

In order to maintain consistency in the way the Graves Registry database appears, we would appreciate having the following formats followed:

On the Cemetery spreadsheet:

1. The cemetery name MUST include the word 'Cemetery'
2. City and county names should be upper/lower case following common proper noun capitalization
3. State names should follow USPS practice – 2-letter abbreviations, all caps, NO punctuation
4. Cemeteries whose names include the word "Mount" are to be entered as "Mt" only.
5. Cemeteries whose names include the word "Saint" are to be entered as "St" only.

On the Veteran spreadsheet:

1. Please use all caps ONLY for 'unit state', 'unit type', 'marker type', 'marker condition', 'born in country', and 'died in country'
2. Most common punctuation is reserved for computer functions, so do NOT use periods after initials or abbreviations
3. Ranks are to be shown as: Pvt, Cpl, Sgt, 1Sgt, Lt, 2Lt, Capt, Maj, Col, LtCol, BGen, Gen, Surg, QM, Adj, etc. Please note there are NO spaces between multi-part ranks.
4. The following 'ranks' are to be spelled out entirely: Conscript, Scout, Chaplain, Citizen, Musician, Bugler, Teamster, Drummer, Steward, Laundress, Matron, Nurse, Seaman, Agent, Color Bearer, Civilian, Clerk, Courier, Marine, Landman
5. Use Corps, Bn, Brig or Bde, Div, Regt, Btty, Arty
6. In the AKA column, apostrophes are acceptable, as in Waul's TX Rangers, Miles' LA Legion. Other units such as 1st Confederate Cavalry are to be shown as 1 Conf Cav, 3 VA Inf, Cons Crescent Regt, Hoskins' Btty MS Lt Arty
7. Do NOT put all zeros for dates. When you have NO information, leave the cell blank.
8. When you have a partial date, enter it as follows: 1834-12-00, 1834-00-00. **Dates are always entered year-month-day**

We appreciate your participation in the program

