

# Specific Research for Individual Names researched within Crime and Punishment Archives – How to Guide!

## *British Newspaper Archive*

---

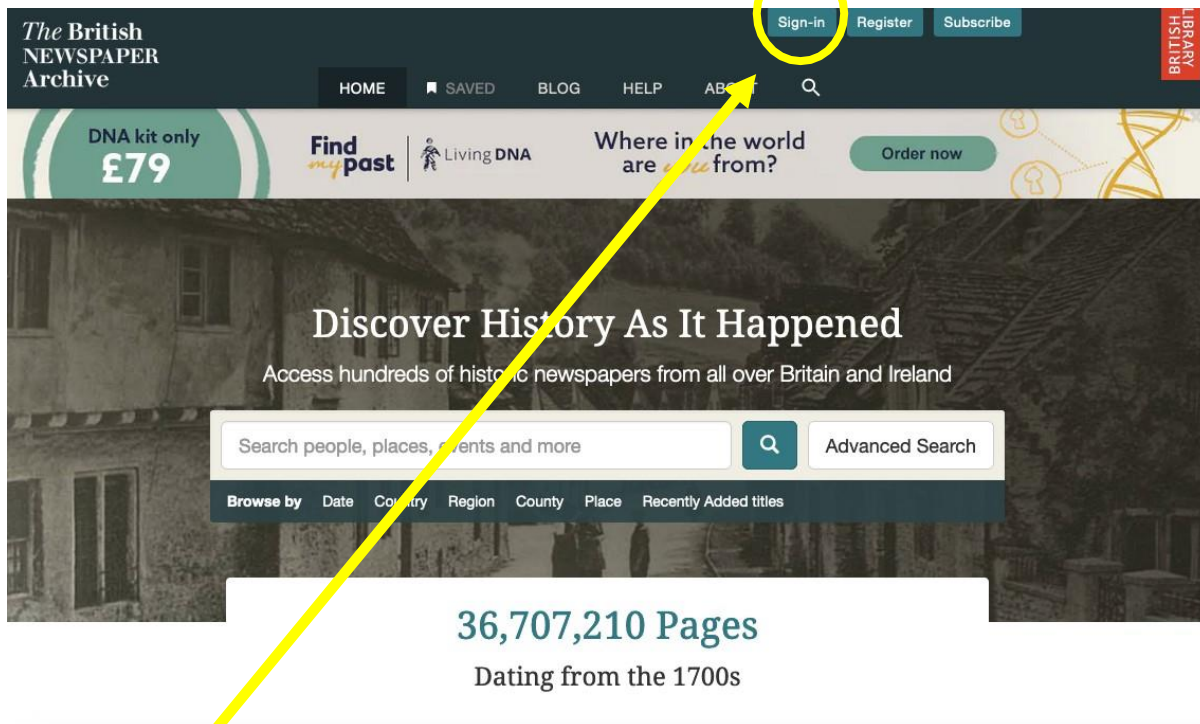
### **A note on the use of the How to Guides.**

The help guides included in this toolkit are introductions to the one approach towards undertaking research within online criminal archives, the British Newspaper Archive, Find my Past, and Ancestry. The guides are in no way comprehensive of all approaches taken to research within these databases and are intended as a guide towards getting started. This Help Guide will need the user to have a personal live subscription to the British Newspaper Archive; this is not provided by the Broken Futures team.

**Step 1:** Select the individual you would like to research from your master list collated from research finds within local and national crime and punishment archive. For the purposes of this help guide, the fictitious case of John Smith, convicted in 1884 of gross indecency will be used to demonstrate the research process. As the case is fictitious, no results, (hopefully!) will be located.

**Step 2:** Decide how you want to record your research and finds. For specific individual names located from crime and punishment archives with a conviction of sex between men, we opted to utilize Microsoft Word to compile the information relating to a specific individual from the newspapers. This included both newspaper finds regarding their offence or generic ones about their lives. Once all biographies were completed, we then utilised Microsoft Onenote to store the compiled and confirmed biographies that had been looked over twice.

**Step 3:** Open the British Newspaper Archive (hereafter, BNA) and choose a subscription. If you are researching in Record Offices, confirm with the archivists that there is an available subscription for you to use.



The screenshot shows the homepage of The British Newspaper Archive. At the top, there is a dark navigation bar with 'The British NEWSPAPER Archive' on the left and 'Sign-in', 'Register', and 'Subscribe' buttons on the right. Below this is a secondary navigation bar with 'HOME', 'SAVED', 'BLOG', 'HELP', and 'ABOUT' links. A search icon is also present. A yellow circle highlights the 'Sign-in' button, and a yellow arrow points from it to the 'Advanced Search' button in the search bar below. The main content area features a large banner with the text 'Discover History As It Happened' and 'Access hundreds of historic newspapers from all over Britain and Ireland'. Below the banner is a search bar with the placeholder text 'Search people, places, events and more' and an 'Advanced Search' button. A 'Browse by' menu is visible below the search bar, with options for 'Date', 'Country', 'Region', 'County', 'Place', and 'Recently Added titles'. At the bottom of the banner, it states '36,707,210 Pages' and 'Dating from the 1700s'.

Step 4: Sign in!

Step 5: Click 'Advanced Search' from the BNA Homepage

<https://www.britishnewspaperarchive.co.uk/search/advanced>

Step 6: Fill in the 'use exact phrase' option box with the name of the will search for exactly that name...

Advanced search

### Search Terms

**Search all words**

**Search some words**

**Exclude words**

**Use exact phrase**

Exact search (e.g. search for "fish" and not "fishing" or "fished")

**Please note** - the search system excludes common words and characters known as stop words. These include words such as, 'the', 'on', 'as' and 'how' as well as some single digits and letters.

Helpful Tip #1: The British Newspaper Archive uses Optical Character Resolution to scan the 100000s (probably even more!) of newspaper pages and titles for the exact term you've included... however, there are discrepancies

Step 7: Locating newspapers from the trial hearing: Scroll down the page to input the year the individual was charged, convicted or

sentenced. Leave this open for the entire year and hit search!.

## Publication

**Publication Place**

**Publication Title**

**Publication Date**

**From**  /  /

**To**  /  /

**Data Added**

**From**  /  /

**To**  /  /

**Article Type**

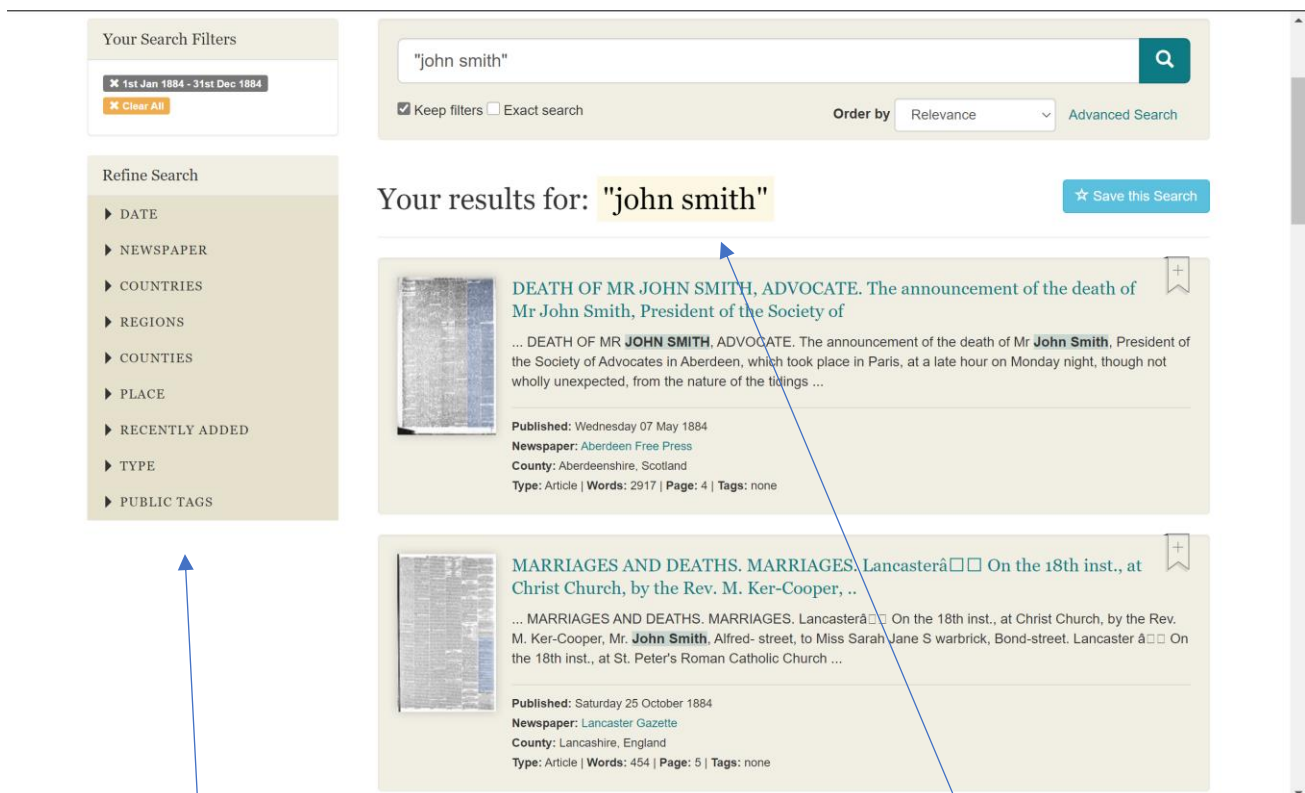
- Advertisement
- Article
- FamilyNotice
- Illustrated
- Miscellaneous
- Front page articles only

**Public tags**

**Sort results by**

Step 8: the results page of your search will load. Should there be many returns, for example in the case of a common name, use the 'Refine Search option'

Oh No... if there's no results found for a name you've researched, head back to advanced search section and choose 'search all words'/'search some words' and so on to see whether you can locate them. If not, record that it was a 'nil return'.



The screenshot shows a search interface with the following elements:

- Your Search Filters:** A date range filter set to "1st Jan 1884 - 31st Dec 1884" with a "Clear All" button.
- Search Bar:** Contains the text "john smith" and a search icon. Below it are checkboxes for "Keep filters" (checked) and "Exact search" (unchecked). The "Order by" dropdown is set to "Relevance".
- Refine Search:** A sidebar menu with categories: DATE, NEWSPAPER, COUNTRIES, REGIONS, COUNTIES, PLACE, RECENTLY ADDED, TYPE, and PUBLIC TAGS.
- Your results for: "john smith"**: A heading with a "Save this Search" button.
- Result 1:** "DEATH OF MR JOHN SMITH, ADVOCATE. The announcement of the death of Mr John Smith, President of the Society of Advocates in Aberdeen, which took place in Paris, at a late hour on Monday night, though not wholly unexpected, from the nature of the tidings ...". Published: Wednesday 07 May 1884. Newspaper: Aberdeen Free Press. County: Aberdeenshire, Scotland.
- Result 2:** "MARRIAGES AND DEATHS. MARRIAGES. Lancasterââ On the 18th inst., at Christ Church, by the Rev. M. Ker-Cooper, ...". Published: Saturday 25 October 1884. Newspaper: Lancaster Gazette. County: Lancashire, England.

Annotations include a blue arrow pointing from the "Refine Search" sidebar to the search filters, and another blue arrow pointing from the "Exact search" checkbox to the search results.

Options provided to refine search, the two most important for us was 'date' and 'counties'

Results for exact search with ""

**Step 8a:** if you get a large amount of returns for your search, refine your criteria using the options on the left hand side, the best two to start with are...

1. Date: should you know the specific month of the trial, you can limit the research returns based on month
2. Counties: if you are searching for specific finds within a county, for example, you are researching prosecutions in the County of Berkshire.

Refine Search	
▼ DATE	
1884	✕
January	1,042
February	928
March	909
April	962
May	1,129
June	866
July	981
August	945
September	930
October	906
November	1,049
December	1,018

Hit 'more counties' for the list of counties to choose from!

July 981

August 945

September 930

October 906

November 1,049

December 1,018

- ▶ NEWSPAPER
- ▶ COUNTRIES
- ▶ REGIONS
- ▼ COUNTIES

Yorkshire, England 1,833

Aberdeenshire, Scotland 833

Lancashire, England 765

London, England 685

Angus, Scotland 511

More Counties

- ▶ PLACE
- ▶ RECENTLY ADDED
- ▶ TYPE
- ▶ PUBLIC TAGS

MARRIAGES AND DEATHS, MARRIAGES, Lan

**Filter by Counties** ✕

You can filter your county results using the various options below

Filter  Filter

All A B C D E F G H I J K L M N  
O P Q R S T U V W X Y Z

Sort Alphabetically

- Aberdeenshire, Scotland (833)
- Angus, Scotland (511)
- Antigua, Antigua (1)
- Antrim, Northern Ireland (154)
- Armagh, Northern Ireland (18)
- Ayrshire, Scotland (94)
- Banffshire, Scotland (98)
- Bedfordshire, England (48)
- Berkshire, England (101)
- Brecknockshire, Wales (25)

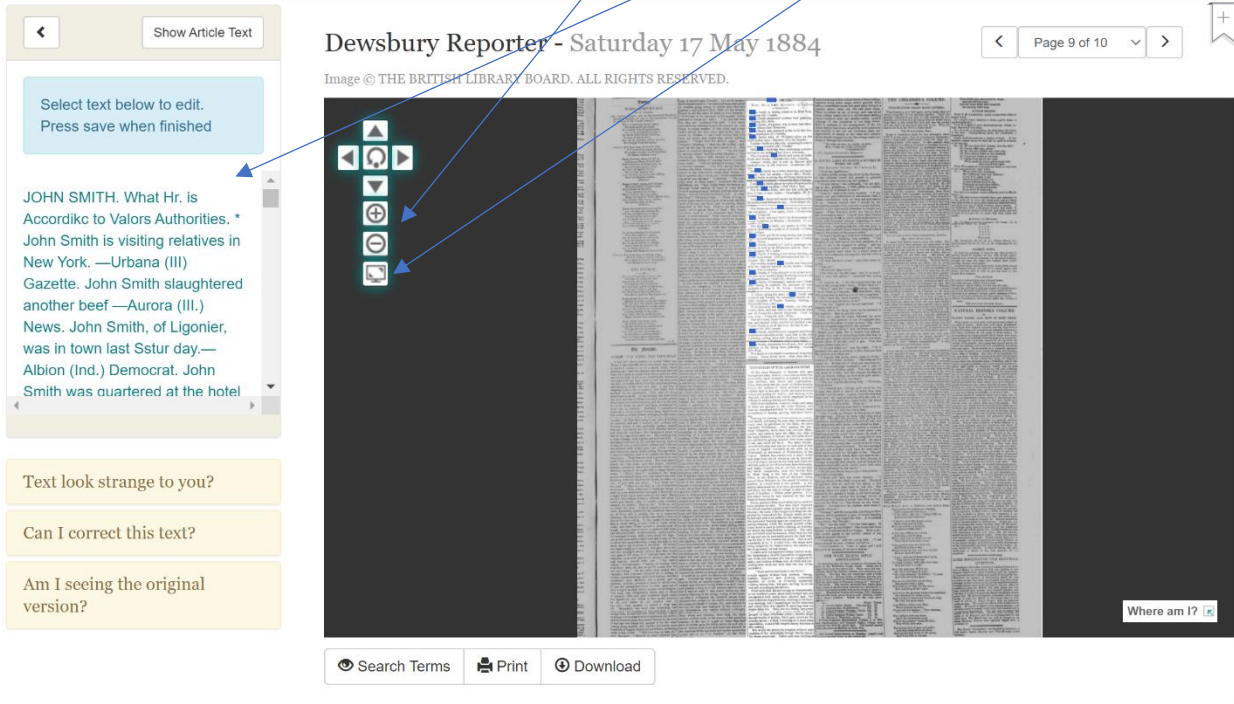
**Step 9:** Once you've







**Step 10:** The newspaper return will open with functional options of zoom, view options (Fullscreen mode), highlighting the exact term you've searched within blue and includes a transcription of the



Do you have a comment about this article?

It may help others with their research. Or perhaps you have an interesting story relating to this page that you would like to share.

newspaper report using the OCR. This means that often there can be inconsistencies between the transcription and the actual report, so our advice would be to ensure you've checked the picture.

**Step 11:** Transcribe the information in the newspaper report, including noting the title of the paper, date and page number. Include this in the Onenote Biography file for the individual (for more instructions please see the general help sheet attached to the toolkit), including the URL link to the paper:

Helpful Tip #2: code your newspapers finds with the initial of the individual and the number, if you find multiple individuals with initials JS, use first letter of last name to decipher:  
#JAS1

Newspaper find #JS1

JOHN SMITH.

WHAT HE IS DOING ACCORDING TO VARIOUS AUTHORITIES.

John Smith is visiting relatives in New York. – Urbana (Ill.) Gazette.

John Smith slaughtered another beer yesterday. – Aurora (Ill.) News.

John Smith, of Ligonier, was in town last Saturday. – Albion (Ind.) Democrat.

John Smith was quartered at the hotel last Sunday. – Kankakee (Ill.) Gazette.

-----  
Saturday 17<sup>th</sup> May 1884, Dewsbury Reporter, page 9

<https://www.britishnewspaperarchive.co.uk/viewer/bl/0001541/18840517/167/0009>

**Step 12:** Return back to your search returns and continue to scroll through returns found for the individual. Repeat steps 9 to 11 conclusively until all the newspapers returned have been read through.

Helpful Tip #3: use the adjustable search options to vary your search returns and support finding those records!



▼ DATE	
1884	✕
January	1,042
February	928
March	909
April	962
May	1,129
June	866
July	981
August	945
September	930
October	906
November	1,049
December	1,018
▼ NEWSPAPER	
Yorkshire Post and Leeds Intelligencer	315
Dundee Courier	252
Aberdeen Press and Journal	249
York Herald	249
Derby Daily Telegraph	230
More Newspapers	
▼ COUNTRIES	
England	8,038
Ireland	569
Scotland	2,688
Wales	328
▼ REGIONS	
Yorkshire and the Humber, England	1,833
East Midlands, England	1,228

Step 13: Head back to the original search we did for the individual, and let's remove the date constraints. The reason for this is to locate returns within the newspaper that may be in reference to the individual we are researching, throughout their life.

**Use exact phrase**

Exact search (e.g. search for "fish" and not "fishing" or "fished")

**Please note** - the search system excludes common words and characters known as stop words. These include words such as, 'the', 'on', 'as' and 'how' as well as some single digits and letters.

---

### Publication

**Publication Place**

**Publication Title**

**Publication Date**

**From**  /  /

**To**  /  /

Data Added

Helpful Tip #4: Given the variance in names, some names may find many returns, adapting the search criteria may help.

-----

END OF HOW TO GUIDE