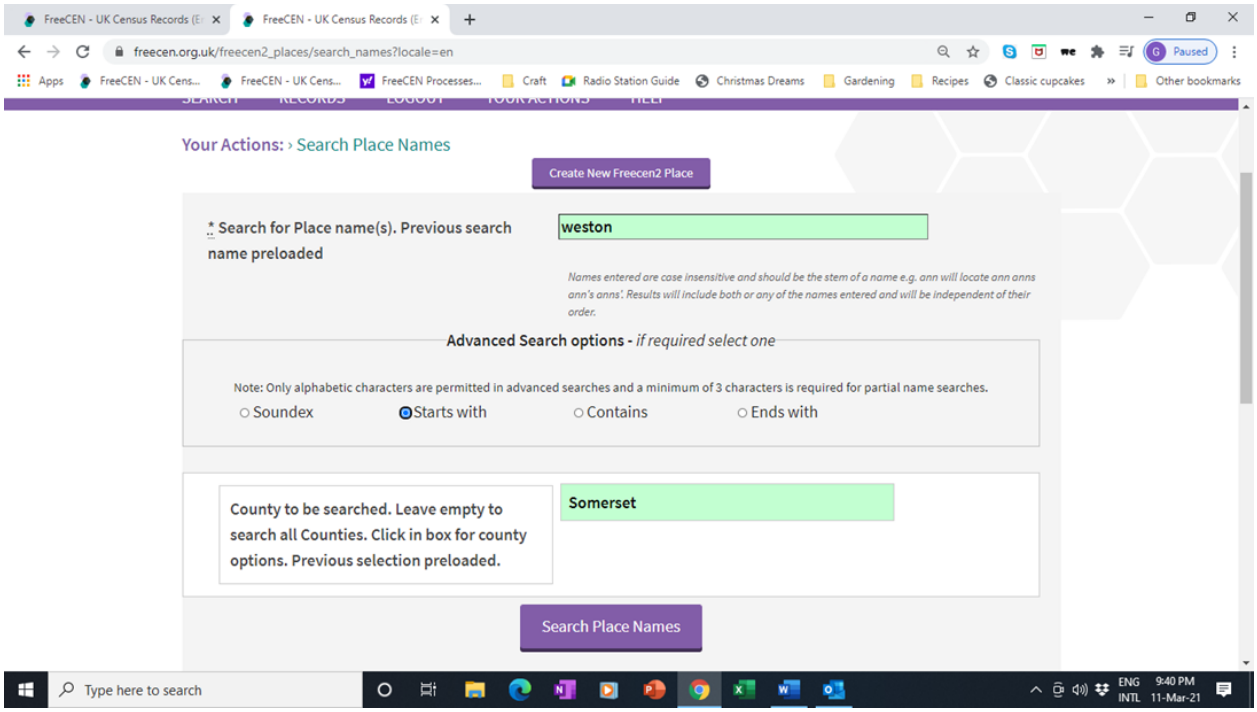
The file should now have fewer Warnings than originally.

Step Two - Online

- Select Gazetteer. You will find it in your list of Actions in the main menu and in the menu at the top of your screen.



The Gazetteer will appear in a separate tab. It will be available while editing in the CSVProc tab. The Gazetteer is a simple application that conducts a text search of the over 60,000 Place Names in FreeCEN2



You can restrict the search to a specific County if you wish.

There are also four Advanced Search Options.

Full instructions can be found in Appendix F.

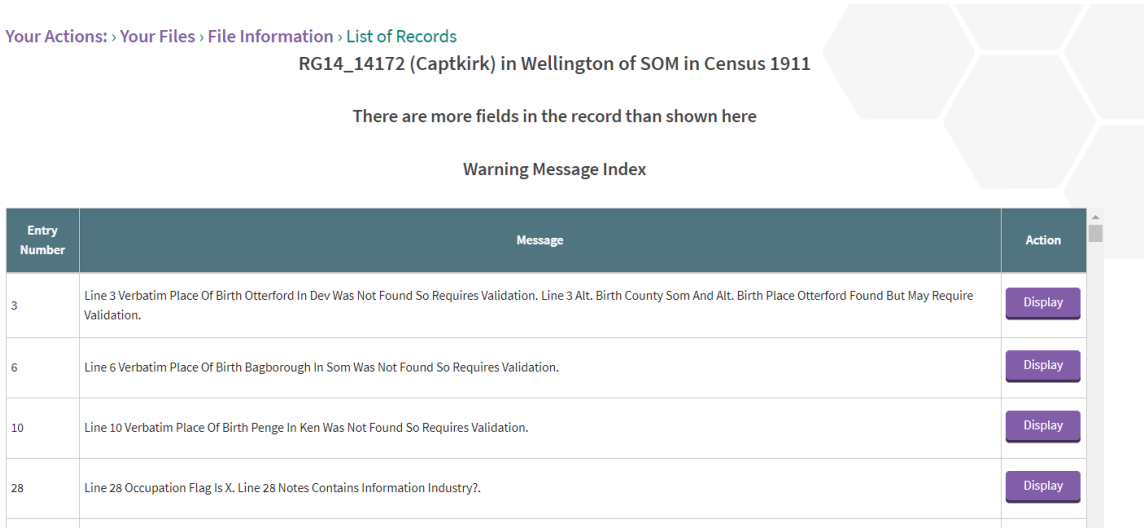
- In your original tab, go to CSV Batches and Show the file you are validating.

There are two Actions that are of specific interest View Flags and View Warnings.

Note 5: All Flags will have created a Warning. They are included in both lists.

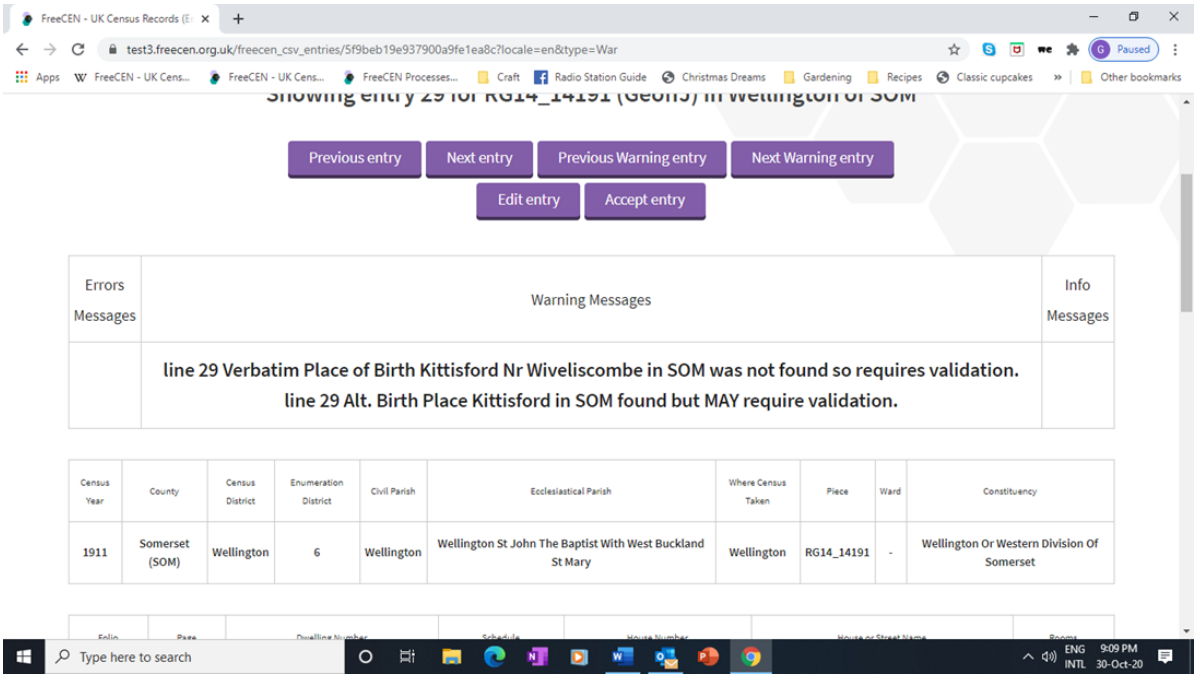
- Select View Warnings

A list of all the records with Warning messages will be displayed.



- Select the Display Action for the first record

The record will be presented.

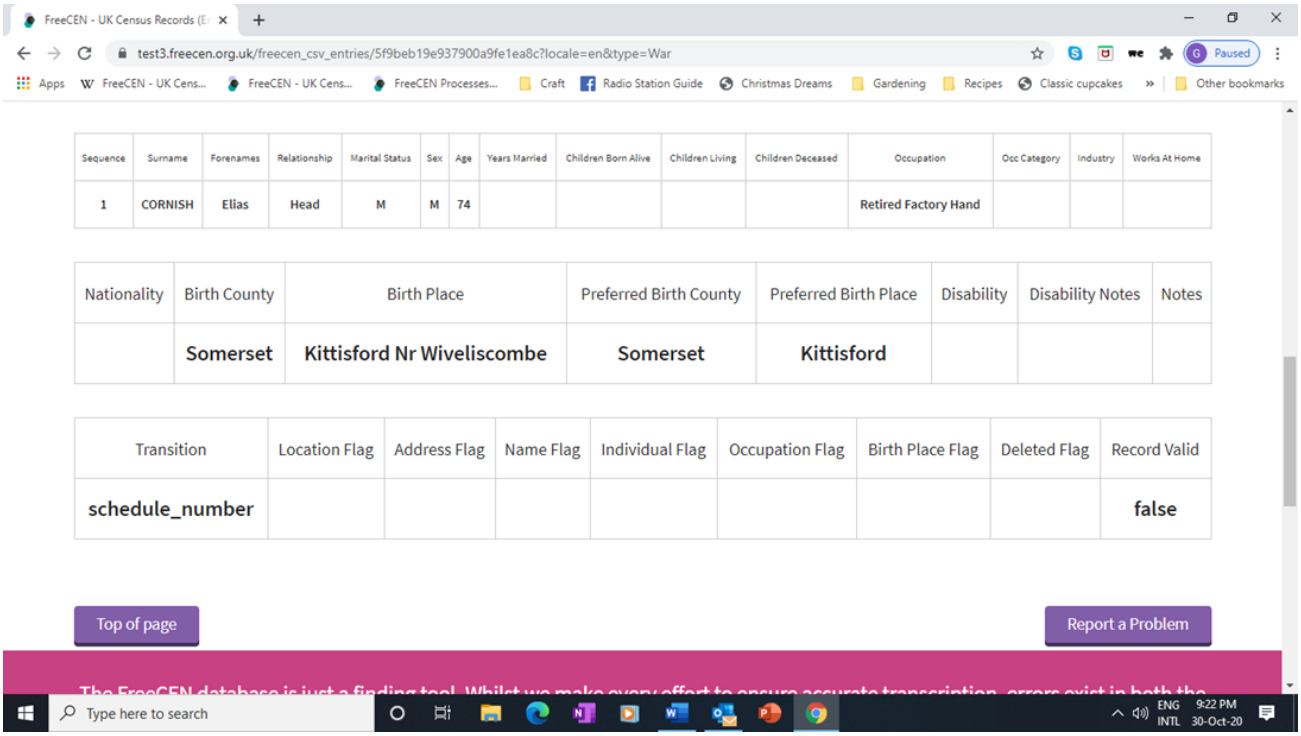


There are several Actions at the top of this screen. These will change depending on circumstances:

- **Previous Entry** – moves to the record before the one displayed. (An extra Action of Current Warning will appear)
- **Next Entry** – moves to the record after the one displayed. (An extra Action of Current Warning will appear)
- **Previous Warning Entry** – moves to the Warning before the one displayed. The record that had a Warning can still be displayed even though the Warning may have been Accepted.
- **Current Warning Entry** – This will appear if you have used the Previous Entry or Next Entry options. This will return you to the entry that you were Validating.
- **Next Warning Entry** – moves to the Warning after the one displayed.
- **Edit Entry** – Displays an Edit screen so that the Validator can make changes to the record.
- **Accept Entry** – Marks the record as accepted and removes the Warning messages from the record. (This Action will change to Force Review once the record has been accepted. This allows the Validator to consider the Warning again).
- **Propagate Actions** – These do not initially appear and are covered below.

Underneath the Actions menu is a message that lists the reason for the Warning. In this case there are two Warnings attached to the record. The first is for a Place Name that is not in the Gazetteer and the second is for the Alternative Place Name that has already been entered earlier in the transcription process. The Validator either accepts or rejects the Alt POB values or Replaces the Alt value with their own option.

The Transition box shows the first field in the record that changed from the previous record.



The first field in the record to change in this example was the schedule number. All the other fields prior to that (i.e., to the left on the original spreadsheet) were empty for this record. The information from the previous records will be carried down to populate these fields at Incorporation.

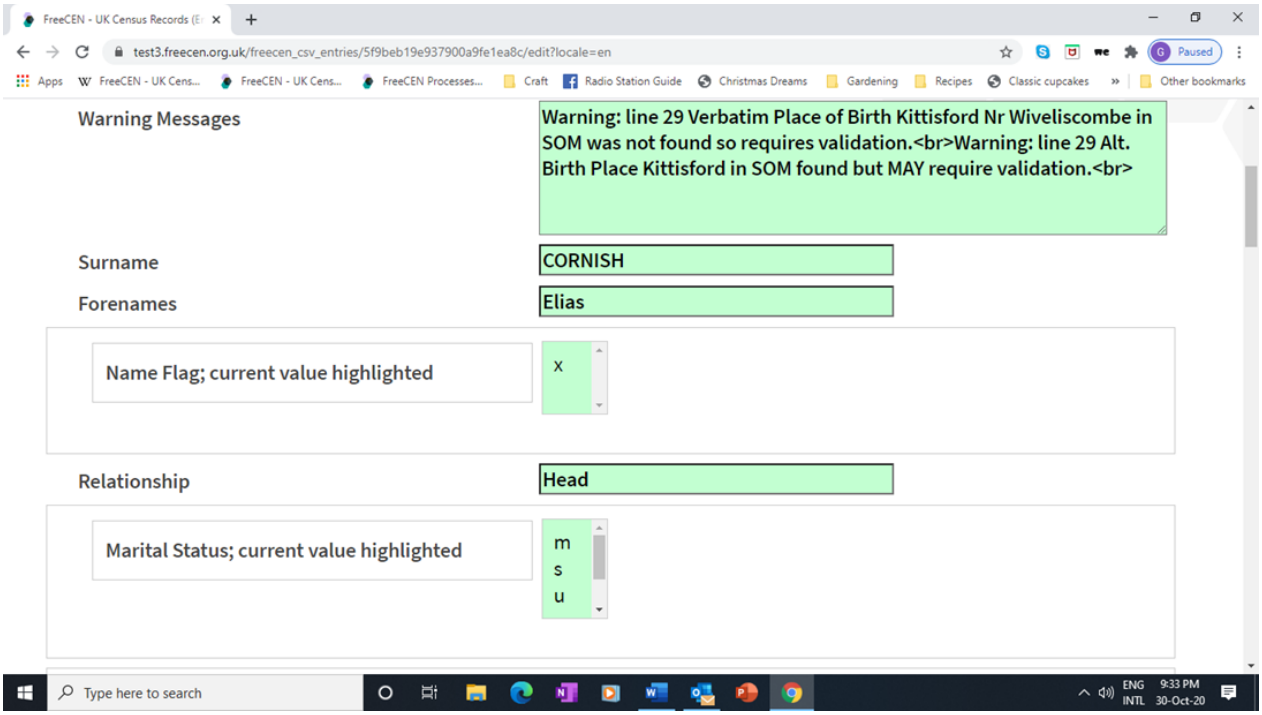
On the right is the current value of the record_valid field. In this case it is ‘false’ because there is a Warning message.

The entry can be edited:

- Select the Edit Entry Action

A screen that allows the record to be edited appears:

If the record does not need Editing it can be accepted by using the Accept Entry Action.



The reasons for the Warning are at the top of the screen. The entries for each field are displayed down the screen. They can all be edited.

When you are satisfied with the record simply Submit the change.

Note: If you have entered an Alternative Place of Birth and that Place of Birth is not in the Gazetteer then the edit will not be accepted when you submit it. You will need to either edit the Alternative POB or edit the Gazetteer.

If a Place Name is not automatically validated by the system use the Gazetteer to see if there is a correct Place Name, perhaps in a different County or with a different spelling.

Records With More Than One Warning

The Validation Edit screen has an Override Warnings action at the bottom next to the Submit action that allows you to Override Warnings. This is to be used as a **last resort** to overcome Catch 22 situations.

For instance, if we have a transcription where we need to enter an Alternative POB and there is another Warning for the record, we may not be able to add the Alternative POB because the other Warning has prevented submission, even though it was correct.

The only recourse used to be to download the spreadsheet, add the alternative POB to the spreadsheet and reload the spreadsheet and have it reprocessed so that we could Accept it.

The Override Warnings action allows you to add the alternative POB and then override the other Warnings because the other entries were correct.

Note that it should not be used to override the fact that an alternative POB is not in the Gazetteer. If you do that it will not be linked to the Gazetteer and will not be found by researchers when we develop POB searching.

Validation Hints

Where a Place Name has been added to the Gazetteer to match a Verbatim Chapman Code and Place of Birth the record being validated can be bypassed until the end. At that time Re-Process the file. This will clear the Warnings on this and similar entries.

If you are unable to locate the Place Name using the Search Place Names application, you will have to explore other resources to locate the correct name and location. (See *Appendix E* – Researching an Entry).

If you successfully identify the correct Place, then add the information for the Place to the Gazetteer. A Grid reference (England, Scotland, and Wales only) or Latitude / Longitude is required. A Source and web url is also required.

It is essential that any new Place Name is entered into the Gazetteer and accepted before submitting the record being validated.

If no Place name can be found or the Place Name cannot be identified:

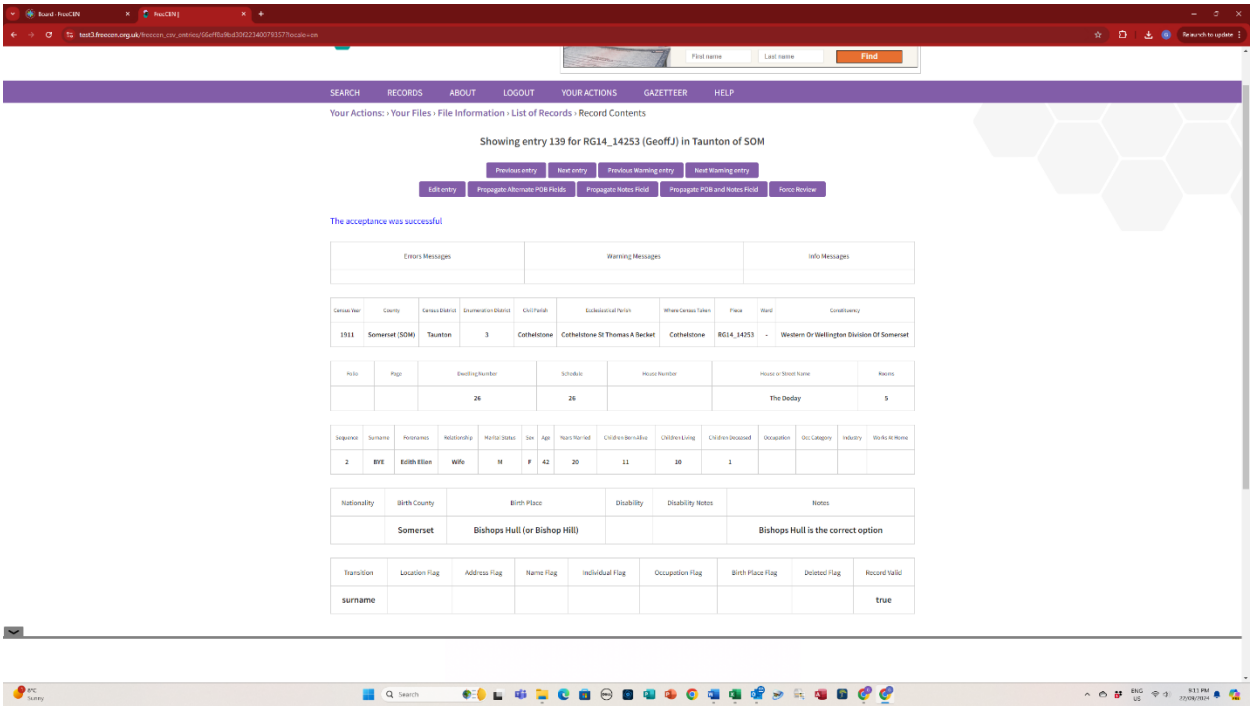
- Edit the record by putting a comment such as “POB not located” in the Notes.
- Submit.
- Accept the Record
- Propagate the Note (optional).

The file can be downloaded and Replaced without losing your edits. This has been achieved through the use of the additional record_valid columns.

Important Note: You will need to be careful of file naming when downloading. If you download into the downloads folder and there is already a file of that name, the operating system will usually append (1) or (2) etc to the name.

Propagation

Once submitted and accepted the propagation options screen will be displayed.



Once a Record has been Accepted the Accept Entry Action will change to Force Review. This can be used to revisit the record if necessary or to retest it when the file is re-processed.

There is also a message that 'The Change in entry contents was successful. The file is now locked against Replacement until it has been downloaded'. There are now two versions of the Validation file, one online that has been edited and an older version on the Validator's computer. The lock prevents the older version being Uploaded and replacing the newer version.

The second row of the menu has now changed. It varies depending on the amendments made during editing. It can include:

Edit Entry – This allows you to make additional edits to the record (note it will also remove the next 2 options);

Propagate Alternative POB Fields - Propagation is a process that allows Validators to add an Alternative Place of Birth and / or Notes to every entry in a piece that matches the verbatim_birth_county and the verbatim_birth_place in the transcription.

Important Note: The key to propagation is the verbatim place of birth recorded in the verbatim_birth_county and the verbatim_birth_place fields.

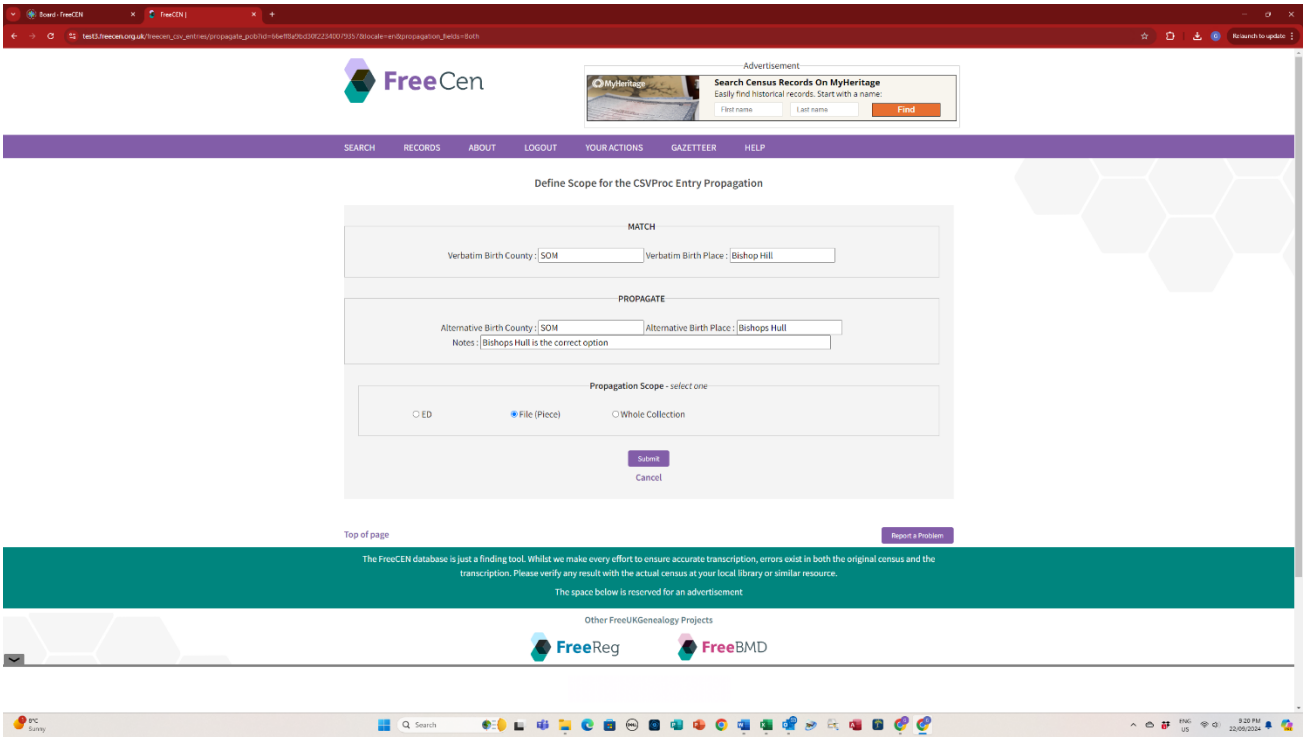
- ***Propagate Alternate Fields matches the verbatim_birth_county and the verbatim_birth_place in current record with the verbatim_birth_county and verbatim_birth_place of the other records in the transcription. It copies the alternative POB entry into the birth_county and birth_place fields into every other matching record.***
- ***Propagate Notes matches the verbatim_birth_county and the verbatim_birth_place in the current record with the current verbatim_birth_county and verbatim_birth_place of the other records in the transcription. It copies the entry in the Notes field into every other matching record.***

Propagate Notes Field – This will add any Notes that were added to the record during propagation to be added to every other record that contains the same Verbatim Place of Birth.

Propagate POB and Notes Fields – This propagates both the alternative POB and Notes and keeps them together for every entry that has the same verbatim, place of birth.

Note – only the relevant options are presented.

You are now presented with a screen that shows the extent to which the entry can be propagated.



There can be up to three options:

ED – The entry will be propagated throughout the ED that is being validated. This is useful where a piece with many civil parishes has an entry such as High Street as the POB. Once verified the entry can be promulgated throughout the ED without the risk of adding the change to a High Street in another civil parish in the piece.

File (Piece) – This is the default option. The Alternative Place of Birth and / or Notes will be propagated throughout the piece. The Place of pob_valid field will also be set to TRUE so that the entry does not need to be reconsidered every time that it occurs. If the non_pob_valid field is already TRUE then the record_valid field will also be set to TRUE.

Note: If you propagate an Alternative Place Name for a Place of Birth that has been Validated earlier in the Piece then CSVProc will be enter the Alternative POB in that record also and reset the earlier record so that it needs to be Validated again.

Whole Collection – This option will be offered when either the county of the piece matches the verbatim county of the place of birth or when the verbatim county chapman code is OVF.

Note - Yorkshire Ridings are treated as the whole of Yorkshire, Hampshire / Isle of Wight are treated as the same county and Channel Islands are treated as one county.

This option treats the piece in exactly the same way as the File (Piece) option. However the Alternative Place of Birth and /or Notes will be added to the pre-validation data set.

It is absolutely imperative that this option is used with caution. Alternative Place Names added to this data set must be unique and there should be no possibility of conflicting options. For example in Cornwall there are three places called St Stephen(s). If one of these was added to the pre-validation data set then all entries of St Stephen would be incorrectly prevalidated as the one place.

London Place Names

Place names cannot be added to the LND Chapman Code by the Validator, but they can be added to the relevant County of MDX, SRY or KEN.

There is a spreadsheet available to record Place names that need to be added against the LND Chapman Code. The spreadsheet should be sent to the Coordinator who will forward it to the Data Manager at regular intervals. The Data Manager will verify the place names as belonging to London and arrange for them to be added to the Gazetteer.

CSVProc Testing

When a Place of Birth is tested by CSVProc:

- Any valid Chapman Code in the verbatim_birth_county and a hyphen (-) in the verbatim_birth_Place is accepted.
- Any verbatim_birth_county and an entry in the verbatim_birth_place that exactly matches an entry in the Gazetteer is accepted.
- Any verbatim_birth_county entered as YKS and a verbatim_birth_place within any of the three Ridings that exactly matches an entry in the Gazetteer is accepted
- Any verbatim_birth_county entered as HAM and a verbatim_birth_place that exactly matches an entry in the Gazetteer within either Hampshire or the Isle of Wight is accepted
- Any verbatim_birth_county entered as LND and a verbatim_birth_place that exactly matches an entry in the Gazetteer within the City of London Wards or the City of London Parishes or one of the Metropolitan Boroughs as defined by Genuki is accepted.
- Any verbatim_birth_county entered as LND and a verbatim_birth_Place not within the City of London Wards or the City of London Parishes or one of the Metropolitan Boroughs, but where a Place is found in SRY or MDX or KEN will produce a Warning stating which County the Place may be in and will need to be validated.
- Any other entry will produce a Warning and will need to be validated.

The same tests are applied to the Alternative Place of Birth fields entered during the Transcription to Validation process.

Appendices

Appendix A – Standard 1841 Occupation Abbreviations

See Part 1 of the Handbook - Transcribers and Proofreaders

Appendix B – Chapman Codes

Note: We have taken a new approach to Chapman Codes where they are used by Validators. The reason is that this allows the system to automatically Validate a Place of Birth more accurately. This means that fewer records will need to be Validated manually.

The table below shows the new structure. It splits Chapman Codes into three levels.

Level 1 is the 'Region' level. It is the Region in the UK and is the parent of a set of Chapman Codes for many Counties.

Level 2 is an 'Area' level. It only has a few Chapman Codes attached to it. An area contains more than one Chapman Code.

Level 3 is the Counties themselves. Each County has one Chapman Code.

Level 1 (Region)	Level 2 (Area)	Level 3 (County)	
England ENG		Bedfordshire	BDF
		Berkshire	BRK
		Buckinghamshire	BKM
		Cambridgeshire	CAM
		Cheshire	CHS
		Cornwall	CON
		Cumberland	CUL
		Derbyshire	DBY
		Devon	DEV
		Dorset	DOR
		Durham	DUR
		Essex	ESS
		Gloucestershire	GLS
	Hampshire HAM	Hampshire	HAM
		Isle of Wight	IOW
		Herefordshire	HEF
		Hertfordshire	HRT
		Huntingdonshire	HUN
		Isle Of Man	IOM
		Kent	KEN
		Lancashire	LAN
		Leicestershire	LEI
		Lincolnshire	LIN

Level 1 (Region)	Level 2 (Area)	Level 3 (County)	
	London LND (see Notes below)	Kent	KEN
		Middlesex	MDX
		Surrey	SRY
		Middlesex	MDX
		Norfolk	NFK
		Northamptonshire	NTH
		Northumberland	NBL
		Nottinghamshire	NTT
		Oxfordshire	OXF
		Rutlandshire	RUT
		Shropshire	SAL
		Somerset	SOM
		Staffordshire	STS
		Suffolk	SFK
		Surrey	SRY
		Sussex	SSX
		Warwickshire	WAR
		Westmorland	WES
		Wiltshire	WIL
		Worcestershire	WOR
	Yorkshire YKS	Yorkshire, East Riding	ERY
		Yorkshire, North Riding	NRY
		Yorkshire, West Riding	WRY
Wales WLS		Anglesey	AGY
		Breconshire	BRE
		Brycheiniog	BRE
		Caernarvonshire	CAE
		Cardiganshire	CGN
		Carmarthenshire	CMN
		Ceredigion	CGN
		Denbighshire	DEN
		Flint	FLN
		Glamorganshire	GLA

Level 1 (Region)	Level 2 (Area)	Level 3 (County)	
Ireland IRL		Herefordshire	HEF
		Meirionnydd	MER
		Merionethshire	MER
		Monmouthshire	MON
		Montgomeryshire	MGY
		Morgannwg	GLA
		Pembrokeshire	PEM
		Radnorshire	RAD
		Sir Benfro	PEM
		Sir Drefaldwyn	MGY
		Sir Ddinbych	DEN
		Sir Faesyfed	RAD
		Sir Feirionnydd	MER
		Sir Forgannwg	GLA
		Sir Frycheiniog	BRE
		Sir Fynwy	MON
		Sir Gaerfyrddin	CMN
		Sir Gaernarfon	CAE
		Sir y Fflint	FLN
		Ynys Môn	AGY
		Antrim	ANT
		Armagh	ARM
		Carlow	CAR
		Cavan	CAV
		Clare	CLA
		Cork	COR
		Derry	LDY
		Donegal	DON
		Down	DOW
		Dublin	DUB
		Fermanagh	FER
		Galway	GAL
		Kerry	KER

Level 1 (Region)	Level 2 (Area)	Level 3 (County)	
		Kildare	KID
		Kilkenny	KIK
		Kings	OFF
		Laois	LEX
		Leitrim	LET
		Limerick	LIM
		Londonderry	LDY
		Longford	LOG
		Louth	LOU
		Mayo	MAY
		Meath	MEA
		Monaghan	MOG
		Offaly	OFF
		Queens	LEX
		Roscommon	ROS
		Sligo	SLI
		Tipperary	TIP
		Tyrone	TYR
		Waterford	WAT
		Westmeath	WEM
		Wexford	WEX
		Wicklow	WIC
Scotland SCT		Aberdeenshire	ABD
		Angus	ANS
		Argyllshire	ARL
		Ayrshire	AYR
		Banffshire	BAN
		Berwickshire	BEW
		Bute	BUT
		Caithness-shire	CAI
		Clackmannanshire	CLK
		Dumfriesshire	DFS
		Dunbartonshire	DNB

Level 1 (Region)	Level 2 (Area)	Level 3 (County)	
		East Lothian	ELN
		Edinburghshire	MLN
		Elgin	MOR
		Fife	FIF
		Forfar	ANS
		Haddington	ELN
		Inverness-shire	INV
		Kincardineshire	KCD
		Kinross-shire	KRS
		Kirkcudbrightshire	KKD
		Lanarkshire	LKS
		Linlithgow	WLN
		Mearns	KCD
		Midlothian	MLN
		Moray	MOR
		Nairnshire	NAI
		Orkney Isles	OKI
		Peebleshire	PEE
		Perthshire	PER
		Renfrewshire	RFW
		Ross & Cromarty	ROC
		Roxburghshire	ROX
		Selkirkshire	SEL
		Shetland Isles	SHI
		Stirlingshire	STI
		Sutherland	SUT
		West Galloway	WIG
		West Lothian	WLN
		Wigtownshire	WIG
		Zetland	SHI
Channel Islands CHI		Alderney	ALD
		Guernsey	GSY

Level 1 (Region)	Level 2 (Area)	Level 3 (County)	
		Jersey	JSY
		Sark	SRK

Additional Codes used by FreeCEN

Out of this County (1841)	OUC
Born Overseas	OVF
Unknown	UNK

Chapman Codes at all levels are found in the censuses and can be used in transcriptions.

Note 1: The Handbook for Transcribers and Proofreaders contains a Chapman Code listing. It does not show the hierarchy above.

Note 2: Mearns (or The Mearns) as a County name refers to Kincardineshire (KCD). However, please note that there is a village in Eaglesham parish, Renfrewshire called Mearns. The word Mearns is from the Gaelic for Stewartry, so it is possible, but unlikely, that Kincardineshire could be recorded as Stewartry.

Note 3: Galloway comprised the Counties of Kirkcudbrightshire (East Galloway) and Wigtownshire (West Galloway). If the Place of birth does not make the actual County clear, leave a note in the Notes column.

Place Names in the Gazetteer cannot be attached to Level 1 (Region) and Level 2 (Area) Chapman Codes in the Gazetteer. They can only be attached to Level 3 Chapman Codes. They cannot be attached to UNK or OUC. They can be attached to OVF.

Note 4: A search of a country in column 1 above will search all the counties in column 3 recorded against that country. A search of an area in column 2 above will search all of the counties in column 3 recorded against that area. This applies to both validation and the Gazetteer searches,

There are special arrangements for London. Place Names are in the first instance attached to the County that they belong to (i.e. SRY, MDX or KEN). However, colloquially people stated that their Place of Birth was London, especially if they lived far away from London at the time of the census. We have defined London as the City of London Parishes and Wards (1888 – 1965) and the Metropolitan Boroughs (1888 – 1965) as defined by Genuki. These areas have been searched and as many Place Names as possible identified. These Place Names have been added to the Gazetteer using the LND Chapman Code. Whilst we have tried to be thorough, we may have missed a Place Name.

Coordinators and Validators cannot add a Place Name against the LND Chapman Code, though they can against the County (MDX, SRY, KEN). When it becomes necessary to add a Place Name to the Chapman Code LND it should be referred to the London Coordinator who will confirm the change and then refer it to the Data Manager. The Data Manager will also verify it. Once verified the Data Manager will add it to the Database so that it is available in the future.

Appendix C - The FreeCEN CSV Upload System

See Part 1 of the Handbook - Transcribers and Proofreaders

Appendix D – Shipping Guidelines

See Part 1 of the Handbook - Transcribers and Proofreaders

Appendix E - Researching An Entry

See Part 1 of the Handbook - Transcribers and Proofreaders

Appendix F - The FreeCEN Gazetteer

Gazetteers are an alphabetical list of place names giving feature identification and/or geographic and/or grid coordinates.

Note: The Gazetteer is NOT the old PlaceSup file used in FreeCEN1. It is not to be used to make Validation 'quicker'. It is what it is called – a Gazetteer. It contains VALID Place Names. If a Place Name did not exist, it should not be added to the Gazetteer. See the notes at the beginning of this Supplement.

The Gazetteer allows you to search a database of valid Place Names. The database contains all the Place Names that CSVProc searches through when you enter a Place of Birth.

When a Place of Birth is Transcribed into a spreadsheet and Uploaded into CSVProc it is tested. If the Place of Birth is in the database, it is accepted. If it is not in the database a Warning is produced.

Note: That does not mean that the transcription of the Place of Birth is incorrect. It means that the Validator needs to have a look at it. The Validator can add an Alternative Place Name to a record or Create a new Place Name in the database during Validation.

How to Search The Gazetteer

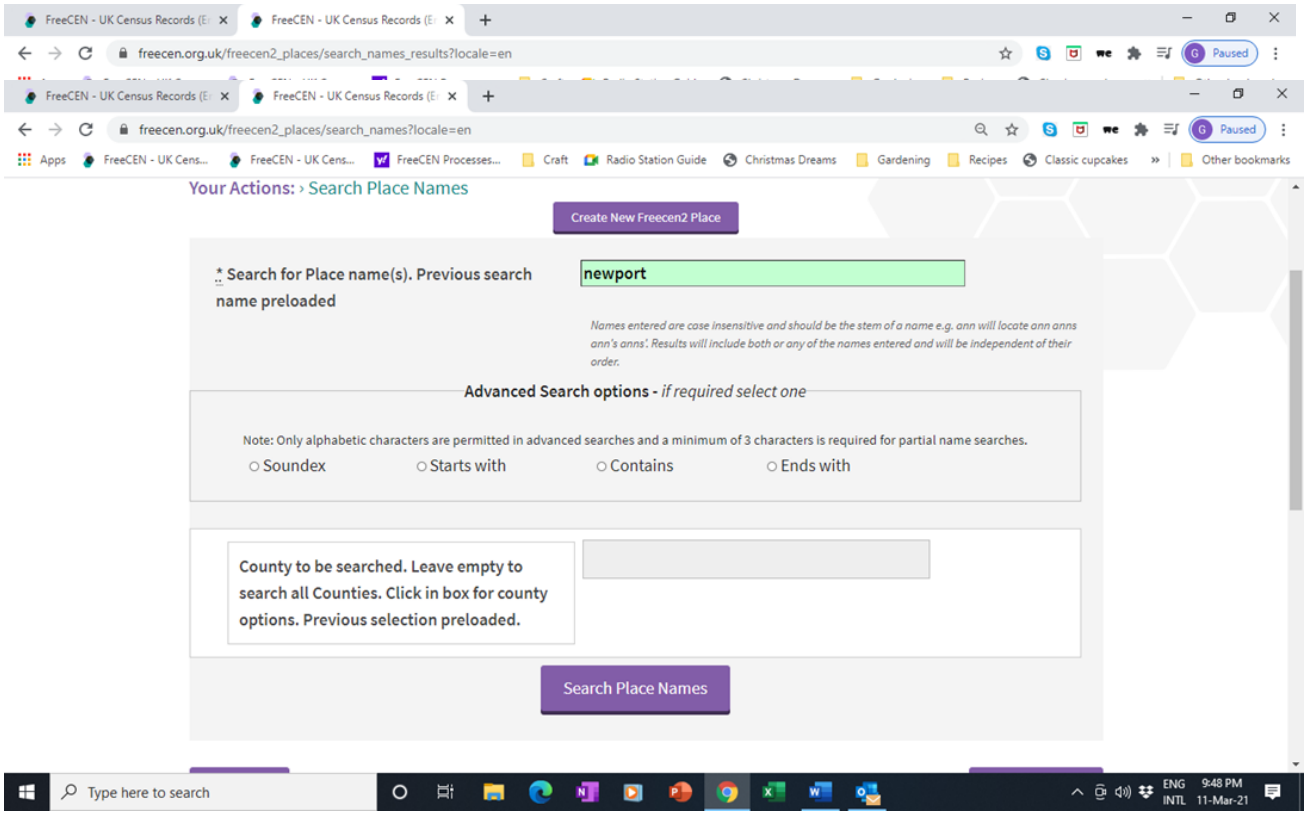
In the Your Actions select the Action item called Gazetteer.

The Gazetteer opens in a separate tab which means you can have it running and available while doing the editing in another tab

You will now have at least two Tabs listed in your Browser – one contains the 'Your Actions' screen and the other the 'Search Place Names' screen that has just been opened. You are now able to switch between the two screens if you need to by selecting the tabs.

How to Search for a Place

Note: When searching the Gazetteer, you can use all lower-case characters. The search drops the following characters from the name . , ' () {} []
The search converts Saint to St for consistent matching. St. or St will both match to the same place as will nr and nr. for instance. Apostrophes are ignored. Bishop's Hull SOM will return the same result as Bishops Hull SOM. You can enter either version in the Search box and you will see the same results. When CSVProc is testing your transcription both versions of the Place of Birth will be accepted.



There are three entry boxes in the Search Place Names screen.

The first is the Place Name that you are trying to find. Enter one or more words from the Place Name. Try one to start with. Use the most unusual one as it will reduce the number of results.

An example is Newport Pagnell in Buckinghamshire. If you enter Newport and nothing else, you will see at least 18 results. If you enter Pagnell and nothing else, your will see at least three results. Three is obviously easier to look through than 18. If you enter Newport Pagnell and nothing else, you will see at least 20 results. This is because the search has looked for both Newport and Pagnell and listed every Place with Newport OR Pagnell in it.

Technical Note: The database uses a Boolean OR search.

You can narrow your results down further by using the third search box. If you enter Newport and select Buckinghamshire as well then there is only one result – Newport Pagnell (see image below).

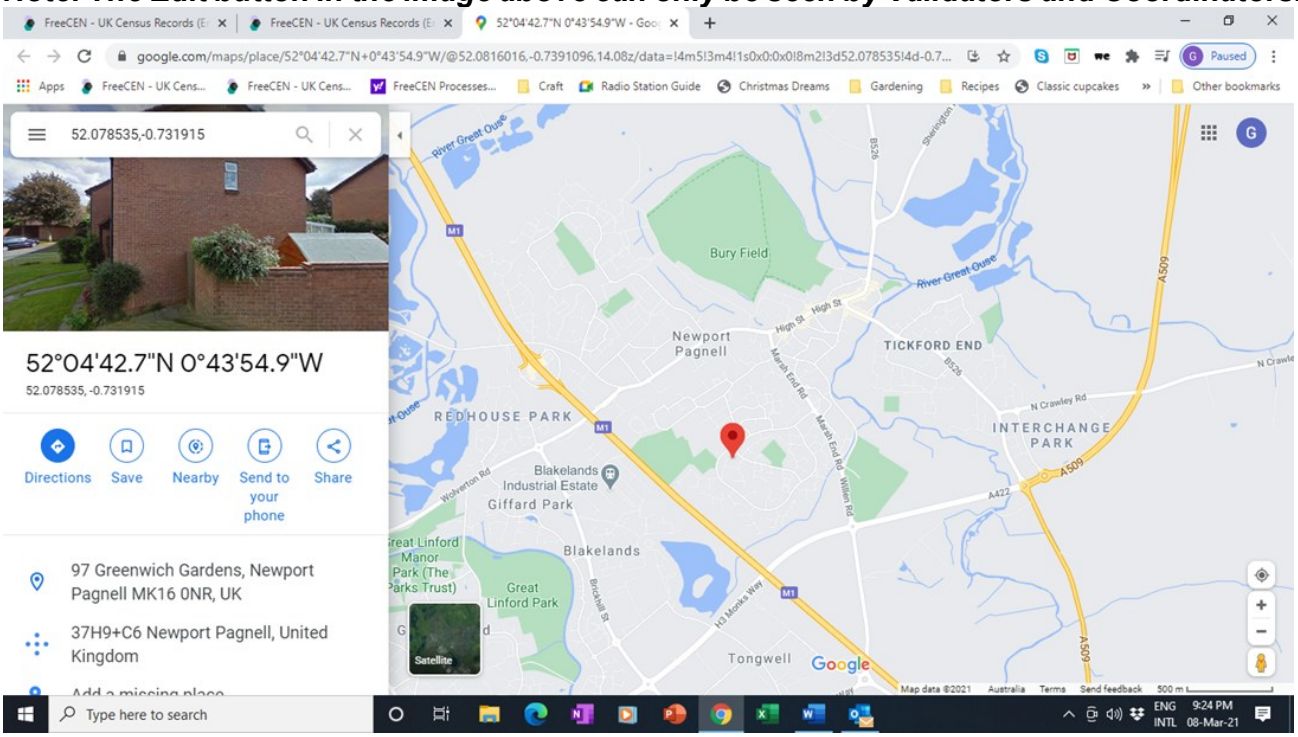
Another way of narrowing your search results is to include a multi-word Place Name in inverted commas. “Newport Pagnell” with no County selected will only find one result – Newport Pagnell in Buckinghamshire.

Note: Inverted commas are not permitted in advanced searches.

In the image above you can see breadcrumbs just under the menu in the purple bar. It says Your Actions: > Search Place Names > Search Place Names Results. You use these breadcrumbs to start another search by selecting Search Place Names when you are on the Results screen.

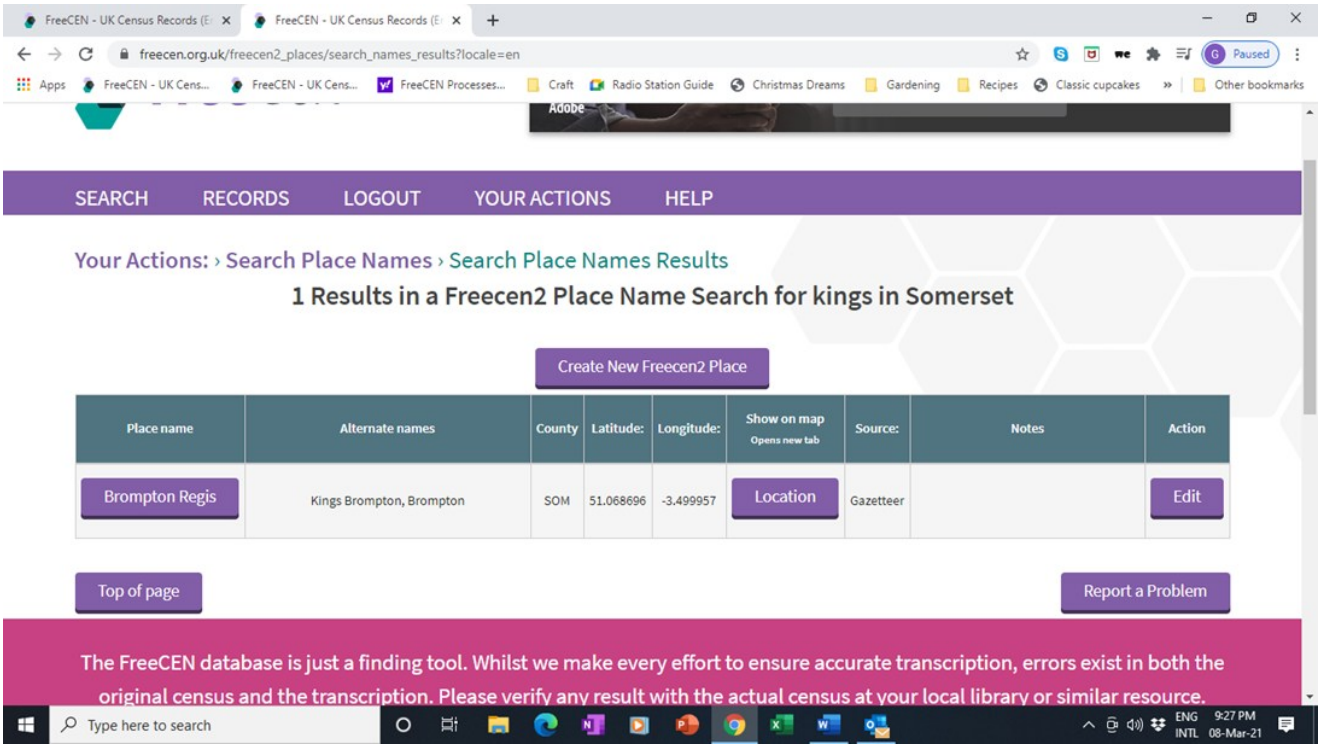
You will also see a ‘Location’ Action. If you select this Action, Google Maps will be opened in another tab to show you where the Place is. This is useful to verify that you are looking at the correct Place.

Note: The Edit button in the image above can only be seen by Validators and Coordinators.



Next, we will use an example of Kings Brompton in Somerset.

You have a difficult to read place of birth on the census. You can see that it starts with Kings but you cannot read the rest. You enter Kings into Search Place Names and Somerset in the County and you get one result – Brompton Regis. That seems strange!



The second column in the above image is called Alternate Names and you can see that there are two entries in it. They are Kings Brompton and Brompton. The ‘Search Place

Names Action can find alternative valid place names for a Place of Birth. Kings Brompton was also called Brompton Regis. It was also known as Brompton. All three Places of Birth are valid in a transcription.

Advanced Searches

Four advanced search options are available. They are in the second box of the search screen.

Note: Only alphabetic characters are permitted in advanced searches and a minimum of 3 characters is required for partial name searches.

- 'Soundex' is useful for searching names that cannot be found in the FreeCEN2 Place Names search because they have been mis-spelt in the census. It is also useful for searching for Welsh place names, as these often seem to give the enumerators problems in English censuses. To use Soundex, enter the Place Name that has been enumerated and select the Soundex button in the Advanced Search Options box. Soundex produces a broad range of results so it may be wise to choose a County as well.
- 'Starts with' is useful when you can read the start of a Place Name, but the rest is difficult to read. To use 'Starts with' enter the beginning of the Place Name and select the Starts With button in the Advanced Search Options box.
- 'Contains' is useful when you can read only part of a Place Name. To use 'Contains' enter part of the Place Name and select the Contains button in the Advanced Search Options box.

Note: This is different to the basic search. 'Contains' will search for part of a word whilst the basic search searches for a whole word.

- 'Ends with' is useful when you can read the end of a Place Name, but the rest is difficult to read. To use 'Ends with' enter the end of the Place Name and select the Ends With button in the Advanced Search Options box.

Two other Gazetteers that also use Soundex and which are recommended are the Genuki Gazetteer and the Gazetteer of British Place Names.

Irish Townlands is recommended for Ireland. However, it does not use Soundex.

Special Searches

There are a small number of special searches available:

- Search YKS and the Gazetteer will be searched through all three Ridings.
- Search HAM and the Gazetteer will be searched through Hampshire and the Isle of Wight.
- Search LND and the Gazetteer will be searched through London, Middlesex, Kent and Surrey.
- Search SCT and the Gazetteer will be searched through all Scottish counties.
- Search ENG and the Gazetteer will be searched through all English counties.
- Search WLS and the Gazetteer will be searched through all Welsh counties plus Herefordshire.
- Search IRL and the Gazetteer will be searched through all Irish counties.
- Search CHI and the Gazetteer will be searched through all of the Channel Islands.

Note: Only HAM and LND of the above Chapman Codes are valid in a transcription. These searches are only provided to enable more accurate searches to take place.

Stop Words

'What is a stop word?', I hear you ask.

Stop words are the words in a stop list which are filtered out (i.e. stopped) before or after the processing of natural language data (text) because they are insignificant. (Wikipedia).

When using the Gazetteer stop words are filtered out when the place search is processed.

By now I may well have lost you so let's have a look at how they affect you.

Typical stop words are a, an, the, and, it, for, or, but, in, my, your, our, and their. Our system ignores them when searching for a place name (i.e. they are considered insignificant).

So, your next question is 'Why do I need to know that'?

There is one stop word that causes many volunteers to report that there is a problem with our Gazetteer search. The word is 'Over'.

There are places called Over in CAM, GLS and LAN. But a default search of the Gazetteer will not find any of them.

When you search for a place name that could be a stop word you need to search using an advanced search. So, a search for a place name that Contains Over will find all three, as will a search for a place name that Ends With Over or Starts With Over.

So, if you need to search for a place name that could be a stop word, then you need to do an advanced search by selecting the appropriate radio button (dot) in the advanced search options.

Add a New Place Name

The Gazetteer is NOT the old PlaceSup file used in FreeCEN1. It is a Gazetteer that contains VALID Place Names. If a Place Name did not exist, it should not be added to the Gazetteer.

The counties that we use in the Gazetteer are 19th century counties. Modern alternative counties for places, such as those post 1974, are not to be used when making entries into the Gazetteer.

The Alternative Place of Birth fields on the spreadsheet should be used if the Place Name is not a real Place Name. They can be Propagated to eliminate the need to keep retyping the same entry over and over.

When you are adding a place name that is within a place already in the Gazetteer add it as the Alternative name, not a new main name. For instance parishes within a city or town are alternatives ti the city or town name. This makes searching by researchers far quicker (and our searches easier to manage).

The Validator has an additional set of Actions. They can 'Edit a Place Name' or 'Create a New FreeCEN2 Place'.

The Place Names entered in the Gazetteer can be the name of the Island, Borough or Burgh, Municipal Borough, City, Town, Civil Parish, Village, Hamlet or Tything. It should not be a road or street name unless that road or street name is significant. For instance, some London areas were identified by the road that ran through them rather than the Civil Parish (E.g., Blackfriars Road).

If a Place of Birth has been transcribed and it is not in the Gazetteer, then the Validator will research that Place of Birth. If they locate it, they will add it to the database. They will include either a grid reference or a Latitude and Longitude, plus a link to a Gazetteer or web page that verifies that the Place of Birth exists or existed. (Fact related urls are the preferred type of source url as we already have the map references). When a Validator has added the Place Name to the database CSVProc will verify its existence every time that a transcriber transcribes it in the future.

Note 1: When adding a Place Name it should be attached to the lowest level Chapman Code available (see Appendix B). So, Bristol is entered against GLS not ENG. St Helier is entered against JSY not CHI. Edinburgh is entered against MLN not SCT. That means that whenever SCT Edinburgh appears on a census piece MLN Edinburgh is entered in the Alternative Place of Birth fields on the spreadsheet. If this rule is not followed it will destroy the usefulness of the Gazetteer. We have implemented a search function for Researchers using FreeCEN that searches around a location. The structure of our database is critical to this feature.

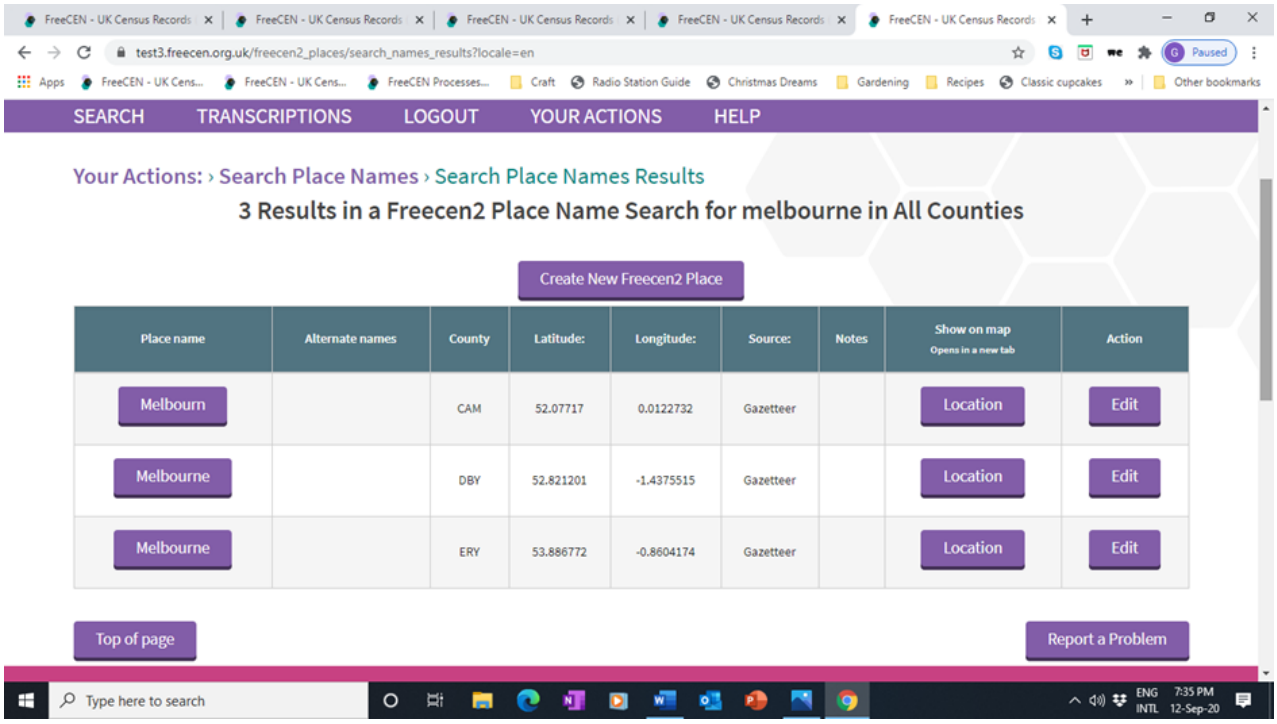
It is extremely important that you follow the larger to smaller rule. CSVProc tests the Place of Birth against the Place Names in our database. CSVProc is looking for an exact match and Transcribers have been asked to follow the larger to smaller rule during Transcription. Do not add entries to the Gazetteer that do not follow this rule.

Note 2: There are special arrangements for London. Place Names are in the first instance attached to the County that they belong to (i.e. SRY, MDX or KEN). However, colloquially people stated that their Place of Birth was London, especially if they lived far away from London at the time of the census. For details see Special Arrangements for London (LND).

The Validator's screen is different to the screen for the Transcriber and Proofreader. There are two additional Actions.

- Edit
- Create New FreeCEN2 Place

For instance, we have a census piece where the Place of Birth is enumerated as Melbourne Australia. It is reported as a Warning when the piece is being Validated. We can search the Place Names Gazetteer for the entry.

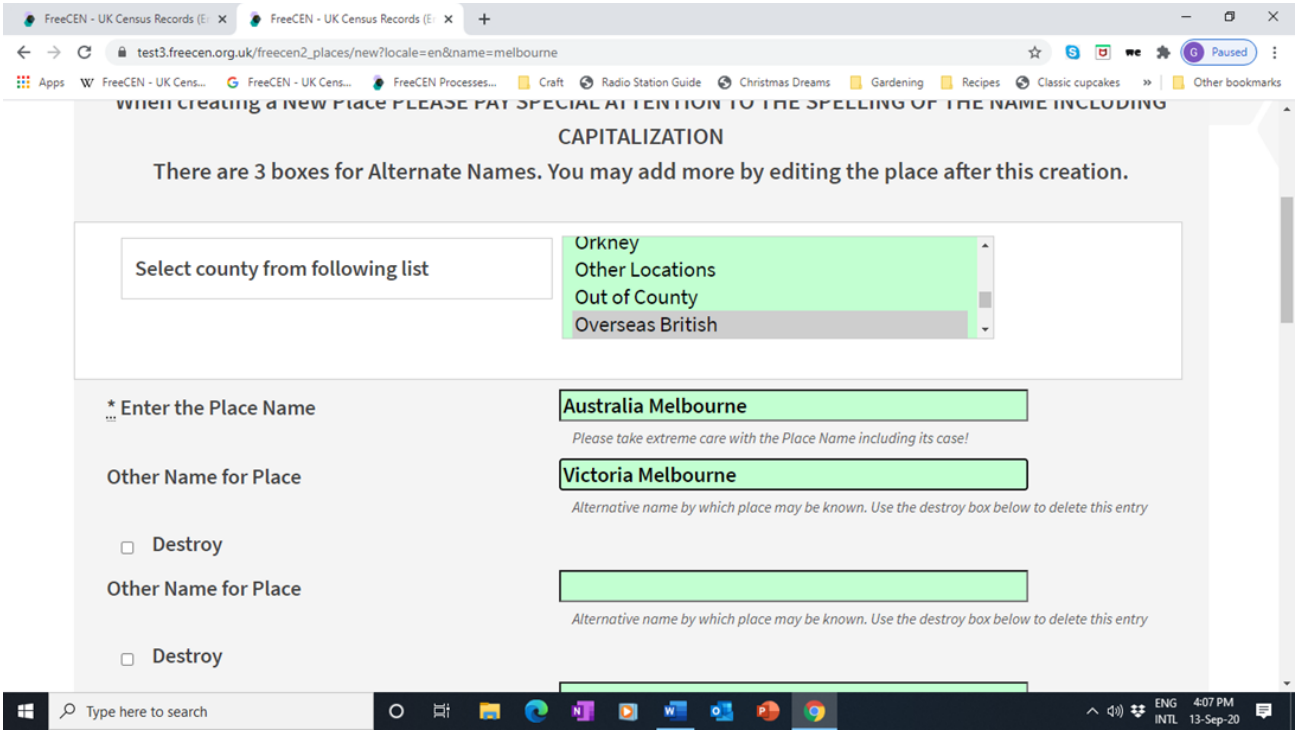


Whilst there are results from the database, the Melbourne we need is not in the list.

Note: Make sure that the Place you are adding is not already there in a different format. So, you could search for Australia and make sure that Melbourne does not occur elsewhere within the Place Names. If it does you only need to add the new format of the Place Name to the existing record.

- Select the 'Create New FreeCEN2 Place' Action.

You will be taken to a screen where you can enter a Place Name that is missing from the database.



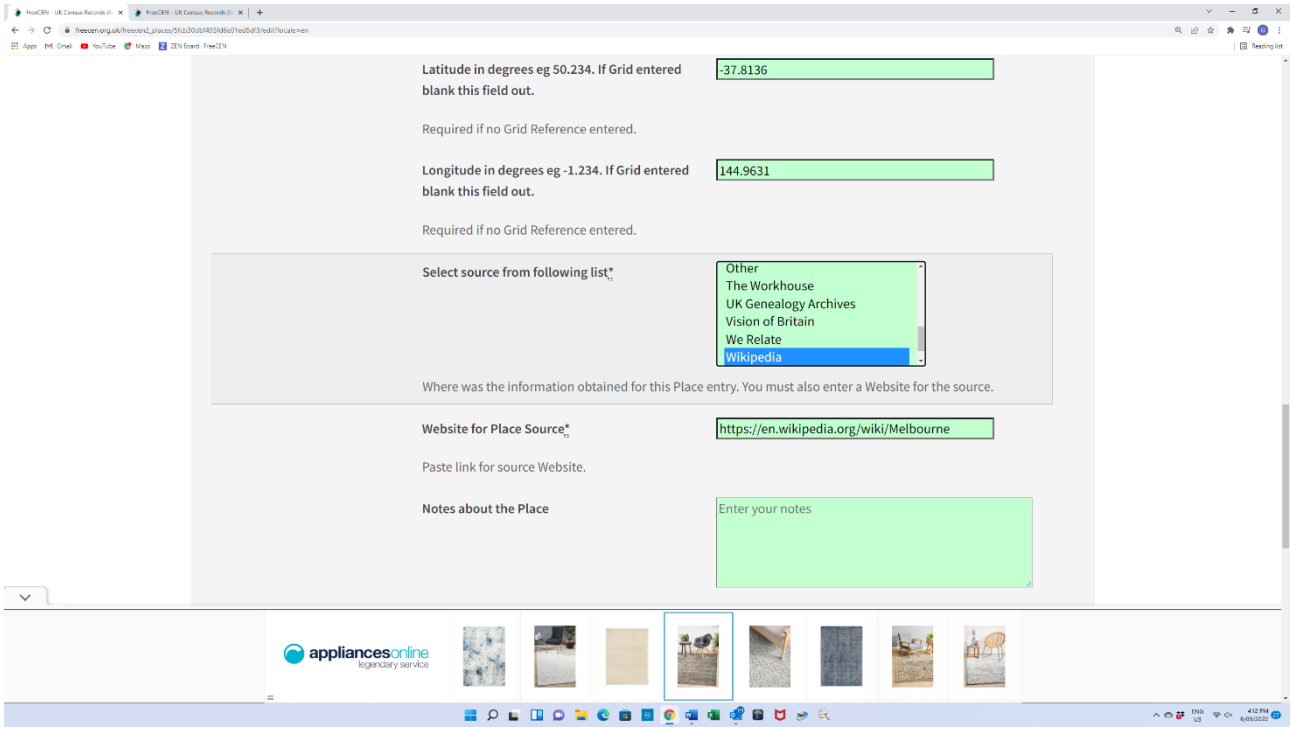
- Select the Chapman Code for the Place.

In this case Australia is overseas so the Chapman Code is OVF. Enter the Place Name, using the larger to smaller rule.

In this case Australia Melbourne (Note that commas are not used). Make sure that the Place Name is spelt correctly and that it is capitalised correctly.

We know that Melbourne is in the State of Victoria and that Place Name is sometimes used in censuses. Victoria Melbourne has been entered as an Other Name for the Place.

We now move down the screen to where we need to enter more information about Melbourne.



- Enter either a Grid Reference (England, Scotland and Wales only) or a Latitude and Longitude.

Note 3: Google is one way of doing this. Search 'Melbourne Victoria Coordinates' in Google and the decimal coordinates appear at the top of the search results. Enter the Latitude and Longitude into the boxes on the screen (they can be copied and pasted).

- Enter the information of a reputable website that verifies that Melbourne exists.

Wikipedia has information about Melbourne, so the Wikipedia web page address has been entered.

Note 5: The screen lists a number of Primary preferred websites that hold suitable information about a Place. If a different source is used then enter Other. A web address must be included in the entry.

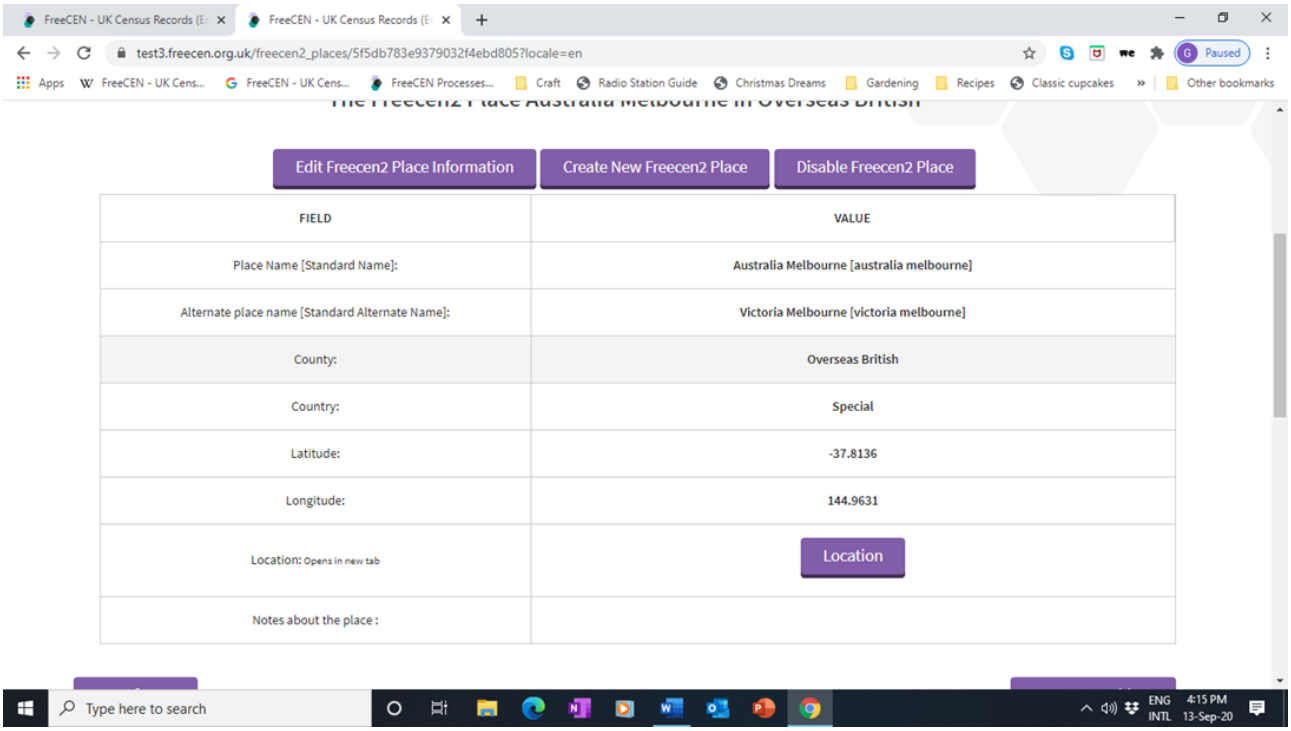
- Cite the source of your information about this Place.

In this case Wikipedia and the url have been entered.

- Submit the entry.

Australia Melbourne and Victoria Melbourne have now been added to the database.

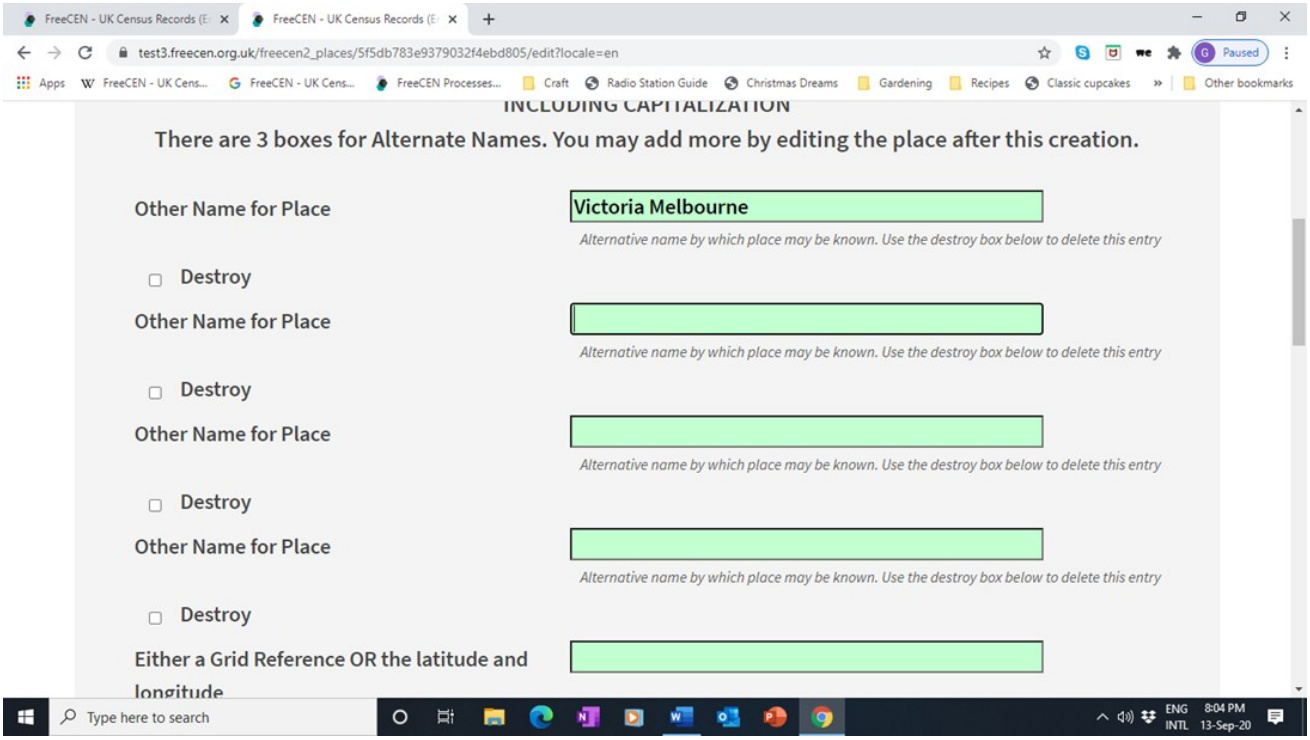
The new entry is now searchable by every FreeCEN2 user who is testing with CSVProc. An image of the entry as recorded is shown below:



At the top of this screen there are three Actions –

- Edit FreeCEN2 Place Information,
- Create New FreeCEN2 Place
- Disable FreeCEN2 Place.

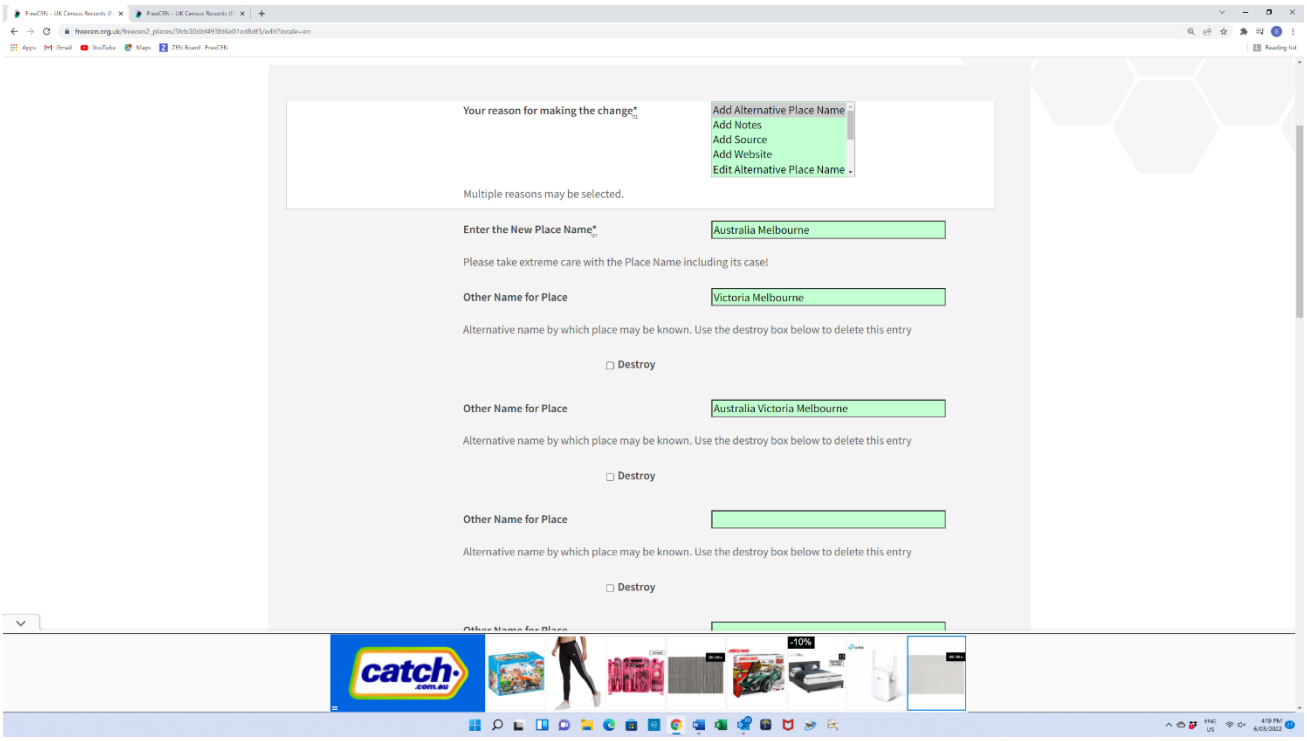
If you select the Edit FreeCEN2 Place you can make changes to the Place Name details (see image below).



The first thing that you will notice is that there is an additional box to select from. You will need to select the type of amendment that you are making. You can use the Ctrl button on your keyboard to select more than one.

A later census entry shows that John Smith was born in Melbourne, Victoria, Australia. Using the larger to smaller rule it will have been transcribed as ‘Australia, Victoria, Melbourne’. The entries that are in the database are ‘Australia Melbourne’ and ‘Victoria Melbourne’. There is no match in the database so there is a Warning in the Report.

- Select Add Alternative Place Name
- Add Australia Victoria Melbourne to the database as an additional Other Name for Place.
- Submit the change.



You do not need to re-enter the Latitude and Longitude and a Source because they are already there.

The Destroy box on the screen above removes that ‘Other Name’ from the list. It will not be searched when CSVProc searches the database.

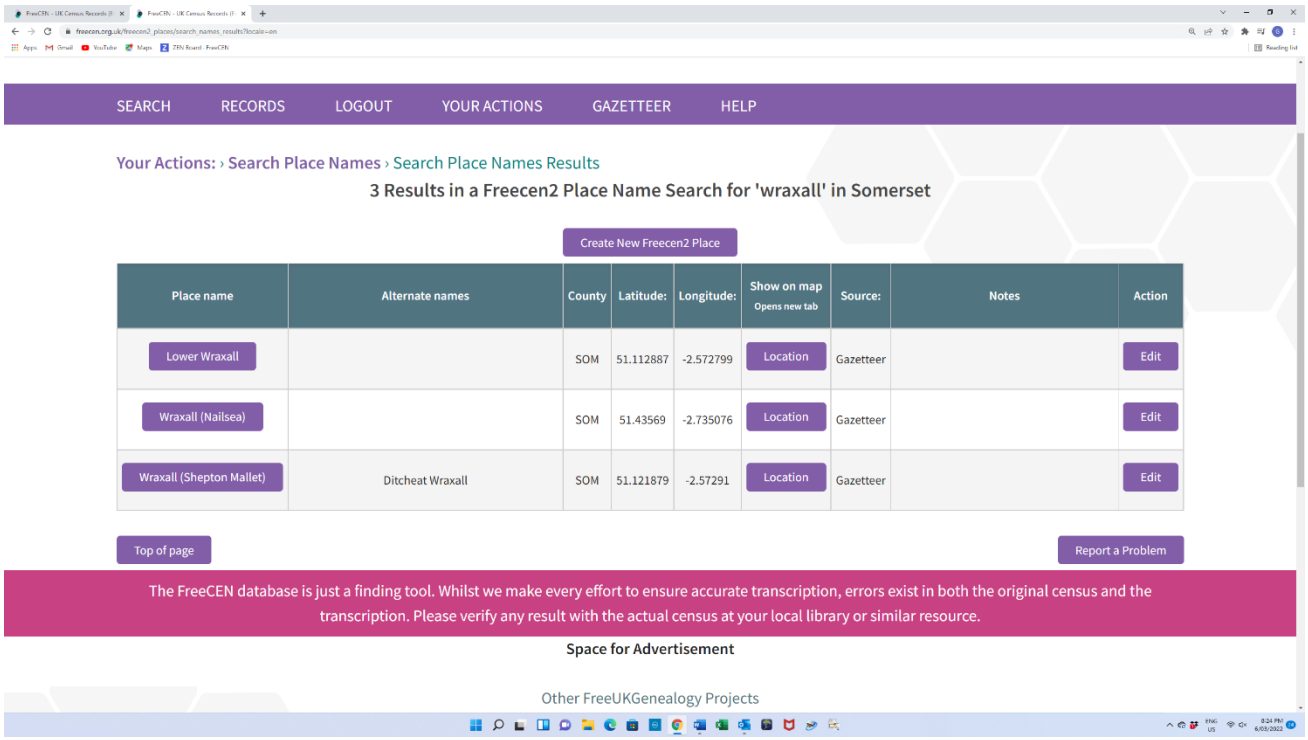
Two Places With the Same Name in the Same County

Sometimes we come across more than one place in a County with the same name. If you try to add the second place to the Gazetteer it will not be accepted as the entry will be a duplicate.

This is resolved by entering the nearest village or town, which would have been a centre of interest for inhabitants of the place, in brackets. For instance, in the following image there are two Wraxall’s in different parts of the County. One is shown as Wraxall (Naisea) and the other Wraxall (Shepton Mallet). The second entry will be allowed to be entered and the entry in brackets will assist a transcriber using the Gazetteer to identify the place and its location.

Note: Ensure that there is a space between the place name and the first bracket, or the system will read the entry as one complete name. (i.e. The system will treat Wraxall(Shepton Mallet) as one phrase).

During validation the system will not look for the entry in brackets, so SOM Shepton Mallet Wraxall need to be used as a place of birth and included as an alternative place name in the Gazetteer.



Special Arrangements for London (LND)

There are special arrangements for London. Place Names are in the first instance attached to the County that they belong to (i.e. SRY, MDX or KEN). However, colloquially people stated that their Place of Birth was London, especially if they lived far away from London at the time of the census. We have defined London as the City of London Parishes and Wards (1888 – 1965) and the Metropolitan Boroughs (1888 – 1965) as defined by Genuki.

These areas have been searched and as many Place Names as possible identified. These Place Names have been added to the Gazetteer using the LND Chapman Code.

Whilst we have tried to be thorough, we may have missed a Place Name. Coordinators and Validators cannot add that Place Name against the LND Chapman Code, though they can against the County.

When it becomes necessary to add a Place Name to the Chapman Code LND in the Database it should be referred to the Coordinator who will refer it to the Data Manager. The Data Manager will verify it. Once verified the Data Manager will add it to the Database so that it is available in the future.

Latitude and Longitude

- In the UK all Latitudes are positive. (A + sign does not need to be entered).

- A Latitude South of the Equator is negative, and a Latitude North of the Equator is positive.
- If overseas, a Latitude of South is negative, and a Latitude of North is positive.
- In the UK a Longitude West of Greenwich is negative, and a Longitude East of Greenwich is positive.
- If overseas a Longitude of West is negative, and a Longitude of East is positive.

Do not forget to include the – (negative) in the result when necessary:

Technical Note: The prime meridian is the line of 0 Longitude, the starting point for measuring distance both East and West around the Earth. The meridians from West of Greenwich (0°) to the antimeridian (180°) define the Western Hemisphere and the meridians from East of Greenwich (0°) to the antimeridian (180°) define the Eastern Hemisphere. Positive Longitudes are in the Eastern Hemisphere, and negative ones are in the Western Hemisphere.

Null Island is a name for the point on the Earth's surface where the prime meridian and the equator cross, located in international waters in the Gulf of Guinea (Atlantic Ocean) off the west African coast. In the WGS84 datum, this is at zero degrees Latitude and Longitude (0°N 0°E) and is the location of a buoy. (Source: Wikipedia at url: https://en.wikipedia.org/wiki/Null_Island, visited 7 September 2020)

Adding Sources

Your entry will not be accepted if you do not add a source for your information.

Some hints for Validators adding Sources to Place Names, based on a recent audit of Place name entries that had been added to the original set:

- Google is not a Source. It is a tool used to locate a source. The entry about the Place needs to be clicked on so that you go to the page. You can then enter the source into the Gazetteer and copy and paste the url into the web page box.
- A Map reference or Google Maps is not an acceptable Source. We already have a link to the map. We need a link to some information about the place in the 19th Century to show that it is in the correct County, please. The most common sources are Genuki, Wikipedia, Vision of Britain. Coflein, Irish Townlands etc. These common sources are the ones we have included in the list. When we are able to eventually make these links available to researchers, we would like to take them to some information about the place.
- Discovery National Archives is a source, but we cannot use it. The Discovery National archives information has been compiled by them from the censuses, which is where our information comes from as well. We have found many errors in their lists of places when we verified the County PARMS reference file. If the error is in the census, they may well have copied it, and we may have copied it also. So, we need an independent source in our Gazetteer to verify that a place existed.
- Your name is not a source. Why? Because a researcher cannot refer to you directly to find out about a place.
- Cluttering the Gazetteer with Road names in a town is not a good idea. We found one County with lots of road names all with the same location. The correct thing to do is to enter the POB ‘as is’ in the verbatim columns and then enter the name of the civil parish or town that they are in in the alternative POB columns. The alternative POBs can be Propagated throughout the piece, so you only need to enter them

once. There may be several places containing the same road name. A researcher may not have the local knowledge to be able to pinpoint that correct road.

- Please make sure that you have the Place names in the correct County. In one instance we found someone had entered about 25 entries with correct coordinates etc all in the wrong County. We have disabled them as they already existed in the correct County. If a Place is moved to a different County please note the dates and Counties in the Gazetteer Notes box – for the entry in both Counties.
- Where a Place already exists in the Gazetteer and you have a second Place Name or spelling for it, please add it to the original entry. It is far less work for you than adding the Location and Source as well. In addition, the data manager does not have to fix up the entry when we come across it. If there are links to Incorporated files it takes 15 minutes to run the task to fix each one, and they must be done sequentially.
- Please follow the bigger to smaller rule. We have found quite a few entries where places were entered twice, once Bigger to Smaller and then the other way round. As we develop the capabilities of FreeCEN into the future spurious entries will only make searching FreeCEN harder and slower as the Gazetteer will provide reference data for the search.