Ukraine SIG
Town Name Standardization Project
Instructions for Data Input
Ronald D. Doctor, Coordinator, Ukraine SIG
11 Jan 2012

Overview

To implement the new towns-based structure of Ukraine SIG's website, Ariel Parkansky, our Web Manager has prepared a "towns" table listing all of our primary towns. You will be working with the spreadsheet that contains this table. The spreadsheet file is named "Towns-Project Matrix-Ariel Town IDs, RDD revision 03.xlsx". I'll refer to this spreadsheet as "*Ariel's Towns Spreadsheet*".

- The first worksheet in "Ariel's Towns Spreadsheet" is named, "Town-Project Matrix Transposed". I'll refer to it as the "*Transposed Matrix*". In column D (Town ID), starting around Row 111, you will see entries like "#NA". The corresponding town names in Column A are the ones that need standardization.

  Your task on this worksheet is to standardize the town name in Column A to the spelling used in modern Ukraine, and to record the District (uyezd or uy. … уезд) and Province (guberniya or gub.) the town was in *before* WW1 (around 1900). The standardized Town Name you enter in Column A MUST be followed by a comma. Do not type in Columns B, C, or D. They contain formulas that will pick up other data you enter. I'll explain how to do the entry in Column A later in this document.

- The second worksheet in "Ariel's Towns Spreadsheet" is named, "JGCD Town List". I'll refer to it as the "*JGCD List*". You will begin entering data at the bottom of this Worksheet, currently around row 671. (When I give you your assignment, I'll tell you on which row you should begin entering data to avoid confusion with others working on this project.) It is important that you spell the Town Name you enter in Column B exactly the same as it is in Column A of the "Transposed Matrix" worksheet. This enables the built-in vertical lookup function to find the proper row containing the Town ID.

  Your task on this worksheet is to input data to Columns B, D through H, J, L, and O. Do not enter data into the other columns. You MUST enter data into Columns B, L and O. The system will not work with blanks in these columns. The other columns can be blank if no data are available for them. Column O has a pre-set list of Districts. When you start typing in Column O, the District name will be auto-filled from this list. Later in this document, I'll explain how to get the information you need for these entries.

- The fifth worksheet in "Ariel's Towns Spreadsheet" is named "FHL by Document Type". I'll refer to it as "*FHL Catalog List*". This worksheet shows which towns have vital records, revision lists, and supplemental lists on microfilm in the FHL Catalog. Use the hyperlinked table of contents at the top of the spreadsheet to jump to the one of those 3 sections. Or, you can search Column B (Town Name) by copying the *Cyrillic* town name that is in Column A of the "Transposed Matrix" and then pasting it into the search box. (You don't have to be able to read Cyrillic to do this.)

  The entries in Column D ("Link to FHL Catalog Card") are hyperlinked to the corresponding entry page in the FHL Catalog. Click on the link. When the page opens you will see the Catalog entry for that town. You may need this entry to identify the District and Province the town was in during the late Russian Empire. I'll explain how to do this below.

  A note of caution … The FHL town names do not use the same standard spelling that JewishGen uses. We are standardizing on the JewishGen spelling.

To get the modern town name, use the JewishGen Gazetteer and the Jewish Communities Database. Let me know if you need instructions for using these tools. Please be aware that there are many towns in the Gazetteer that are *not* in the JGCD, and there are a few towns in the JGCD that are *not* in the Gazetteer. To get the District and Province in 1900, we use a combination of the JGCD and the Family History Library Catalog entry for the town. I'll explain how to do this in a moment.

Inputting the Standardized Name to the "Transposed Matrix"

In the "Transposed Matrix", we have to fill in the standardized town name. You can get this from the JG Gazetteer. *Be sure to place a comma after the name.* If the Gazetteer shows a JGCD entry, use that as well. If there is a JGCD entry, it also will give you the District and Guberniya that the town was in around 1900 (during the Russian Empire).

The JGCD entry may indicate the town was in Galicia, Bessarabia, Romania or another jurisdiction in 1900. This means that Ukraine SIG does not have jurisdiction for this town. If this is the case, delete the row for this town from the Transposed Matrix. Also, if the SIG identification at the bottom right of the JGCD page is NOT Ukraine SIG, delete the town entry from the Transposed Matrix. *Please be sure to send me a note telling me which entry you deleted and why you deleted it.*

Use the FHL Catalog to clarify ambiguities

Sometimes there is no JGCD page and/or too many towns with similar names in the Gazetteer. As a result, we need additional information to identify which District the town was in around 1900. In these cases we use the FHL Catalog entry for the town to get the information we need. Here is an example of how I do it.

On row 111 in Ariel's Towns Spreadsheet, we have to process the entry for the village Khlopyaniki. We will use a copy and paste process for the town name in Cyrillic

- In Column A, copy the Cyrillic town name, Хлопяники.
- Go to the "FHL Catalog List" worksheet. In Column B do a search for Хлопяники by pasting the Cyrillic name into the search box and hit Enter.
- This will take you to row 234 of the spreadsheet. Click on the link in column D.
- This will take you to the FHL Catalog entry for Khlopyaniki Revision Lists. The "Notes" section tells you what District and Guberniya Khlopyaniki was in during both the Russian and Ukraine periods. It was in Sosnitsa district, Chernigov guberniya ["*Khlopĭãniki (aka Khlopeniki), Sosnit͡sa, Chernigov, Russia; later Khlop'ĭãnyky, Sosnit͡sĭã, Chernihiv, Ukraine.*"]
- Look a little further down the page at the "Subject" section. This has a pair of entries for each historic period beginning with the Russian Empire period (which I've put in a larger bold font).
  Россия, Киев, Черкассы - Налогообложение
  Russia, Kiev, Cherkassy - Taxation
  Україна, Черкаси, Черкаси - Оподаткування
  Ukraine, Cherkasy, Cherkasy - Taxation
  Россия, Киев, Черкассы - Перепись населения
  Russia, Kiev, Cherkassy - Census
  Україна, Черкаси, Черкаси - Перепис населення
  Ukraine, Cherkasy, Cherkasy - Census
  The first line is in Cyrillic. The second line is the English equivalent. The entry starts with the largest geographical entity and flows to the smallest. So, these two lines tell you that during the Russian Empire, the village was in Cherkassy uyezd (district), Kiev guberniya (province). This is the information you should type into Column A in the "Transposed Matrix", following the format of the previous entries.

This should help you resolve any ambiguities. Contact me if you encounter problems.

Inputs to the *JGCD Town List Worksheet*

On the JGCD Town List worksheet, we have to fill in …

- Column B, Town Name –– As described above, use the Gazetteer and the JGCD to get the correct spelling of the town name. Use the FHL to resolve ambiguities.
- Columns D, E, and F; latitude, longitude, and distance/direction from Kyiv. -– Get these from the Gazetteer and JGCD. If you can't tell what they are, use the FHL's "StandardFinder-Place" website:
  https://labs.familysearch.org/stdfinder/PlaceStandardLookup.jsp
  I'll explain how to do this below.
- Column G, Other Names for the Town -– Get these from the Gazetteer, JGCD, and FHL Catalog listing.
- Columns H and J, Town name in 1930s and 1950s – Get these from the JGCD. If you do not have unambiguous information, just use the town name from Column B, or leave the entries blank.
- Column L, Town Name in 1900 – Get this rom the JGCD. Alternatively, get it from the FHL Catalog listing (the first pair of lines in the Subject field, as above).
- Column O, District Name in 1900 – Get this from the JGCD or from the FHL Catalog, as described above. If, as you begin typing, autofill does not complete the District name then there is something wrong. If you can't figure it out, contact me.

The FHL "StandardFinder" website is a useful tool. We'll use the "Place" tab on the StandardFinder web page. We can use this page to determine the geographical coordinates of a town and variant spellings. These then can be used to resolve ambiguities when the Gazetteer displays many towns that have the same name.

In the Search box, type a town name, Ukraine. For example, type: "Khlopyaniki, Ukraine" (without the quotes). In the results set note that the town name is spelled differently from the JewishGen town name, and the district and province are the modern district and province, not the one from 1900. Also, note the geographical coordinates are in decimal format, not the degrees/minutes format that JewishGen uses. (If you use these coordinates, convert them to degrees/minutes before inputting them to Columns D and E.) Nevertheless, the data displayed sometimes are useful for resolving ambiguities and for getting geographical coordinates when none are available from JewishGen.

You have volunteered to help with a very complicated task. Getting the correct data filled in is a slow process, but once you get in the rhythm it goes a bit faster. Don't hesitate to contact me if you have any questions.

Ron