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

To identify cemeteries on spreadsheets or single-submission forms:

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, NO punctuation

4. Cemeteries whose names include the word 'Mount' are to be entered as 'Mt' _____ Cemetery

5. Cemeteries whose names include the word 'Saint' are to be entered as 'St' _____Cemetery

To enter veteran data on spreadsheets or single-submission forms:

Most common punctuation is reserved for computer functions, so DO NOT use periods after initials or abbreviations

1. Alternate spellings for any part of a name are to be entered in brackets [ ] in the same cell. W [William] or Johnson [Johnston]. 'Unknown' is to be used where the first name is missing

2. Only nicknames should be entered in the AKA cell part of the name

3. Enter only COMPLETE last names. The intention of the project is to help viewers find their ancestors. No one will search for a partial or unknown last name. Unknown as a last name is NOT acceptable

4. When submitting a female, place (F) after the last name. When submitting a Black Confederate Place (B) after the last name

5. The 'Suffix' cell is for Sr, Jr, Dr, Rev, Miss

6. The 'Source' cell has a finite length after which material data is lost. If your source is either very long, or you have multiples, please place the additional source data in the 'Notes' section – Addl source: Your Source Here. If you have FindAGrave as a source, please provide the Memorial number so others can find it quickly

7. Please use all caps ONLY for unit state, unit type, marker type, marker condition, born in country and died in country

8. Ranks are to be shown without spaces as follows: Pvt, 1Pvt, 2Pvt, Cpl, 1Cpl, 2Cpl, Sgt, 1Sgt, 2Sgt, Lt, 1Lt, 2Lt, Jr2Lt, Capt, Maj, Col, LtCol, BGen, Gen, Surg, AsstSurg, QM, Adj, OrdSgt, HospStwrd. In cases where a veteran had more than one rank it is to be shown as Cpl/Lt, Maj/Col, Lt/Capt, etc. They do NOT prefill, so enter the whole rank as shown above

9. The following ranks are to be spelled out entirely(10 spaces in the cell): Conscript, Scout, Chaplain, Citizen, Musician, Bugler, Drummer, Teamster, Steward, Laundress, Matron, Nurse, Seaman, Agent, Clerk, Senator, Courier, Marine, Landsman, Blacksmith, Farrier, Cannoneer, Recruit. If the word is more than 10 spaces place it in the "Notes' section

10. Use Corps, Bn, Brig or Bde, Div, Regt, Btty, Arty

11. In the AKA column, apostrophes are acceptable, as in Waul's TX Legion, 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

12. Do NOT enter all zeros for dates. When you have NO information for ANY cell, LEAVE IT BLANK

14. When you have a partial date, enter it as 1834-12-00 or 1834-00-00.