

### Exercise 4 – Written assignment of 1500 words

**Due: 6 December 2021** Value: 15%

**Instructions:** The candidate will choose one topic from a list supplied by the SAG and prepare a short guide of 1500 words to a genealogical resource, limiting content to one Australian state/territory or one distinct country.

**Word length** = 1500 words (allowable range is 1450-1550 words). The completed word count must be shown on your cover sheet.

This exercise is asking you to choose a topic from the given list and to write a short guide based on that topic, narrowing your focus to ONE Australian state/territory or ONE other country.

The following might be useful to consider as examples:

- the series of guides provided by NSW State Archives and Records and available on its website at [www.records.nsw.gov.au](http://www.records.nsw.gov.au) Choose the Research A-Z option under Quick Links and you'll then be able to browse a variety of guides.
- the guides published by the Public Records Office of Victoria at <http://prov.vic.gov.au/research/research-guides>

Note however that both of these sites will restrict their content to records held in their own repositories and for some topics tend to be only lists of microfilms or archival references – whereas you are being asked to write a guide to a topic and that may mean records are held across more than one repository.

You may find there are already guides or articles written about the subjects we've listed. You are welcome to refer to these, but remember this exercise is not simply asking you to put someone else's work into your own words.

Examiners will be assessing how well you follow the guidelines below:

1. You should assume that the guide is being written for a genealogical audience at an introductory level and might be provided at a library or family history society. So the style of writing and presentation should be informative and user-friendly.
2. **You are writing a subject guide, not a review.**
3. The guide should be written in the third person, preferably in continuous prose (e.g. – 'the researcher will find when they visit that' ... rather than 'I found when I visited that').
4. You are not being asked to simply submit a bibliographical listing detailing all you can find on a specific topic.
5. You can include a **maximum** of 3 illustrations. These should have captions, be in the body of your guide and be both relevant and legible.
6. You should **not** restrict your investigations to what you find is available on the internet. You are writing a subject guide, not a guide to online resources. So don't fall into the trap of only covering what you can find on an Archives Office website or Ancestry as they may not have complete coverage. Remember too if you discuss records from a site such as Ancestry you should also be including details of where the original record will be found (always remember Ancestry is not a source, it is a carrier).
7. Keep to the word count (1500 words). Your final work must be within the range of 1450-1550 words and be included on the cover sheet. Expect to be penalised if you stray outside this word limit.

Depending on the topic you select, it may be appropriate to include details such as:

- Historical background – why do the records exist?
- How, when and why were they created?
- How accessible are they? Are they available online?
- How do you use the records?
- Is there a difference between online and offline versions of the record?
- Is access free?
- What value will they be to the genealogist?
- Where are the records located - what are the opening hours, contact details, web address, and accessibility?
- Is there a catalogue, finding aid or guide available and how useful is this?

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Choose ONE of the following records as the subject of your guide:

1	Electoral Rolls	Choose ONE Australian state/territory or ONE other country
2.	Bankruptcy & Insolvency records	Choose ONE Australian state/territory or ONE other country
3	Divorce Records	Choose ONE Australian state/territory or ONE other country
4	Naturalisation records	Choose ONE Australian state/territory or ONE other country
5	Inquest records	Choose ONE Australian state/territory or ONE other country
6	School records	Choose ONE Australian state/territory or ONE other country
7	Land records	Choose ONE Australian state/territory or ONE other country

Please send your completed guide as a PDF document if possible. If you are including illustrative material ensure this is not too large – the finished submission **should be under 3mb maximum in size.**

Send it to [diploma@sag.org.au](mailto:diploma@sag.org.au) by the due date.

Include your word count and a cover sheet clearly giving your name, and the topic chosen.

There is no 'right' way to present this guide but obviously it will be more appealing to the reader (e.g. examiner) if it is clearly set out and visually attractive.

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