



**Herts At War**  
[www.hertsatwar.co.uk](http://www.hertsatwar.co.uk)

## **Guide to 'Advanced' Research & HAWP Data Entry**

**Author: Jonty Wild, HAWP Roll of Honour Research Coordinator**

*Comments, corrections and suggestions welcomed!*

[jontywild@hertsatwar.co.uk](mailto:jontywild@hertsatwar.co.uk)

# Guide to 'Advanced' Research & HAWP Data Entry

(Last updated 4/7/2019)

Author: Jonty Wild, HAWP Roll of Honour Research Coordinator

*Comments, corrections and suggestions welcomed!*

1	Purpose.....	3
2	Consider This .....	3
3	Introduction.....	3
4	HAW Researchers.....	3
4.1	Data Entry .....	3
4.2	Methodology.....	4
5	Preparation.....	4
5.1	Background information.....	4
6	Start Researching.....	4
6.1	Googling.....	4
6.2	Researching the Names .....	5
6.3	The Herts at War Database .....	5
7	Getting Started & Data Entry .....	6
7.1	If no match is found .....	6
7.2	Potential matches are found .....	7
7.3	Definite match from external sources .....	7
7.4	No match is found .....	<b>Error! Bookmark not defined.</b>
8	HAW Database Data Entry .....	8
8.1	Commonwealth War Grave Commission (CWGC) Data .....	8
8.2	Soldiers Died in The Great War (SDITGW) .....	10
9	Recording Information for the Biographies.....	11
10	Other Research .....	11
11	The Biography .....	12
a)	Standard Biography .....	12
b)	'Story' Biography.....	12
11.1	Completing the Biography Sections.....	12
11.2	Adding the Biography Sections & Submitting.....	13
12	Soldier Portrait.....	13
12.1	To upload the photograph .....	14
13	Submit for Approval & What Happens Next? .....	14
13.1	The process is:.....	14
13.2	Googling & Acknowledgments.....	<b>Error! Bookmark not defined.</b>
Appendix 1.	Identifying War Dead.....	15
1.	Avoiding Research Pitfalls .....	15

a) Spelling .....	15
b) Unique Names.....	15
c) Non-unique Names.....	15
d) Not Certain? .....	15
Appendix 2.    Template Biography Fields.....	16
Appendix 3.    - Advance Data Sources .....	17

## 1 Purpose

This guide follows on from the '**Guide to Basic & Basic+ Research & HAWP Data Entry**' and seeks to help you with the '*advanced*' research beyond what is available via the Commonwealth War Graves Commission (**CWGC**) and Internet searches, and the subsequent data entry.

Advance research information usually comes from a 'pay to view' genealogy site such as [www.ancestry.co.uk](http://www.ancestry.co.uk) or [www.findmypast.co.uk](http://www.findmypast.co.uk), however these sites may be available free via public libraries or during Herts at War (**HAW** or **HAWP**) exhibitions – *unfortunately without this access then this guide cannot help much.*

## 2 Consider This

- The guide covers many different aspects of our research using various resources. We only ask you to use those resources you can and wish to – *you can leave the others for another volunteer.*
- There is no perfect method. This guide is a starting point and as you work you will no doubt find the method that suits you best.
- You may wish to prepare all or some of your work 'offline' and then copy and paste it into the HAW data entry pages – in fact I strongly recommend this at least for the biography elements.
- If you find an easier way for you, use that.
- **Ask anything – especially when starting research or using the HAW database for the first time.**

## 3 Introduction

It assumes that you are already familiar with all the information available via CWGC, including:

- Grave Registration Documents
- Grave Concentration Details
- Headstone Inscriptions

If not, please refer to the relevant sections of the '**Guide to Basic & Basic+ Research & HAWP Data Entry**' which can be downloaded via at [www.hertsatwar.co.uk/research/research-guides-and-templates/](http://www.hertsatwar.co.uk/research/research-guides-and-templates/).

There are some key points to remember:

- Always 'sense check' information you are given or come across - *we can all make mistakes!*
- Don't guess.
- Don't be afraid to ask questions.
- Enjoy.

You probably want to get started, but it is important to read the appropriate sections before you do. If you have undertaken research beyond CWGC records for HAW before, read all of **4 HAW Researchers** and, if not, please go straight to **6 Preparation**.

Jonty Wild, Herts At War Project Roll of Honour Research Coordinator

[jontywild@hertsatwar.co.uk](mailto:jontywild@hertsatwar.co.uk)

## 4 HAW Researchers

As you have undertaken research for HAW before (if not please go to 6 Preparation) you probably have a good knowledge of the research covered by this guide, so just read this section and the data entry advice for the specific areas of research you intend to undertake, i.e. you can skip over any general advice and ignore areas of research that you do not wish to undertake.

### 4.1 Data Entry

The big difference now is that all research can be uploaded online directly into our database. If you do not yet have access, then first you will need to get it. Visit [www.hertsatwar.co.uk/contribute/help-the-project/](http://www.hertsatwar.co.uk/contribute/help-the-project/) and request researcher access, or email [jontywild@hertsatwar.co.uk](mailto:jontywild@hertsatwar.co.uk). The link to the database is: [database.hertsatwar.co.uk/Account/Logon](http://database.hertsatwar.co.uk/Account/Logon)

## Remember:

1. You may wish to prepare all or some of your work 'offline' and then copy and paste it into the HAW data entry pages – *in fact I strongly recommend this for at least the biography elements.*
2. The process may appear complicated, but it shouldn't be once you get used to it, however if you cannot get on with this method, we can arrange for Word or paper submission - just ask.

## 5 Methodology

The data entry screens are intended to be in a logical sequence, but you can complete them in any order you wish and can leave any research sections that you do not wish to do.

The data screens are:

- Commonwealth War Graves Commission (**CWGC**)
- Soldiers Died in The Great War (**SDITGW**)
- Other Research, i.e. from genealogy sites or other sources
- Biography
- Soldier Portrait

Now go to section 7 Start Researching.

## 6 Preparation

As you are a new 'advance' researcher for HAW, we assume that you are familiar with 'basic' CWGC data and uploading it, if not please refer to the relevant sections of the '**Guide to Basic Research & HAWP Data Entry**' which can be downloaded via at [www.hertsatwar.co.uk/research](http://www.hertsatwar.co.uk/research).

If you have not already done so, or have not been allocated research, visit the website's research log at [www.hertsatwar.co.uk/research](http://www.hertsatwar.co.uk/research) to choose a location you would like to research or contact [jontywild@hertsatwar.co.uk](mailto:jontywild@hertsatwar.co.uk) for suggestions.

Please do not start without booking out the location as there is a danger of duplicating effort. If you have started or have already completed research in the past that could help, please contact Jonty Wild ASAP.

### There are some key points to remember:

- Always 'sense check' information you are given or come across - *we can all make mistakes!*
- Don't guess.
- Don't be afraid to ask.
- Enjoy!

### 6.1 Background information

Normally you will receive background information to help. Typically, this will include the following, if available:

- A spreadsheet with names and other information.
- Photographs.
- Template - Biography Fields.

If you are not familiar with these then you may wish to refer to section 4.1 of the '**Guide to Basic Research & HAWP Data Entry**' mentioned above.

## 7 Start Researching

### 7.1 Googling

Googling the 'location' and 'war memorial' or variations could:

- identify that someone else has done work.
- provide the means to identify the right man.

- provide additional information that you could use.

---

*If you would like to see an example, try Googling 'odsey war memorial hertfordshire' – this will reveal some limited research undertaken by others and also revealed some good research undertaken by others.*

---

**Tip:** Remember, be prepared to challenge what you find and if in doubt ask for help – remember we can all make mistakes.

Googling the name plus WW1 or rank may reveal information and photographs, especially for officers.

- if it is very basic information – do not copy, instead use it to 'sense check' your work.
- If it is extensive but limited to the man you are looking for, or if you find a photograph, either try to make contact yourself or, if you prefer, ask HAWP to do so. When doing so, explain what the HAWP is and what we/you are doing<sup>1</sup>; ask for permission to use it, explain also what they will be for (website biography etc. and not for profit). If they agree, add them and/or their website to the acknowledgments field and inform us so that we can record them too. If they do not agree contact Jonty Wild.
- if the work is extensive and comprehensive, e.g. perhaps it lists multiple men appearing on the memorial and/or extensive research, then it may be better to contact me so that I can make an 'official' HAWP contact<sup>Error! Bookmark not defined.</sup>.

## 7.2 Researching the Names

Start by looking at the information you have received for clues (see 6.1 above). Clearly, if the information gives a service number you can be certain that you have the correct man, otherwise perhaps, if listed, the regiment, battalion, or date of death will be enough to confirm the correct man. **Remember though, memorials do sometimes contain errors** and you may find occasional transcription errors by us, the CWGC or, and more often, the SDITGW<sup>2</sup> records, but challenge what you find if necessary and try variations of spelling etc.

## 7.3 The Herts at War Database

First you will need researcher access. If you do not have this, visit [www.hertsatwar.co.uk/contribute/help-the-project/](http://www.hertsatwar.co.uk/contribute/help-the-project/) register an interest by ticking 'Research The War Dead' and request access.

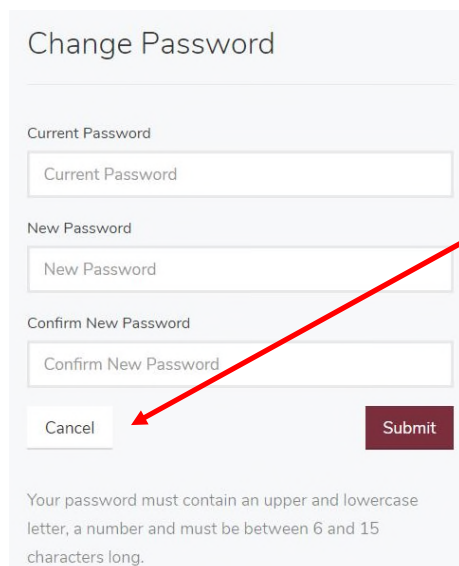
An administrator will create one and then invite you to log on via <http://database.hertsatwar.co.uk>.

---

<sup>1</sup> Most are willing to share if we explain that we share the same goals in seeking to commemorate the men; that we are commemorating all the men and women from Hertfordshire who died; that we wish avoid duplication of effort and that we will also share information with other individual and projects and that we acknowledge properly.

<sup>2</sup> SDITGW means list as born or resided in the Soldiers Died in the Great War database.

After logging on you may see:



Change Password

Current Password

New Password

Confirm New Password

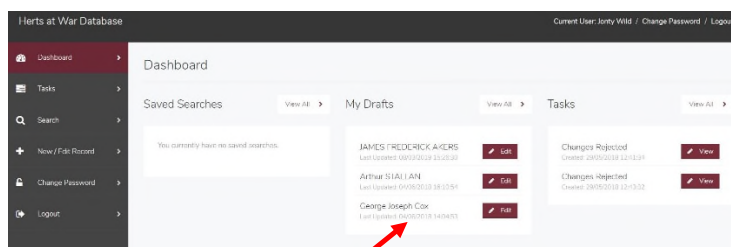
Cancel Submit

Your password must contain an upper and lowercase letter, a number and must be between 6 and 15 characters long.

If it is the first time you have logged on, change the password to something memorable and then submit.

**Please note:** If you have already entered a new password select 'Cancel'.

You will then see the dashboard



Herts at War Database

Current User: Jonty Wild / Change Password / Logout

Dashboard

Saved Searches View All

My Drafts View All

Tasks View All

James Frederick Avers

Arthur Stalman

George Joseph Cox

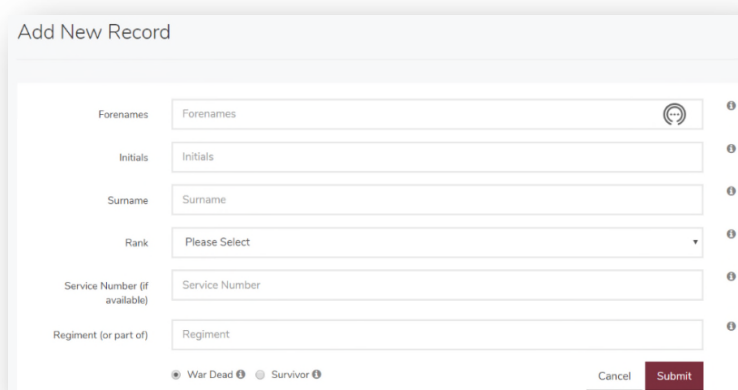
Changes Rejected

If you already have draft work saved it should appear here.

Select New/Edit Record to start a new record or find one the you have been working on and have saved previously.

## 8 Getting Started & Data Entry

The Herts at War has an intelligent database, so it is a good place to start. Log on as above.



Add New Record

Forenames

Initials

Surname

Rank

Service Number (if available)

Regiment (or part of)

War Dead Survivor

Cancel Submit

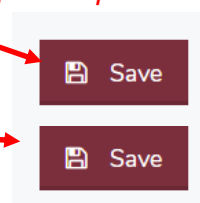
Select 'Add New Record' and start completing as much of the form as possible:

Any potential matches will appear. These may contain CWGC information or already existing HAW records.

If you are lucky the match will be clear! If not, more work will be needed.

### Tips:

- Remember when using the database, save frequently as it will time out after a pre-set period and any unsaved work will be lost. You will find buttons for this purpose.
- Remember all work can be saved and added to later and any time before submission.



Save

Save

### 8.1 If no match is found

You can try the following:

- First double check the data you typed in for accuracy and where it is entered – easy mistakes to make.
- Variations in name spelling.
- Investigate the CWGC data at [www.cwgc.org/find/find-war-dead](http://www.cwgc.org/find/find-war-dead).

If no match is found, you will need to employ your detective skills and the resources covered later in this guide. **If still no match is found** bring this to the attention of HAW and please supply any clues that you have for future reference. Hopefully more information will come in to confirm the identity.

**Tip:** For more help on identifying war dead read Appendix 1.

## 8.2 Potential matches are found

If you are confident of a definite match, look at all the fields relevant to the research resources that you are using to see if you can add any information (see 9) - *as you are undertaking 'advance' research you will often find that you can*. Move on to 9.

If after all your detective work still no definite match is identified move on to 8.3.

*Tip: For more help on identifying war dead read Appendix 1.*

## 8.3 Definite match from external sources

If found, gather together the information and add as a new record.



## 9 HAW Database Data Entry

We have tried to reflect the main data sources that you may use and include other fields where logical. We hope that you will see the logic of the data entry screens and that will help you, however, we are always open to suggestions for possible inclusion later.

The data entry screens are:

- Commonwealth War Graves Commission (CWGC)
- Soldiers Died in The Great War (SDITGW)
- Other Research, i.e. from genealogy sites or other sources
- Biography
- Soldier Portrait

---

**Remember:** The guide covers many different aspects of our research using various resources. We only ask you to use those resources you can and wish to – you can leave the others for another volunteer.

---

### 9.1 Commonwealth War Grave Commission (CWGC) Data

This assumes that you are already familiar with the CWGC data, including:

- Headstone inscriptions
- Grave Registration Documents
- Concentration Details

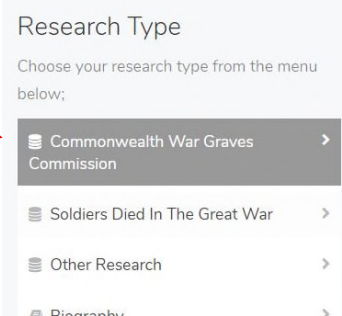
if not please refer to the relevant sections of the '**Guide to 'Basic' & Basic+ Research & HAWP Data Entry**' which can be downloaded via the guide and template section at [www.hertsatwar.co.uk/research](http://www.hertsatwar.co.uk/research).

Select Commonwealth War Graves Commission

The next screen will appear, often with some fields completed **these can be edited or changed if you are confident on your data.**

**Review all data appearing and change if necessary and add any new information.**

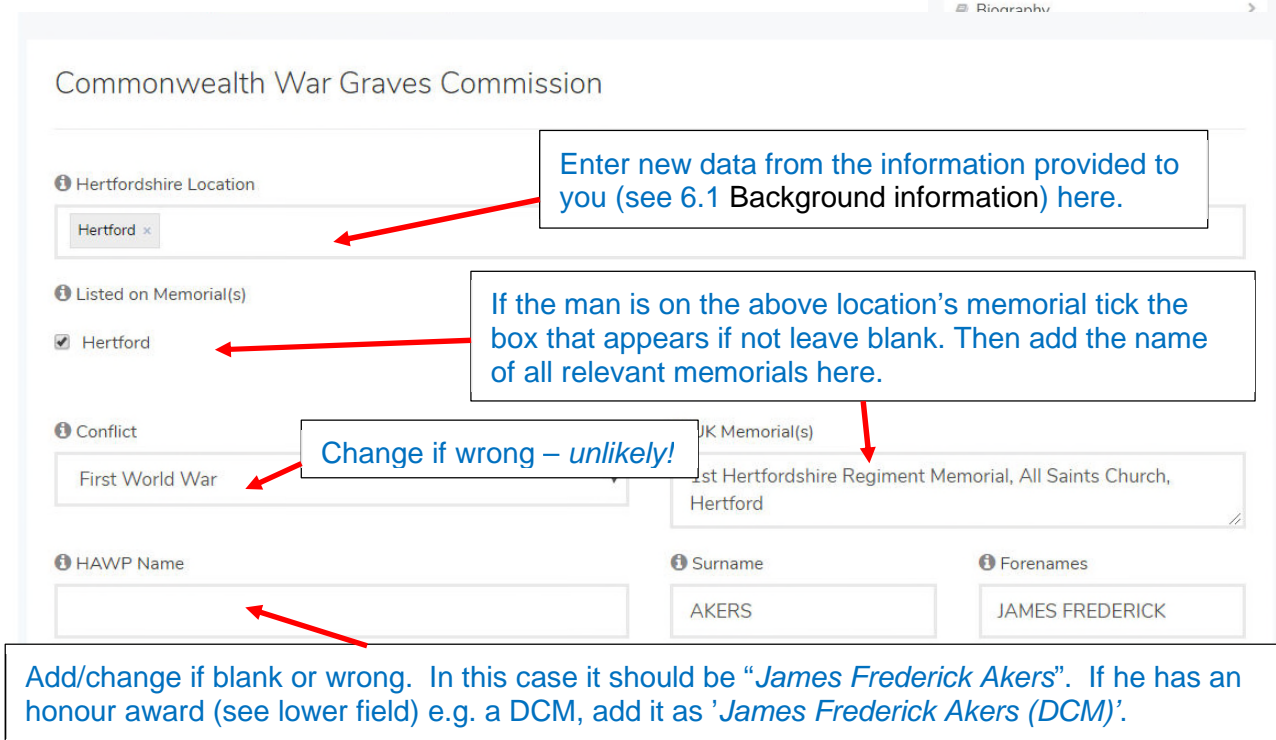
**Tip:** For much of the following refer to 6.1 Background information.



Research Type

Choose your research type from the menu below;

- Commonwealth War Graves Commission
- Soldiers Died In The Great War
- Other Research
- Biography



Commonwealth War Graves Commission

Hertfordshire Location: Hertford

Listed on Memorial(s): ☒ Hertford

Conflict: First World War

UK Memorial(s): 1st Hertfordshire Regiment Memorial, All Saints Church, Hertford

HAWP Name: [Blank]

Surname: AKERS

Forenames: JAMES FREDERICK

Annotations:

- Enter new data from the information provided to you (see 6.1 Background information) here.
- If the man is on the above location's memorial tick the box that appears if not leave blank. Then add the name of all relevant memorials here.
- Change if wrong – unlikely!
- Add/change if blank or wrong. In this case it should be "James Frederick Akers". If he has an honour award (see lower field) e.g. a DCM, add it as 'James Frederick Akers (DCM)'.

**Initials** J F **Gender** Male **Cemetery / Memorial** THIEPVAL MEMORIAL **Country of Burial / Memorial** France

**Grave Reference** Pier and Face 2 A.

**Service Number** 26990 **Rank** Corporal

**Date of Death** 16/09/1916 **Comment on Date**

**Age** **Regiment / Service** Somerset Light Infantry

**Unit e.g. Battalion No.** 6th Bn. **Company**

**Honours/Awards**

**CWGC Additional Information**

**Grave Registration Docs** Not Researched **Concentration Details** Not Researched

**Headstone Inscription** Not Researched **Order Placed By**

**Acknowledgments**

☒ War Dead ☐ Survivor

**Buttons:** Delete Draft, Send For Approval, Save

**Annotations:**

- Add if necessary, e.g.:**
  - CWGC sometimes gives that death as between 2 dates.
  - SDITGW or other sources occasionally give a different date
- Add if known or found.** (points to Age and Regiment / Service)
- Add if known or found.** (points to Honours/Awards)
- This is specifically for data appears in the associated CWGC field change found & not completed** (points to CWGC Additional Information)
- Change if done** (points to Grave Registration Docs, Headstone Inscription, and Order Placed By)
- Add your name and any individuals who helped or specific internet sites providing information or photographs – NOT NORMAL RESEARCH SOURCES\*<sup>1</sup>** (points to Acknowledgments)
- Change if wrong** (points to War Dead/Survivor)

\*<sup>1</sup> E.g. CWGC ([website](#)), SDITGW, Ancestry ([website](#)), Find My Past ([website](#)), IWM Lives of The First World War ([website](#)), The Roll of Honour ([website](#)), Library and Archives Canada ([website](#)), Australian War Memorial ([website](#))

## 9.2 Soldiers Died In The Great War (SDITGW)

Apart from various genealogy site, this is available on a DVD based database, but unfortunately this is relatively expensive. Select



- Commonwealth War Graves Commission
- Soldiers Died In The Great War**
- Other Research
- Biography



Currently Edited By: Jonty Wild

**Soldiers Died In The Great War** [Change if done](#)

**Searched**  
Not Yet Researched

**Regiment**  
Somerset Light Infantry

**Battalion**  
Add if known.

**Name**  
JAMES FREDERICK AKERS  
If different to what appears here, e.g. spelling write appropriate comments here

**Comment on Name**

**Service Number**  
26990  
If different to what appears here write appropriate comments here

**Comment on Service Number**

**Born (Location)**

**Enlisted (Location)**

**Residence (Location)**

**Date of Death**  
16/09/1916  
If different to what is populated, write appropriate on the CWGC screen

**Died How**  
Please Select

**Died Other**

**Comment on Death**

**Theatre of War**

**Awards from Supplementary Notes**  
E.g. **Just** honour awards such as MM, DSO

**Supplementary Notes**  
Comment here if 'Died How' field does not have an appropriate description

Everything appearing in the SDFITGW Field **except** honour awards

Another good time to save your work!

[Delete Draft](#) [Send For Approval](#) [Save](#)

## 10 Recording Information for the Biographies

You may already have chosen to record some of your work 'offline'. If not, then I strongly recommend doing this, at least for the biography elements, i.e. those found to date and especially those in the next sections. This enables you to record notes, draft (and re-draft) your text before copying and paste it into the HAW biography screen later, when you have finished.

Refer to '**Appendix 2. Template - Biography Fields**' or the template you should have already received with the background information and '**12 Error! Reference source not found.**' and '**a) Standard Biography**'. A Word version of this form ('*HAW Drafting Biography Form*') can be downloaded via [www.hertsatwar.co.uk/research/research-guides-and-templates](http://www.hertsatwar.co.uk/research/research-guides-and-templates).

## 11 Other Research

This identifies all sources that have been used (so far!). It also identifies gaps for further effort.

It generally relies on access to a genealogy site such as Ancestry or Findmypast, although sometimes there are potentially other sources.

Ultimately, we want to use all resources available, but as we have said before, we only ask you to use those resources you can and wish to – *you can leave the others for another volunteer*.

Generally, the fields summarise what has been found (or not) in the research resources used (so far) - we assume that relevant information will be included in the biography (see 12 a)).

**Importantly**, we ask you to select from the 'dropdown' in **all fields** even if that is only: '*Not yet researched*' or '*Searched but not found*' or '*No record*' etc.

To start select

The screenshot shows the 'Other Research' form in the HAW system. At the top, there is a sidebar with a list of research sources: Commonwealth War Graves Commission, Soldiers Died In The Great War, Other Research (highlighted), and Biography. The main form area has a header with 'Delete Draft', 'Send For Approval', and 'Currently Edited By: Jonty Wild'. Below this, the 'Other Research' section contains several dropdown menus for different research categories: Census Records, Service Medals, UK, Army Registers of Soldiers' Effects, The National Roll of the Great War, 1914-1918, Silver War Medal Records, Date of Birth, War Service Records, De Ruvigny's Roll of Honour, and POW (Prisoner of War). Each dropdown menu has a 'Please Select' option. Annotations with red arrows point to various parts of the form: a box says 'Don't forget, the following fields generally summarise what research has been done and we assume that information found will be used in the biography' pointing to the sidebar; another box says 'Please review all fields on this screen and select appropriately from the 'dropdowns' available' pointing to the dropdown menus; a third box says 'Add if known or found.' pointing to the 'Date of Birth' field; and a fourth box says 'Another good time to save your work!' pointing to the 'Save' button at the bottom right. The 'Save' button is a dark red button with a white 'Save' label and a small icon.

Don't forget, the following fields generally summarise what research has been done and we assume that information found will be used in the biography

Save frequently

Please review all fields on this screen and select appropriately from the 'dropdowns' available

Add if known or found.

Another good time to save your work!

## 12 The Biography

There are two types of biography available:

### a) Standard Biography

These fields draw together all the person's relevant information from any/all other fields to tell their story. It is intended that these provide a 'timeline' biography for the war dead and to do this there are sections for 'Pre-War', 'War Service' and 'Additional information'.

The logic being:

- **Pre-War:** all information up to enlistment. For instance, this would include pre-war military service such as Boer War.
- **War Service:** all information post enlistment.
- **HAW Additional information:** This is for any information you consider relevant, but have not included in the above sections. Typically, this might include information on relatives that served or who are on the memorial, what appears on his headstone and who requested, the families address etc. - *you decide*.

All the information found in the above research can be drawn together to provide their story.

The 'Standard Biography' is the style that you are most likely to come across use.

#### Tips:

- *If some text exists in the individual sections (Pre-War, War Service and HAW Additional information), paste it into your draft form before editing in any new data you have found.*
- *If my explanation is not clear, visit our website [www.hertsatwar.co.uk](http://www.hertsatwar.co.uk) and search for a few names. Look for those with longer biographies for examples.*
- *If you wish, submit one or two and ask any questions you like before proceeding further. Submissions are reviewed by an administrator before posting to the website and at that stage help can easily be give if you are uncertain of anything.*

### b) 'Story' Biography

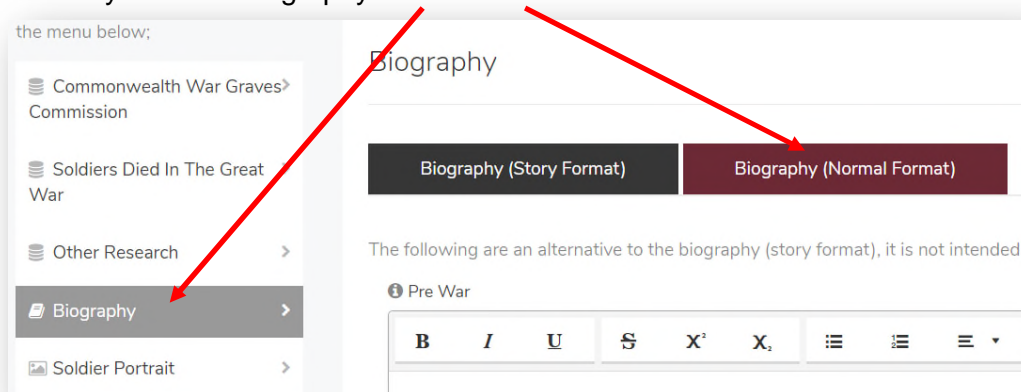
This is the style which will normally be used if someone had already written the man's biography and is really intended to allow use of the material already written without changing the style.

To this end the guidance below is limited to the 'Standard Biography' style, if you wish to use the 'story' style, ask for help if needed.

### 12.1 Completing the Biography Sections

Unless the biography is very simple, I strongly recommend drafting the text off-line as described in 10.

When you are ready to add a biography select then



If you are not adding a photograph to the biography, go to 14 Submit for Approval & What Happens Next?

## 12.2 Adding the Biography Sections & Submitting

Draft your text and when you are happy, paste it into the online form (a copy appears below).

Biography

Biography (Normal Format) Biography (Story Format)

The following are an alternative to the biography (story format), it is not intended that both are completed.

Pre War

Wartime Service

HAWP Additional Information

Delete Draft Send For Approval Currently Edited By: Jonty Wild Save

Another good time  
to save your work!

## 13 Soldier Portrait

This screen applies if you have an image of the man or woman or their headstone. It allows that image to be uploaded. However, there are format, file size and image size considerations and, if the image is poor, it may be possible to digitally enhance it.

Follow one of the options below but in both cases identify the soldier and the relevant Hertfordshire location.

- If an image of the person or their headstone appears on screen please contact [jontywild@hertsatwar.co.uk](mailto:jontywild@hertsatwar.co.uk) sending a copy, rather than adding a new one
- If you **are not confident** with working on images, email the image to [jontywild@hertsatwar.co.uk](mailto:jontywild@hertsatwar.co.uk) or submit via [www.hertsatwar.co.uk/contribute/submit-photographs-or-documents-or-media/](http://www.hertsatwar.co.uk/contribute/submit-photographs-or-documents-or-media/) or, if very large, or you are not sure of the size, submit via [wettransfer.com/?to=jontywild@hertsatwar.co.uk](http://wettransfer.com/?to=jontywild@hertsatwar.co.uk).
- If you **are confident** with working on images, then reduce the largest side to 600 pixels and upload the image, but please send the original to [jontywild@hertsatwar.co.uk](mailto:jontywild@hertsatwar.co.uk) or submit via [www.hertsatwar.co.uk/contribute/submit-photographs-or-documents-or-media/](http://www.hertsatwar.co.uk/contribute/submit-photographs-or-documents-or-media/) or if very large submit via [wettransfer.com/?to=jontywild@hertsatwar.co.uk](http://wettransfer.com/?to=jontywild@hertsatwar.co.uk).



### 13.1 To upload the photograph

Select

The screenshot shows the 'Soldier Portrait' form. At the top, there is a navigation menu with options: Commonwealth War Graves Commission, Soldiers Died In The Great War, Other Research, Biography, and Soldier Portrait (which is highlighted). Below the menu, there are buttons for 'Delete Draft' and 'Send For Approval', and a status 'Currently Edited By: Jonty Wild'. The main section is titled 'Soldier Portrait' and contains two parts: 'Upload New Image' and 'Current Soldier Image'. The 'Upload New Image' section has a text box with 'Choose File' and 'No file chosen', and a note: 'NOTE: Files must be a JPEG or PNG or the upload will fail.' The 'Current Soldier Image' section shows a silhouette of a soldier and a text box that says 'This is the current soldier image.' Annotations with red arrows point to the 'Choose File' button, the 'Current Soldier Image' section, and the 'Save' button. A text box says 'If a photograph already exists, it will appear here' pointing to the 'Current Soldier Image' section. Another text box says 'Select to add a photograph, this can also be done by drag and drop.' pointing to the 'Choose File' button. A third text box says 'Another good time to save your work!' pointing to the 'Save' button.

Commonwealth War Graves Commission

Soldiers Died In The Great War

Other Research

Biography

Soldier Portrait

Delete Draft

Send For Approval

Currently Edited By: Jonty Wild

Soldier Portrait

Upload New Image

To change the soldier image, select the file below and then click "Save"

Upload Image

Choose File No file chosen

NOTE: Files must be a JPEG or PNG or the upload will fail.

Current Soldier Image

This is the current soldier image.

If a photograph already exists, it will appear here

Select to add a photograph, this can also be done by drag and drop.

Another good time to save your work!

Delete Draft

Send For Approval

Currently Edited By: Jonty Wild

Save

### 14 Submit for Approval & What Happens Next?

If you are happy that you have finished, then submit. Once published online (after administrator review), you can always re-visit and edit if you wish.

#### 14.1 The process is:

- The administrators are notified of the submission.
- An administrator will 'sense check' the biography<sup>3</sup>, then:
  - If there are no issues, they will approve the biography and it will immediately appear on the website.
  - If there are minor issues/corrections, then the administrator may make the change or may let you know and make the correction and approve.
  - If there are any recurring issues or corrections this will be explained in the form of constructive criticism<sup>4</sup>. They may reject<sup>5</sup> the biography so that you can make any changes.

<sup>3</sup> Please patient, our administrators are all volunteers, if lots of biographies are pending or work or they have holidays or other commitments, this may take some time – sorry about this.

<sup>4</sup> Please do not be discouraged by any constructive criticism, it is intended to help and improve the experience and efficiency of the process to all.

<sup>5</sup> Reject is too strong a term and is not meant to be criticism – sorry!

## Appendix 1. Identifying War Dead

Treat each man separately. Some will be easily identified, for others there will be more than one name who could be the right man and in some cases it will not be obvious.

***It is very important not to guess or assume. If in doubt, ask for help, providing any additional information you have found (if any).***

### 1. Avoiding Research Pitfalls

#### a) Spelling

***Tips:***

- *Beware of miss-spelling or changes in names.*
- *You may need to try variations before being certain that a man is identified.*

Spellings may change over time (especially in the census) as people became more literate or depending who completed the records (e.g. a family member or the census collector, if the family were illiterate). So, members of the same family could be recorded as Shepherd, Shephard, Sheppard or Shepard etc.

So, for Bretland I would try Britland, Bredland etc. - it is worth trying all variations/miss-spellings.

#### b) Unique Names

If the name is uncommon and found in the CWGC records as a unique entry, then these should be the easy ones and the man can be immediately identified. For example, if the memorial lists an E Bretland and if CWGC research identified only one possibility, e.g. an E or an Edward Bretland then we can assume that we have identified the right man – easy!

***Tips:***

- *It is usually better to search for E Bretland even if his name is known to be Edward.*
- *Always cross reference with all and any information you have, e.g. any information or memorial photographs provided to you.*

#### c) Non-unique Names

These are obviously more difficult, but in these cases, it is even more satisfying when a man is found, however, take care. Below are some examples to consider:

If a search for 'E' Bretland produces four possibilities, e.g.:

*E Bretland, E S Bretland, Edward Bretland and Ernest Bretland.*

and if we only know him as E Bretland then 'our' man could be any one of the four.

If the memorial had named the man as **Edward** Bretland, then possibilities have reduced from four to three, i.e. E Bretland, E S Bretland, Edward Bretland, but not Ernest.

Information may be available on the memorial to narrow down the possibilities, e.g. date of death or regiment, but try to keep an open mind as these may not be conclusive - *memorials are not always free of mistakes*. Many men moved between regiments and are sometimes recorded against their original (especially if in the Labour Corps) and not the one that they were in when they died.

#### d) Not Certain?

When a unique man is not identified or identity is not clear or you are in anyway uncertain, and if you are limiting your research to HAW sources and the CWGC database, then send what information you have to the Herts At War Project Roll of Honour Research Coordinator via [jontywild@hertsatwar.co.uk](mailto:jontywild@hertsatwar.co.uk).

What will then happen is either:

- If the matter can be resolved easily than I will give guidance, or
- The man will be passed to someone for advanced research using the census etc.

***Please note: this cannot always be done straightway and may have to be done at a later date.***



## Appendix 2. Template - Biography Fields

Here all research is drawn together to give a biography for those who died, and which can be added to at any time and can be of any length.

### **Pre-War**

*(Anything pre-war and up to enlistment including Pre-WW1 military service).*

### **War Service**

*(Anything that is known or relevant to the person's war service post enlistment).*

### **Additional information**

*(Anything not included above, e.g. perhaps other men from the same family also died or the details of his headstone inscription can be given).*

### Appendix 3. Advance Data Sources

This information usually comes from 'pay to view' or a genealogy site such as Ancestry or FindMyPast, however these sites may be available via public libraries or during HAWP exhibitions.

Data	Link
<b>Internet Links in Alphabetical Order</b>	
Absent Voters List (1918)	Visit the Hertfordshire Archives and Local Studies <a href="http://www.hertfordshire.gov.uk/hals">www.hertfordshire.gov.uk/hals</a>
ANZAC Memorial	<a href="https://search.ancestry.co.uk/search/db.aspx?dbid=1145">https://search.ancestry.co.uk/search/db.aspx?dbid=1145</a>
Australian Munitions Workers	<a href="https://australianmunitionsworkersww1.weebly.com/">https://australianmunitionsworkersww1.weebly.com/</a>
Australian, Soldiers of the First World War	<a href="https://www.awm.gov.au/index.php/advanced-search/people">https://www.awm.gov.au/index.php/advanced-search/people</a> <a href="https://search.ancestry.co.uk/search/db.aspx?dbid=60864">https://search.ancestry.co.uk/search/db.aspx?dbid=60864</a>
Australian Soldiers & Nurses Buried in the UK	<a href="https://ww1austburialsuk.weebly.com/">https://ww1austburialsuk.weebly.com/</a>
Battlefield Crosses and Grave Markers from O/seas	<a href="http://thereturned.co.uk/">http://thereturned.co.uk/</a> Hertfordshire:
Bavaria, Germany, WWI Personnel Rosters	<a href="https://search.ancestry.co.uk/search/db.aspx?dbid=1631">https://search.ancestry.co.uk/search/db.aspx?dbid=1631</a>
Belgian WW1 Casualty Lists	<a href="https://database.namenlijst.be/publicsearch/#/search/language=en">https://database.namenlijst.be/publicsearch/#/search/language=en</a>
Canadian WW1 War Diaries	<a href="http://www.collectionscanada.gc.ca/lac-bac/search/arch_adv">http://www.collectionscanada.gc.ca/lac-bac/search/arch_adv</a>
Canada, Soldiers of the First World War	<a href="http://www.bac-lac.gc.ca/eng/discover/military-heritage/first-world-war/Pages/introduction.aspx">http://www.bac-lac.gc.ca/eng/discover/military-heritage/first-world-war/Pages/introduction.aspx</a> <a href="https://search.ancestry.co.uk/search/db.aspx?dbid=1086">https://search.ancestry.co.uk/search/db.aspx?dbid=1086</a>
Census Records	<a href="https://search.ancestry.co.uk/search/group/ukicen">search.ancestry.co.uk/search/group/ukicen</a>
CWGC – Cemeteries & memorials	<a href="http://www.cwgc.org/find/find-cemeteries-and-memorials">www.cwgc.org/find/find-cemeteries-and-memorials</a> <a href="https://search.ancestry.co.uk/search/db.aspx?dbid=2706">https://search.ancestry.co.uk/search/db.aspx?dbid=2706</a>
CWGC – War Dead	<a href="http://www.cwgc.org/find/find-war-dead">www.cwgc.org/find/find-war-dead</a> <a href="https://search.ancestry.co.uk/search/db.aspx?dbid=2706">https://search.ancestry.co.uk/search/db.aspx?dbid=2706</a>
De Ruvigny's Roll of Honour	<a href="https://archive.org/details/rollofhonourbiog01ruvi">https://archive.org/details/rollofhonourbiog01ruvi</a> <a href="https://archive.org/details/rollofhonourbiog02ruvi">https://archive.org/details/rollofhonourbiog02ruvi</a> <a href="https://search.ancestry.co.uk/search/db.aspx?dbid=60454">search.ancestry.co.uk/search/db.aspx?dbid=60454</a>
French World War I Casualty Lists	<a href="http://www.memoiredeshommes.sga.defense.gouv.fr/fr/arkotheque/client/mdh/base_morts_pour_la_france_premiere_guerre/">http://www.memoiredeshommes.sga.defense.gouv.fr/fr/arkotheque/client/mdh/base_morts_pour_la_france_premiere_guerre/</a>
Genealogy	<a href="http://www.familysearch.org">www.familysearch.org</a> <a href="http://www.ancestry.co.uk">www.ancestry.co.uk</a> <a href="http://www.findmypast.co.uk">www.findmypast.co.uk</a>

Data	Link
Germany WW1 Casualty Lists	<a href="https://search.ancestry.co.uk/search/db.aspx?dbid=2124">https://search.ancestry.co.uk/search/db.aspx?dbid=2124</a>
Ireland's Memorial Records.	<a href="http://imr.inlandersfields.be/index.html">http://imr.inlandersfields.be/index.html</a> <a href="https://search.ancestry.co.uk/search/db.aspx?dbid=1633">https://search.ancestry.co.uk/search/db.aspx?dbid=1633</a>
Ireland's World War 1 Veterans 1914-1918	<a href="http://www.worldwar1veterans.com/">www.worldwar1veterans.com/</a>
Irish Born Soldiers of the A.I.F	<a href="https://irishsoldiersaifww1.weebly.com/">https://irishsoldiersaifww1.weebly.com/</a>
IWM Lives of the First World War	<a href="https://livesofthefirstworldwar.org/">https://livesofthefirstworldwar.org/</a>
Medal Citations	<a href="http://www.thegazette.co.uk">www.thegazette.co.uk</a>
The National Roll of the Great War, 1914-1918	<a href="https://search.ancestry.co.uk/search/db.aspx?dbid=9283">search.ancestry.co.uk/search/db.aspx?dbid=9283</a>
New Zealand Army WWI Reserve Rolls	<a href="https://search.ancestry.co.uk/search/db.aspx?dbid=1834">https://search.ancestry.co.uk/search/db.aspx?dbid=1834</a>
New Zealand Passchendaele Casualty Forms	<a href="http://archives.govt.nz/passchendaele-casualty-forms">http://archives.govt.nz/passchendaele-casualty-forms</a>
New Zealand, Soldiers of the First World War	<a href="http://archives.govt.nz/world-war-one">archives.govt.nz/world-war-one</a> <a href="https://search.ancestry.co.uk/search/db.aspx?dbid=1833">https://search.ancestry.co.uk/search/db.aspx?dbid=1833</a>
ODITGW: Officers Died in the Great War	<a href="https://search.ancestry.co.uk/search/db.aspx?dbid=1543">search.ancestry.co.uk/search/db.aspx?dbid=1543</a>
Officer Commissions	<a href="http://www.thegazette.co.uk">www.thegazette.co.uk</a>
POW (Prisoner of War)	<a href="https://search.ancestry.co.uk/search/db.aspx?dbid=4722">search.ancestry.co.uk/search/db.aspx?dbid=4722</a>
Roll of Honour	<a href="http://www.roll-of-honour.com">www.roll-of-honour.com</a>
Service Medals	<a href="https://search.ancestry.co.uk/search/db.aspx?dbid=1262">search.ancestry.co.uk/search/db.aspx?dbid=1262</a>
SDITGW: Soldiers Died in the Great War	<a href="https://search.ancestry.co.uk/search/db.aspx?dbid=1543">search.ancestry.co.uk/search/db.aspx?dbid=1543</a>
Service Medals	<a href="https://search.ancestry.co.uk/search/db.aspx?dbid=1262">search.ancestry.co.uk/search/db.aspx?dbid=1262</a>
Silver War Medal Records	<a href="https://search.ancestry.co.uk/search/db.aspx?dbid=2456">search.ancestry.co.uk/search/db.aspx?dbid=2456</a>
South Africa War Graves Project	<a href="http://www.southafricawargraves.org/research.htm">www.southafricawargraves.org/research.htm</a>
Trench Map	<a href="http://maps.nls.uk/ww1/trenches/">http://maps.nls.uk/ww1/trenches/</a> <a href="http://maps.nls.uk/ww1/trenches/list.html">http://maps.nls.uk/ww1/trenches/list.html</a> <a href="http://library.mcmaster.ca/maps/ww1/home">http://library.mcmaster.ca/maps/ww1/home</a>
UK, WW1 War Diaries	<a href="https://search.ancestry.co.uk/search/db.aspx?dbid=60779">https://search.ancestry.co.uk/search/db.aspx?dbid=60779</a>
U.S., World War I Draft Registration Cards	<a href="https://search.ancestry.co.uk/search/db.aspx?dbid=6482">https://search.ancestry.co.uk/search/db.aspx?dbid=6482</a>
UK, Army Registers of Soldiers' Effects, 1901-1929	<a href="https://search.ancestry.co.uk/search/db.aspx?dbid=60506">search.ancestry.co.uk/search/db.aspx?dbid=60506</a>
UK, Citations of the Distinguished Conduct Medal	<a href="https://search.ancestry.co.uk/search/db.aspx?dbid=1913">https://search.ancestry.co.uk/search/db.aspx?dbid=1913</a>
UK War Memorials	<a href="http://www.iwm.org.uk/memorials/search?utm_source=ukniwm&amp;utm_medium=rw&amp;utm_campaign=wmalaunch">http://www.iwm.org.uk/memorials/search?utm_source=ukniwm&amp;utm_medium=rw&amp;utm_campaign=wmalaunch</a> <a href="https://www.warmemorialsonline.org.uk/">https://www.warmemorialsonline.org.uk/</a>
War British Army WWI Service Records Exists	<a href="https://search.ancestry.co.uk/search/db.aspx?dbid=1219">search.ancestry.co.uk/search/db.aspx?dbid=1219</a>