

## Ukraine SIG InfoSheet

### Preparing your dataset for submission to the JewishGen Ukraine Database

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Here are JewishGen's instructions for preparing data for submission to the All-Ukraine Database (now known as the JewishGen Ukraine Database). You can search the database and see the various datasets in it at: <http://www.jewishgen.org/databases/Ukraine/>.

JewishGen has developed templates for various types of records. You should adjust the column headings in your dataset to conform to these templates. Please contact me if there is no template for the type of dataset you have created. Naming the columns in a standard way will facilitate indexing so that people will be able to do name searches without being concerned about the field in which the name appears. **Entries in the Surname fields should be all upper case.** JewishGen provides two sets of documents that provide helpful guidance.

- "Transcription Rules for JewishGen Databases". This is at [http://www.jewishgen.org/databases/\\$Transcription.html](http://www.jewishgen.org/databases/$Transcription.html). It explains how to format your data for posting. You should read it and consider the "rules" as guidelines.
- Templates for birth, death, marriage, divorce, and census are at <http://www.jewishgen.org/databases/templates/>.
- Contact me ([rddpdx@gmail.com](mailto:rddpdx@gmail.com)) if you need a template for a different set of data.

If you wish, Ukraine SIG can help you get volunteers to help you with data preparation and formatting.

Besides your dataset, we ask you to submit three other documents: A Database Proposal, a Donor Agreement, and an Introduction to the dataset.

The **Database Proposal** is straightforward. It can be a simple Word document with the following information:

- Name of submitter (you)
- E-mail address
- Postal mailing address
- Telephone number
- Brief description of the database (If you draft this and send it to me, I will check it over before we submit it.)

We will send the Database Proposal to Warren Blatt, Managing Director of JewishGen, who also serves as JewishGen's Database Manager. When the Proposal is submitted, JewishGen will assign it a Database Log Number.

The **Donor Agreement** also is straightforward. It gives JewishGen a non-exclusive right to use the materials you submit. The Agreement is at:

[http://www.jewishgen.org/JewishGen-erosity/Form\\_donor.html](http://www.jewishgen.org/JewishGen-erosity/Form_donor.html)

The **Database Introduction** is a description of the contents of your dataset. JewishGen has a rather long document, "Contributing Databases to JewishGen", that describes the whole database submission process. It is at:

[http://www.jewishgen.org/databases/\\$description.html](http://www.jewishgen.org/databases/$description.html)

You can skip directly to the last section, "Database Introductory Material". You may not have some of the information requested in this document. If that is the case, just skip those items. The purpose of this document is to make it easier for researchers to understand and use the dataset and to identify the sometimes cryptic notations that describe data sources.

I know this process appears complicated, but it actually is a lot easier to do than it sounds. I will help you if you need help or if any problems arise anyplace along the way.

Ron

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[www.jewishgen.org/Ukraine](http://www.jewishgen.org/Ukraine)  
*where Jewish genealogy is personal*

Researching DOCTOR (DIOKHTER), VARER, AVERBAKH, KORENFELD ... all from Kremenets, Oleksinets, Yampol, Vishnevets  
and KAZDOY (KOSODOY), DUBINSKI, DUBOWSKY ... all from Kiev, Uman, Odessa