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INTRODUCTION

The 1911 Data Entry Operator User Guide consists of two sections:

SECTION 1: SPECIAL FIELDS AND SOFTWARE CONTROLS

The Data Entry Fields section provides an introduction to data entry principles including the use of special Notes fields to capture DEO comments and substitution strategies for illegible sample points.

SECTION 2: ENTERING THE DATA

The Entering the Data section provides the Data Entry Operator with the Enumerator Instructions pertinent to the census form or census questions and the Data Entry Instructions for each data entry field. This section is separated into the following sub-sections corresponding to information on the census form:

- The Heading of the Schedule
- Residence and Personal Description
- Citizenship Nationality and Religion
- Profession Occupation Trade or Means of Living
- Wage Earners
- Insurance Held at date
- Education and Language
- Infirmities
- Individual Note

Each of the sub-sections contain the **Data Entry Fields (Columns)** associated with their specific section. For example, sub-section **6) Insurance Held at date** contains the following Data Entry Fields (related to Columns 30 through 32 of the census form):

- C30 - Life Insurance
- C31 - Health Insurance
- C32 - Cost of Insurance

The Enumerator Instructions section provides the Data Entry Operator with the Enumerator Instructions related to each data entry field.

The Data Entry Instructions provides the Data Entry Operator with the instructions to enter the data, the data entry fields, and relevant information about each field. The field is identified by its computer field name. Fields appear in the order in which you see them on the screen.

A common feature of the Data Entry Instructions is the list of other acceptable entries. We have provided a list of characters that can be used to record such things as missing data, illegible data, illegible characters, illegible numbers, and damaged document. The

purpose of using characters is two-fold: first to standardize common responses and second to ease data entry typing. The following list provides acceptable entries. There are expanded responses associated with the question mark (?) pertinent to particular fields. For some fields abbreviations are allowed and are so noted. In all other cases idiosyncratic spelling and full text should be transcribed.

*	Missing
!	Illegible
[blank]	blank
=	enumerator entered "unknown"
?	in place of illegible characters and/or illegible numbers
@	damaged document

SECTION 1: VALIDITY CHECKS, SPECIAL FIELDS, AND DWELLING CONTROLS

1.1 BACKGROUND

The data entry screen contains fields or variables. Each field appears in the same order as the columns on the census page.

- Our task is to reproduce the enumeration form intact, without editing or interpretation.
- Do not add information which the enumerator has missed.
- Do not try to correct mistakes made by the enumerator and/or census officers.

At times you may have difficulty reading an enumerator's handwriting. We have a standard entry for information in a column that is completely illegible - it is the exclamation mark !

If part of the information is illegible (part of an occupation, for instance), you may enter the legible information followed by ?

If the information has been written over or amended, you may capture original entries and corrections in appropriate fields.

If you need assistance in trying to read something, ask your supervisor.

Enter all dwelling place information and individual information for all persons in the dwelling place.

1.2 CAPITALIZATION

- a. Coded values can be entered in upper, lower or mixed case, and will be standardized once the data get to the 'warehouse' stage. (For the most part, the manual indicates such values should be entered in capital letters, e.g., BC, ON, JA, FE and so on). As well, variables for which the response is 'yes' or 'no' (or something similar) can be entered in upper, lower or even mixed case - there is no loss of information, and responses can be standardized after the data entry.
- b. In contrast, **five variables** should follow the capitalization as written on the enumeration schedule. There variables are:
 - * enumerator name
 - * City/town/village etc.,
 - * family name
 - * first name
 - * place of habitation

- * District No
- * Sub District No
- * Enumeration District No
- * Place of occupation

For example, with family names, data would be entered as follows:

McDonald
 MacDonald
 Macdonald
 LeBlanc
 Leblanc
 LeGrand
 Le Grand
 den Haag
 Den Haag
 ... and so forth.

There is historical value to knowing how names were spelled in the past, and if we do not keep this information now, we will never have it in the future. There is no loss of information by entering variables this way, and we have no technical limitations that would require us to enter everything in just one case.

1.3 VALIDITY CHECKS

1.3.1 Single Field Checks:

E. G. Single Field Validity Check: The Province field will only accept values from a list of acceptable entries. If the DEO enters BB the program will launch a Validity Check.

The Validity Check will ask the DEO to ensure the data they have entered is what is on the census manuscript.

If the DEO mistakenly entered BB they must select the [Correct] button which will return them to the field to enter what is on the census manuscript.

If BB was recorded on the census manuscript the DEO must select the [Do Not Correct] button which will accept the entry and over ride the Validity Check.

1.3.1.1 - Manuscript Province - must be a value from a list of acceptable abbreviations

1.3.1.2 - Year of Birth (positive integers from 1770 to 1911)

1.3.1.3 - Age at Last Birthday (positive integers from 1 to 120, also accepts fractions of a year ie: 1/12 if person is one month old, also accepts value in days if person expressly wrote in '15 days' for extremely young children)

1.3.1.4 - Year of Immigration (positive integers less than 1912)

1.3.1.5 - Year of Naturalization (positive integers less than 1912)

1.3.1.6 - Sex (must be a value from list of acceptable entries)

1.3.1.7 - Single, Married, Widowed, Divorced, Legally Separated (must be a value from list of acceptable entries)

1.3.1.8 - Relation to Head (must be a value from list of acceptable entries)

1.3.1.9 - Month of Birth (must be a value from list of acceptable entries)

1.3.1.10 - Weeks employed in 1910 at Chief Occupation (positive integers between 0 and 52)

1.3.1.11 - Weeks employed in 1910 at Other Occupation (positive integers between 0 and 52)

1.3.1.12 - Hours of Work per week at Chief Occupation-[This check was modified February 1, 2005. The number of hours was raised from 72 to 85.](#) (positive integers between 0 and 85)

1.3.1.13 - Hours of Work per week at Other Occupation-[This check was modified February 1, 2005. The number of hours was raised from 72 to 85.](#) (positive integers between 0 and 72)

1.3.1.14 - Months in school in 1910 (positive integers between 0 and 12)

1.3.2 Multi-Field Checks:

E. G. Multi-Field Validity Check: Year of Birth vs. Age.

If the DEO enters 1880 in the Year of Birth field and 72 in the Age field the program will launch a Validity Check.

The Validity Check will ask the DEO to ensure the data they have entered is what is on the census manuscript.

If the DEO mistakenly entered 72 in the Age field they must select the [Correct] button which will return them to the Age field to enter what is on the census manuscript.

If 72 was recorded on the census manuscript the DEO must select the [Do Not Correct] button which will accept the entry and over ride the Validity Check.

1.3.2.1 - Year of Birth vs. Age (they must make logical sense)

1.3.2.2 - Year of Birth vs. Year of Immigration (YOB <= Year of Immigration)

1.3.2.3 - Year of Birth vs. Year of Naturalization (YOB <= Year of Naturalization)

1.3.2.4 - Year of Birth vs. Months in School (Age of respondent should be between 5 and 21 if there is a response given for Months in School)

1.3.2.5 - Year of Birth vs. Can Read-[This check was removed February 1, 2005](#). (Age of respondent should be 5 or more if they can read)

1.3.2.6 - Year of Birth vs. Can Write-[This check was removed February 1, 2005](#). (Age of respondent should be 5 or more if they can write)

1.3.2.7 - Year of Birth vs. Language1 (Age of respondent should be greater than 5 if there is a language listed)

1.3.2.8 - Year of Birth vs. Language2 (Age of respondent should be greater than 5 if there is a language listed)

1.3.2.9 - Year of Birth vs. Language3 (Age of respondent should be greater than 5 if there is a language listed)

1.3.2.10 - Year of Birth vs. Cost of Education (Age of respondent should 16 or more if there is a response to Cost of Education)

1.3.2.11 - Year of Immigration vs Year of Naturalization (YOI <= YON)

[1.3.2.10 - Relation to Head vs Sex - This check was modified \(February 1st, 2005\) to exclude the Head vs Female check.](#)

1.4 INSTITUTION, DWELLING AND INDIVIDUAL NOTE FIELDS

There are three Note Fields: Institution, Dwelling and Individual.

The DEO should indicate the field to which the note refers, E. G., C14 for Racial Tribe or Origin. The DEO should then note what triggered the action: validity check (VC), an automatically triggered action; multiple response (MR), where the enumerator has entered, for example, two or more occupations in Chief Occupation or Trade, the DEO would record the second occupation in the Individual Note field; original response (OR), where the enumerator's original response has been 'corrected' that correction is entered in the variable field and the original response is entered in the appropriate note field;

suggested response (SG), where the DEO has suggested a response generally when a field is blank and other information suggests an answer; Extra Information (EI), and Sample Point (SP).

1.4.1 Dwelling Note Pop-up Box and Individual Note Pop-up Box

To enter information into the Dwelling Note field and Individual Note field the DEO should Press F5; to launch the Dwelling Note Tool and Press CTRL M to launch the Individual Note Pop-up Box.

The Dwelling Note Tool Pop-up Box and Individual Note Tool Pop-up Box provide the DEO with a pop-up box that contains two drop down menus for Field Name and Note Type and a text field for recording pertinent information.

E. G. In the case of a validity check triggered for Racial Tribe or Origin, the format would be as follows: C14 VC *the note*

1.4.2 Dwelling Note Tool Pop-up box Edit/Delete Note Function

- 1) Launch the Dwelling Note Tool Pop-up box (press F5) or the Individual Note Tool Pop-up box (Press CTRL M).
- 2) Single Left Click-on the Editing Existing Notes Check Box (this is located in the lower right portion of the note tool dialog box). This will enable you to select the note requiring editing from the Existing Notes Drop-Down Menu (this is located in the lower left portion of the Note Tool Pop-up box).
- 3) Scroll through the Existing Notes Drop-Down Menu to locate and select the note that requires editing. This will present the Field Name and Type of Note drop down menus and the Note Text Field.
- 4) Edit the note then Single Left Click-on the OK button.
- 5) To delete the note Single Left Click-on the Delete button.

1.4.3 Institution Note Pop-up Box

To enter information into the Institution Note field the DEO should Press F9 to launch the Institution Note Tool Pop-up Box.

The Institution Note Tool provides the DEO with a pop-up box that contains three text fields. These fields are Institution Type, Institution Name and Additional Comments.

E. G. If the DEO is assigned a Convent named St. Mary's the DEO would simply record Convent in the Institution Type field and St. Mary's in the Institution Name field. If there is other information related to the institution that the DEO wishes to record, such as the number of nuns in the convent they may do so in the Additional Comments.

Note: Examples on how to use Dwelling Note, Individual Note and Institution Note are dispersed throughout the Manual.

1.4.4 Institution Note Tool Pop-up box Edit Note Function-This section was added to the manual January 14th, 2005

- 1) Launch the Institution Note Tool Pop-up box (press F9).
- 2) Single Left Click-on the Editing Existing Notes Check Box (this is located in the lower right portion of the note tool dialog box). This will enable you to select the note requiring editing from the Existing Notes Drop-Down Menu (this is located in the lower left portion of the Note Tool Pop-up box).
- 3) Scroll through the Existing Notes Drop-Down Menu to locate and select the note that requires editing. This will present the Field Name and Type of Note drop down menus and the Note Text Field.
- 4) Edit the note then Single Left Click-on the OK button.
- 5) To delete the note Single Left Click-on the Delete button.

1.5 ILLEGIBLE SAMPLES AND ILLEGIBLE DATA BLOCKS

1.5.1 Illegible Sample Points

Occasionally we expect that a selected sample dwelling will be judged by the local DEO and Supervisor to be sufficiently illegible so as not to be worth recording this information. In this case, the NEXT legible dwelling will be substituted, so long as it is within the same District and Sub District area: i.e. the area encompassed by the same Coversheet. If there is no following whole dwelling, then the next previous dwelling will be substituted within the same District and Sub District area.

1.5.2 Blocks of Illegible Records

In cases where a series of sample dwellings may be deemed illegible, the entire illegible block and the specific sampled dwellings will be noted for a substitution decision at a later date. The substitution principle will be to select a random sample of the same number of dwellings from among those NOT previously sampled in a block of dwellings of equivalent size, in the NEXT similar Sub District (urban are matched by urban area, rural by rural etc.)

1.5.3 How to record Substitutions

Substitution of one sample point dwelling should be noted in the Dwelling Note Field using the Dwelling Note Pop-up Box enter H10 SP *reason for making substitution.*

If two or more illegible sampled dwellings occur in a row or part of an entire reel is illegible contact your supervisor. These cases will be noted and a substitution will be made a later date. Use the Dwelling Note Tool to record illegibility of sample point dwellings.

1.6 DWELLING CONTROLS

1.6.1 Add/Remove Individuals

1.6.1.1 Add Individuals Button

The DEO should type the number of individuals in the dwelling into the appropriate field, and then press the Add Individuals button. This will populate the Individuals subform on the data entry software with the requested number of people.

E.G. Count and enter the number of individuals in the entire dwelling (the number of persons having the same dwelling house number, in column 1. If the dwelling is split by pages out of order, locate the correct subsequent page and add the additional persons to the dwelling place. If the dwelling place is the last one on a page, look at the next page to see if there are others who belong in this dwelling place.

1.6.1.2 Remove All Individuals Button

To quickly remove all individuals associated with a particular dwelling – to start the dwelling over – simply click on the Remove All Individuals button, and the dwelling will be reset to its initial empty state.

1.6.2 Individual Controls

1.6.2.1 Insert Individual Button

To insert a single individual that was missed into a dwelling that is already populated with individuals, click on the Insert Individual button. Input the position in the dwelling where the individual should be inserted (the new individual should be the 4th person in the dwelling, for instance) and then press enter. A new blank line will be inserted into the list of individuals in the position that was requested.

1.6.2.2 Remove Individual Button

The Remove Individual button does just the opposite. If there is an extraneous line in the list of individuals, use the Remove Individual button to remove it. The prompt will ask which line should be removed.

1.6.3 Sample Point Navigation Control Box

1.6.3.1 Prev/Next Dwelling Buttons

These buttons allow the DEO to navigate backwards and forwards through the list of dwellings in the sample point, one dwelling at a time.

1.6.3.2 Dwelling Select Pull-down menu

The Dwelling Select tool allows the DEO to move to any Dwelling within their sample point with a single click. The menu lists the Reel Number, Province, District Number, SubDistrict Number and Dwelling number as determined by the Indexing process. Also, there is an indicator that lists whether the dwelling has been completed or not. This allows the DEO to track which dwellings they have completed and how many remain.

1.6.3.3 Entered Button

The Entered Button sets the Entered flag in the Dwelling Select pull-down. The DEO should activate this button after each dwelling has been entered.

1.6.3.4 Sample Point Correction Toggle/Input Field

The Sample Point Correction controls allow the DEO to substitute one dwelling for another in the case where a dwelling is too damaged or illegible to use for data entry. The DEO clicks the Sample Point Correction toggle button, and then the field below it called "Corrected Sample Point Dwelling No" will become useable. The DEO should insert

the number of the dwelling that will be used instead of the dwelling from the sample point in this field.

PLEASE NOTE: The Dwelling No from the Sample Point Pull-down menu refers to the dwelling count number obtained during the Indexing phase of the CCRI 1911 data entry process. The number represents the count of the dwelling within its subdistrict, NOT necessarily the Dwelling Number that appears on the manuscript page. Therefore, if the dwelling that needs to be substituted is listed in the Sample Point Pull-down as being Dwelling Number 100, that means that it is the 100th dwelling in that particular subdistrict, not necessarily the dwelling whose dwelling number on the manuscript is 100!

If the next legible dwelling after dwelling 100 is 5 dwellings later, it should be listed as dwelling number 105, regardless of what the dwelling number on the manuscript says.

Please consult the appropriate section in this manual for a more detailed explanation of when and how to substitute dwellings.

1.6.4 Additional Data Entry Tool

1.6.4.1 Duplicate Hotkey (CTRL-‘ hotkey)

To duplicate the value in the field directly above the currently selected field, simply use the hotkey “CTRL-‘ ”. This can be particularly useful if an entire dwelling gave a particular response to a question. The most obvious example is family name. Using the duplicate key, the DEO need only type in the family name once for the first respondent, and can then use the duplicate for each subsequent family member.

1.7 VARYING SCHEDULE FORM-THIS SECTION WAS ADDED TO THE MANUAL JANUARY 14, 2005.

1.7.1 Varying Schedule Forms

An analysis of the manuscript indicates at least four types of Schedule forms were used for purposes of enumerator. For a complete analysis of these forms please see Appendix A – Vary Schedule Forms.

A1 forms have 16 columns, compared to Schedule 1 forms which have 41 columns, so there will be missing data or blank data fields.

For each dwelling sample point drawn from A1 we will enter information in the Dwelling Note field to indicate the data is drawn from a Schedule A1 form.

1.7.2 Entering the Data from non-Schedule 1 forms

If the Schedule form IS NOT a standard Schedule 1 form, please make a note as to the type of form.

E.G. If the enumerator used a Schedule A1 form, record this information in the Dwelling Note Field.

SECTION 2: ENTERING THE DATA

2.1 BACKGROUND

This section provides the Data Entry Operator with the Enumerator Instructions pertinent to the census form or census questions and the Data Entry Instructions for each data entry field. Section 2 is separated into the following sub-sections corresponding to information on the census form:

- The Heading of the Schedule
- Residence and Personal Description
- Citizenship Nationality and Religion
- Profession Occupation Trade or Means of Living
- Wage Earners
- Insurance Held at date
- Education and Language
- Infirmities
- Individual Note

Each of the sub-sections contain **Data Entry Fields (Columns)** associated with their specific section. For example, sub-section **6) Insurance Held at date** contains Columns 30 through 32 of the census form.

The Enumerator Instructions section provides, for each Data Entry Field, the Instructions that Ottawa gave to the Enumerators in 1911.

The Data Entry Instructions for each field tell the Data Entry Operator how to enter the data.

2.2 THE HEADING OF THE SCHEDULE

ENUMERATOR INSTRUCTIONS

The Heading of the Schedule.

69. Fill out head-lines. The enumerator will fill out the spaces at the top of each page of the schedule before entering any names on that page, with the name of the province, the district number, the subdistrict number, the enumeration district number, and in the last blank on the right hand side of the sheet he will state whether his enumeration area is part of a city, town, village, township or parish, and his own name. See Sample Schedule. The commissioner will be particularly careful that every enumerator under his direction thoroughly understands how to fill in the heading of the schedules properly. He is moreover required to have the enumerators fill the headings of some of their schedules with the proper designations for their enumeration area in his presence. See Instruction No. 31.

DATA ENTRY INSTRUCTIONS

2.2.1 - H1-Province

Single Field Validity Check:

Province must be a value from a list of acceptable entries:

Acceptable Entries			
Alberta	AB	Ontario	ON
British Columbia	BC	Prince Edward Island	PE
Manitoba	MB	Quebec	QC
New Brunswick	NB	Saskatchewan	SK
Nova Scotia	NS	Yukon	YT
North West Territories	NT		

If Province is not given, enter * in H1. Examine previous and/or subsequent pages and enter an inferred response for the province name in the Dwelling Note field using the Dwelling Note Pop-up Box as H1 SG *province name*

Other acceptable entries

- * missing
- ! illegible
- = enumerator entered "unknown"
- ? in place of illegible characters
- @ damaged document

2.2.2 - H2-District No

After enumeration was complete, Census officials often recorded two numbers at the top of the census page. These numbers refer to District No. and S. District No. numbers respectively. We refer to these as the corrected version. When these numbers differ from what the enumerator recorded in the District No. and S. District No. fields, enter the corrected version, 1, (see image below) in data entry field H2 and put the enumerator's entry, the original entry, 45, into the Dwelling Note using the Dwelling Note Pop-up Box as H2 OR 45

1-76			
Province BC	District No. 45	S. District No. 22	Enumeration District

If District No. is not given, enter * in H2. Examine previous and /or subsequent pages and enter the District No from another page as an inferred response in the Dwelling Note field using the Dwelling Note Pop-up Box as H2 SG *suggested District No*

Other acceptable entries

- * Missing
- ! Illegible
- = enumerator entered "unknown"
- ? in place of illegible characters
- @ damaged document

2.2.3 - H3-Sub District No

After enumeration was complete, Census officials often recorded two numbers at the top of the census page. These numbers refer to District No. and S. District No. numbers respectively. We refer to these as the corrected version. When these numbers differ from what the enumerator recorded in the District No. and S. District No. fields, enter the corrected version, 76, (see image below) in data entry field H3 and put the enumerator's entry, the original entry, 22, into the Dwelling Note field using the Dwelling Note Pop-up Box as follows: H3 OR 22

1-76			
Province BC	District No. 45	S. District No. 22	Enumeration District

If Sub District No. is not given, enter * in H3. Examine previous and /or subsequent pages and enter the Sub District No from another page as an inferred response in the Dwelling Note field using the Dwelling Note Pop-up Box as H3 SG *suggested Sub District No*

Other acceptable entries

- * missing
- ! illegible
- = enumerator entered "unknown"
- ? in place of illegible characters
- @ damaged document

2.2.4 - H4-Enumeration District Number

Enter the Enumeration District No. from the top of Schedule No. 1.

If Enumeration District No. is not given, enter * in H4. Examine previous and /or subsequent pages and enter the Enumeration District No. from another page as an inferred response in the Dwelling Note field using the Dwelling Note Pop-up Box as H4 SG *suggested Enumeration District No*

If Enumeration District No. has an original response that has been corrected but is still legible, enter the original response in the Dwelling Note field using the Dwelling Note Pop-up Box as H4 OR *original Enumeration District No*

Other acceptable entries

- * missing
- ! illegible
- = enumerator entered "unknown"
- ? in place of illegible characters
- @ damaged document

2.2.5 - H5-City Town, Village Township, Parish

Enter the name of the "City, town, village, township or parish" from the top of Schedule No. 1.

Read the whole of the top of the page and if a city ward is given as well as the city, give both pieces of information. Always given city name first; e.g., WINNIPEG Ward 5
It is important to keep the spellings consistent. If in doubt about the spelling, check adjacent pages and use the spelling which appears to be correct or most frequent.

Do not abbreviate.

If blank, enter * in H5. Examine previous and /or subsequent pages and enter the appropriate name as an inferred response in the Dwelling Note field using the Dwelling Note Pop-up Box as H5 SG *suggested name*

If there is an original response that has been corrected but is still legible, enter the original response in the Dwelling Note field using the Dwelling Note Pop-up Box as H5 OR *suggested name*

Other acceptable entries

*	missing
!	illegible
=	enumerator entered "unknown"
?	in place of illegible characters
@	damaged document

2.2.6 - H6-Enumerator Last Name-

Enter the last name of the enumerator, as stated at the top of Schedule No. 1.

Enter reversed names in correct order without comment.

If the names are illegible and you can tell there is more than one last name, enter "!1" , "!2" and so on to indicate separate occurrences of distinct last names.

If Enumerator name is not given, enter * in H6. Examine previous and /or subsequent pages and enter the inferred name in the Dwelling Note field using the Dwelling Note Pop-up Box as H6 SG *suggested name*

Other acceptable entries

*	missing
!	illegible
=	enumerator entered "unknown"
?	in place of illegible characters
@	damaged document

2.2.7 - H7-Enumerator First Name

Enter the first name of the enumerator and include middle initial if given. Thus if the enumerator is Geo G Calder enter GEO G in this field.

Punctuation is unnecessary for simple abbreviations or single initials. Always enter titles such as Mr, Mrs, Dr, Rev, etc. after the first name.

Jr and Sr are abbreviated as such and entered after the first name.

Enter reversed names in the correct order without comment.

If Enumerator name is not given, enter * in H7. Examine previous and /or subsequent pages and enter the inferred name in the Dwelling Note field using the Dwelling Note Pop-up Box as H7 SG *suggested name*

Other acceptable entries:

*	missing
!	illegible
=	enumerator entered "unknown"
?	in place of illegible characters
@	damaged document

2.2.8 - H8-Manuscript Dwelling Number

DATA ENTRY INSTRUCTIONS

Enter the dwelling number listed on the census manuscript column 1 Dwelling House number.

If the number in column 1 has been corrected or over-written, use corrected number.

Record the Original manuscript dwelling number in Dwelling Note Field using the Dwelling Note Field Pop-up Box as follows: H8 OR *the number*

ENUMERATOR INSTRUCTIONS

79. Institution. An institution household includes such establishments as hospitals, poorhouses, asylums for the insane, prisons, penitentiaries, schools of learning, military barracks, homes for the aged, homes of refuge, etc. The officials, attendants, servants and inmates of an institution who live in the institution building or group of buildings form one family and must be recorded in the order mentioned, and the name of the institution is to be written in column 1. But where an officer or other employee does not live in the institution he will be enumerated with his family if he lives with them.

DATA ENTRY INSTRUCTIONS

2.2.9 - H9-Institution Note

See Section **1.4 Institution, Dwelling and Individual Note Fields** for general instructions on Note fields.

The Institution Note field is intended to be used to record information that indicates that a particular dwelling is a named institution. This information is generally located in the margins of the enumerator pages and should be entered as an original response.

E. G. Using the Institution Note Pop-up Box enter the following information:

Institution Type	Institution Name	Additional Comments
Convent	House of Providence	info in margin

Note: It is not required to use all three fields.

Examples of institutions include: hospital, asylum, prison, convent, and house of refuge.

Other information in the margins should be noted in other appropriate fields or note fields.

ENUMERATOR INSTRUCTIONS

72. Dwelling house. Any structure which provides shelter for a human being is a house. It need not be a house in the usual sense of the word, but may be a room in a factory, a store or office building, a railway car, or the like.

73. Apartment house. An apartment house counts only as one house no matter how many entrances it may have or how many families it may contain, and it should be recorded by number only once in this column; and to provide against errors the enumerator will write opposite the record of the families living in it the words "Apartment House." See Sample Schedule.

74. Tenement house. A building with partition walls running through it from cellar to attic and making of each part what is usually known as a "whole house" and having a separate entrance to each part, counts for as many separate dwellings as there are separate front or principal entrances, but a two-apartment-house with one apartment over the other and a separate front door for each apartment counts only as one dwelling house.

DATA ENTRY INSTRUCTIONS

2.2.10 - H10-Dwelling Note

See Section 1.4 **Institution, Dwelling and Individual Note Fields** for general instructions on Note fields.

The H10 Dwelling Note field is used to enter a brief comment about any unusual information or conditions pertaining to the dwelling place.

The decision to enter a comment is triggered by DEO actions or observations during the data entry process. Triggers include:

Multiple Response	MR	observation that enumerator entered two or more responses in a field
Original Response	OR	observation that original response has been corrected
Suggested Response	SG	decision to suggest a response when other data suggests it
Extra Information	EI	a catch all category for triggers not listed above
Sample Point	SP	to record changes to the sample point selection

E.G. In the margin of the census alongside the dwelling, the enumerator has written "apartment". This information would be recorded in the Dwelling Note Field using the Dwelling Note Pop-up Box as H10 EI APARTMENT

2.3 RESIDENCE AND PERSONAL DESCRIPTION

ENUMERATOR INSTRUCTIONS

75. Numbering the dwelling houses. The first dwelling house enumerated should be numbered as "1," the second as "2," and so on until the enumeration of the subdistrict completed. The number should always be entered opposite the name of the first person enumerated in each dwelling house, and should not be repeated for other persons in the same family, or for other families if it be an apartment house. See Sample Schedule.

76. Family, household or institution. In column 2 the families or households should be numbered in the order in which they are enumerated, entering the number opposite the head of the family as shown in the Sample Schedule.

77. Family. In the restricted sense of the term a family consists of parents with sons and daughters in a living and housekeeping community, but for Census purposes it may include other relatives and servants, and every such community which has its housekeeping entirely to itself should be returned as a separate family.

78. Household. A household may include all persons *in* a housekeeping community, whether related by ties of blood or not, but usually with one of their number occupying the position of head. All the occupants and employees of a hotel or lodging house, if that is their usual place of abode, make up for Census purposes a single household. See Instruction No. 54.

DATA ENTRY INSTRUCTIONS

2.3.1 - Page Number -

Enter the page number of the census, from the top left or top right of the census form.

Occasionally a page will be numbered 5a, 5b. Enter the number and letter.

If the page number is not given, look at adjacent pages and determine that you have the correct page.

There should always be an entry here.

2.3.2 - Line # -

Enter the line number on the census page as given in the left hand margin of the page. The number must be between 1 and 50. Occasionally an enumerator will add a line at the foot of the page with no line number. In those cases the appropriate entry is to leave Line # field blank.

2.3.3 - C2-Family Number

Enter the "Family, household or institution" number from column 2, Schedule 1 for head of the household only. This field for the rest of the dwelling will be automatically populated after all data entry has been completed.

This number cannot be less than the Dwelling House sequence number from column 1.

If the number in column 2 has been corrected or over-written, use corrected number.

Record the Original Family Number in Individual Note Field using the Individual Note Field Pop-up Box as follows: C2 OR *the number*

Other Acceptable Entries

- * Missing
- ! Illegible
- = enumerator entered "unknown"
- ? in place of illegible characters
- @ damaged document

ENUMERATOR INSTRUCTIONS

80. Name of each person in family, household or institution.

The members of the family or household in column 3 are to be entered in the following order, namely: Head first, wife second, then sons and daughters in the order of their ages, and lastly relatives, servants, boarders, lodgers or other persons living in the family or household. The persons in an institution may be described as officer, principal, inmate, patient, prisoner, pupil, etc.

81. How to write names

The last name or surname is to be written first, then the given name in full. Where the surname is the same as that of the person in the preceding line it should not be repeated. See Sample Schedule.

DATA ENTRY INSTRUCTIONS

2.3.4 - C3-Last Name

Enter individuals in order as they appear on the manuscript

Enter a consistent spelling of the last name as given in column 3.

Where the enumerator has used “ditto” marks to reflect repetition, enter the corresponding information as given from the row(s) above.

If the last names are illegible and there is no familial relationship between individuals (see column 6, Relation to Head) then use the following approach:

- ! First illegible last name
- ! Second illegible last name
- ! Third illegible last name

If the last names are illegible and there is relation to head information that indicates the individuals are related and may have the same last name then enter:

First Family

- ! 1 First illegible last name appear to be related
- ! 1 Second illegible last name appear to be related
- ! 1 Third illegible last name appear to be related

If there is a second family within the same dwelling, the last names are illegible but may have the same last name then enter:

Second Family

- ! 2 First illegible last name appear to be related
- ! 2 Second illegible last name appear to be related
- ! 2 Third illegible last name appear to be related

Other Acceptable Entries

- * Missing
- ! Illegible
- = enumerator entered “unknown”
- ? in place of illegible characters
- @ damaged document

Multiple Names-This section was added February 1st, 2005.

In situations where the respondent has provided multiple names such as Last Name, First Name and Birth Name enter the information as follows:

E. G. Larouche Monique Tremblay

C3 Last Name	C4 First Name
Larouche	Monique Tremblay

Note: Occasionally the enumerator recorded **born name Tremblay**. Under these circumstances please enter only "**Tremblay**" not "**born name Tremblay**".

2.3.5 - C3-First Name

Enter a consistent spelling of the first name as given in column 3.

Other Acceptable Entries

- * Missing
- ! Illegible
- = enumerator entered “unknown”
- ? in place of illegible characters
- @ damaged document

ENUMERATOR INSTRUCTIONS

82. Place of habitation.

The place of habitation, column 4, refers to the place of residence. In the case of a city, town or incorporated village, the enumerator will enter the number of the house and the name of the street, as 14 Bay street; and in the case of rural districts the name of the township, lot, parish or cadastral number. Provided, however, that in Manitoba, Saskatchewan and Alberta the location be designated by township, range and meridian, as T. 14, R. 9, W. 8.

DATA ENTRY INSTRUCTIONS

2.3.6 - C4-Place of Habitation

Enter the Place of Habitation as given in column 4.

Where the enumerator has used “ditto” marks to reflect repetition, enter the corresponding information as given from the row(s) above.

If there are missing values for any member of the dwelling (no ditto marks) simply put an * in the field. **You do not need to enter anything in the Individual Note Field about those people EXCEPT for the HEAD of a household.**

If there is missing or abbreviated information about the head of a household, use this approach: review other dwellings in order to infer a named location. Review the sample point dwelling and the previous and following dwellings on the current image. If necessary, also review the dwellings on the (one) previous or following image. Enter the Place of habitation data and a corresponding note for the suggested response in the Individual Notes field using the Individual Note Pop-up box.

E. G. A series of addresses are given on the census form in column 4, as follows. The dwellings beginning at lines 3 and 6 correspond to the sample points:

Line	Dwel. No	Hhold No	C4 - Place of Habitation	C6- Rel. to Head
1	100	125	54 River St	Head
2			“	Wife
3	101	126	50 “	Head
4			1 Jasper Rd	Son
5			“ “	Daughter
6	102	127	3	Head
7		128	3a	Head
8				Son

Data for the sample points would be entered as follows:

Line #	C4 - Place of Habitation	C6 – Relation to Head	Individual Notes
3	50 RIVER ST	Head	
4	1 Jasper Rd		
5	1 Jasper Rd		
6	3*	Head	C4,SG,3 JASPER RD;
7	3a*	Head	C4,SG,3a JASPER RD;
8	*		

Explanation:

Lines 3, 4 and 5: The entry for C4 Place of Habitation is based upon the enumerator's hand writing/ditto marks and there are therefore no corresponding Notes.

Lines 6 and 7: C4 Place of Habitation contains the given street number and an indication that some data was assessed to be "missing". Based upon the previous and subsequent dwelling, the street name and number are given as a suggested response in the Individual Note Field using the Individual Note Pop-up Box, because these two people are heads of households.

Line 8: The * in C4 Place of Habitation represents the missing data for C4 of the census form. There is no need to add any comment in the Individual Note field because this person is not the head of a household.

Other Acceptable Entries

- * Missing
- ! Illegible
- = enumerator entered "unknown"
- ? in place of illegible characters
- @ damaged document

ENUMERATOR INSTRUCTIONS

83. Sex

The sex in column 5 will be denoted by “M” for males and “F” for females.

DATA ENTRY INSTRUCTIONS

2.3.7 - C5-Sex

Multi-Field Validity Check:

Relation to Head vs. Sex (E.G. If Relation to Head is Son Sex should be M)

Relation to Head vs Sex - This check was modified February 1st, 2005 to exclude the Head vs Female check.

Single Field Validity Check:

Sex (must be a value from list of acceptable entries)

Acceptable Entries:

M
F

Enter the sex of the individual as given in column 5.

If the entry appears to be wrong and you can infer the sex of the individual based on their relationship to head, then enter sex as given in field C5 and enter a corresponding note for the suggested response in the Individual Note field.

E. G. A son has an F (*female*) in column 5. The suggested response is M (*male*). Enter the F in field C5 and enter the suggested response in the Individual Notes field using the Individual Note Pop-up Box as C5 SG M

If sex is missing and you can infer the sex of the individual based on their relationship to head, then enter * (*missing*) in the sex field and enter a corresponding note for the suggested response in the Individual Note field.

Other Acceptable entries:

* Missing
! Illegible
= enumerator entered “unknown”

? in place of illegible characters
@ damaged document

ENUMERATOR INSTRUCTIONS

84. Relationship to head of family or household

The head of the family or household in column 6, whether husband or father, widow or unmarried person of either sex, is to be designated by the word "Head," and the other members of the family as wife, father, mother, son, daughter, grandson, daughter-in-law, uncle, aunt, nephew, niece, partner, boarder, lodger, servant, etc., according to the relationship which the person bears to the head of the family. Persons in an institution may be designated as officer, inmate, patient, pupil, prisoner, etc., and in the case of the chief officer his title should be used, as Warden, Superintendent, Principal, etc.

DATA ENTRY INSTRUCTIONS

2.3.8 - C6-Relation to Head

Multi-Field Validity Check:

Relation to Head vs Sex - This check was modified February 1st, 2005 to exclude the Head vs Female check.

Original Check: Relation to Head vs Sex (E.G. If Relation to Head is Son Sex should be M).

Modified Check: Relation to Head vs Sex (E.G. If Relation to Head is Son Sex should be M; if Relation to Head is Head and Sex is F there is no check).

Single Field Validity Check:

Relation to Head (will be checked against the entries listed below; this will enable a check of in excess of 90 percent of the entries in this field.)

Enter relationship to the head, from column 6

Acceptable Abbreviations

Acceptable Abbreviations	English	French
Head	H	C
Wife	W	E
Daughter	D	FL
Son	S	FS

Other Acceptable Entries

* Missing
! Illegible

= enumerator entered “unknown”
? in place of illegible characters
@ damaged document

It has been noted that occasionally the enumerator would record incorrect information. For example, if what the enumerator entered is illegible but Child was entered for other members of this family then we can suggest that the illegible entry was child and this was later changed to Daughter or Son etc. We will record this as follows. First, we will enter the corrected data in C6. Second, we will record what we think was the original as follows:

C6 SG type in OR child in the text field

ENUMERATOR INSTRUCTIONS

85. Conjugal condition

The description in column 7 will be given by the use of the initial letters, “S” for single person, “M” for married, “W” for widowed (man or woman), “D” for divorced and “L.S.” for legally separated. Persons separated only as to bed and board will be described as married.

DATA ENTRY INSTRUCTIONS

2.3.9 - C7-Single, Married, Widowed, or Divorced

Single Field Validity Check:

Single, Married, Widowed, Divorced, Legally Separated (must be a value from a list of acceptable entries)

Acceptable Abbreviations	English	French
Single	S	C
Married	M	M
Widowed	W	V
Divorced	D	D
Legally Separated	LS	SL

Enter conjugal condition (marital status), as given in column 7.

If the entry appears to be wrong and you can infer the conjugal condition based on the relationship to head, then enter the conjugal condition in field C7 as given and enter a corresponding note for the inferred response in the Individual Note field.

E. G. A Head and Wife have an S (*single*) in column 7. The inferred response is M (*married*). Enter the S in field C7 and enter the suggested response in the Individual Note field using the Individual Note Pop-up Box as C7 SG M

If the entry in column 7 is blank and you can infer conjugal condition based on the relationship to head, then enter * (*missing*) in field C7 and enter a corresponding note for the suggested response in the Individual Note field.

E.G. A Wife has no entry in column 7. The suggested response is M (*married*). Enter an * in field C7 and enter the suggested response in the Individual Note field using the Individual Note Pop-up Box as C7 SG M

Other Acceptable Entries

* Missing

! Illegible
= enumerator entered “unknown”
? in place of illegible characters
@ damaged document

ENUMERATOR INSTRUCTIONS

86. Month of birth

The month of birth of each person will be denoted in column 8 by writing the first syllable of the name of each month except in the case of May, June and July, which will be written in full.

DATA ENTRY INSTRUCTIONS

2.3.10 - C8-Month of Birth

Single Field Validity Check:

Month of Birth (must be a value from a list of acceptable entries)

Enter the month of birth from column 8 using the following list of acceptable entries

January	JA
February	FE
March	MR
April	AR
May	MA
June	JU
July	JL
August	AU
September	SE
October	OC
November	NO
December	DE

Other Acceptable Entries

*	Missing
!	Illegible
=	enumerator entered "unknown"
?	in place of illegible characters
@	damaged document

ENUMERATOR INSTRUCTIONS

87. Year of birth

Column 9 calls for the year of birth of each person.
--

DATA ENTRY INSTRUCTIONS

2.3.11 - C9-Year of Birth

Multi-Field Validity Checks:

Year of Birth vs. Age (they must make logical sense)

Year of Birth vs. Year of Naturalization (YOB <= Year of Naturalization): Year of Birth must be less than or equal to Year of Naturalization.

Year of Birth vs. Months in School (Age of respondent should be between 5 and 21 if there is a response given for Months in School)

Year of Birth vs. Language1 (Age of respondent should be greater than 5 if there is a language listed)

Year of Birth vs. Language2 (Age of respondent should be greater than 5 if there is a language listed)

Year of Birth vs. Language3 (Age of respondent should be greater than 5 if there is a language listed)

Year of Birth vs. Cost of Education (Age of respondent should 16 or more if there is a response to Cost of Education)

Single Field Validity Check:

Year of Birth (positive integers from 1770 to 1911)

Enter the year of birth from column 9.

If the Year of Birth in column 9 is difficult to read but some of the digits are legible, enter the legible digits and use a ? to represent each illegible digit within the entry.

E.G. The first two digits are 1 and 8. The third digit is illegible and the fourth digit is 7. Enter the data as 18?7

Other Acceptable Entries

*	Missing
!	Illegible
=	Enumerator entered “unknown”
?	In place of each illegible digit
@	damaged document

ENUMERATOR INSTRUCTIONS

88. Age last birthday

Make the entry for age at last birthday in column 10. The age of a person if over one year will be the age in completed years at the last birthday prior to June 1 1911, but in the case of a child not one year old on June 1 1911 the age should be given in completed months expressed as twelfths of a year. Thus, the age of a child one month old should be expressed as 1/12, two months 2/12, three months 3/12, four months 4/12, etc. If a child is not a month old the age should be expressed in days, as 5 days, 10 days, as the case may be.

The age of a child who is just one year old on June 2 or any other near date following June 1 1911 should be expressed as 11/12, because that is its age in completed months on June 1st, the day of the Census. In the case of young children it is very important that the enumerator should obtain this information and carefully record it.

DATA ENTRY INSTRUCTIONS

2.3.12 - C10-Age at Last Birthday

Multi-Field Validity Check:

Year of Birth vs. Age (they must make logical sense)

Single Field Validity Check:

Age at Last Birthday (positive integers from 1 to 120, also accepts fractions of a year i.e.: 1/12 if person is one month old, also accepts value in days if person expressly wrote in '15 days' for extremely young children)

Enter the age of the individual from column 10.

If age is less than 1 year, enter number of months as a fraction over 12.

E. G. If a person is 2 months old enter 2/12

If age is less than 1 month, enter the number of days.

E. G. If a person is 5 days old, enter 5 days

If the age at last birthday in column 10 is difficult to read but some of the digits are legible, enter the legible digits and use a ? to represent each illegible digit with the entry.

E. G. The age of an individual is written in column 10 as a two digit number but it is not fully legible. The first digit is a 3 and the second digit is illegible. Enter the data as 3?

Other Acceptable Entries

*	Missing
!	Illegible
=	Enumerator entered “unknown”
?	In place of each illegible digit
@	damaged document

2.4 CITIZENSHIP NATIONALITY AND RELIGION

ENUMERATOR INSTRUCTIONS

89. Country or place of birth

If the person was born in Canada the name of the province or territory in which born should be given in column 11. The names of the provinces and territories will be denoted by abbreviations.

90. If born out of Canada

If the person was born outside of Canada the enumerator will enter the name of the country, (not city, town or state) in which he or she was born.

91. If born in British Islands

Instead of Great Britain or British Isles, the particular country should be given, as England, Ireland, Scotland, Wales, Isle of Man, Channel Islands, Hebrides, Orkneys, Shetlands, etc.

92. If born in Austria-Hungary

In the case of persons born in the double kingdom of Austria-Hungary care should be taken to give the particular provinces, as Austria, Tyrol, Bohemia, Moravia, Silesia, Galicia, Bukovina, Dalmatia, Hungary, Transylvania, Croatia, Slavonia, etc.

93. If born in Poland, Lithuania or Finland

In the case of persons who say they were born in Poland, which is no longer an independent country, inquiry should be made whether the birthplace was in what is now known as German Poland, or Austrian Poland, or Russian Poland, and the answer should be written accordingly as Germany (Pol.), Austria (Pol.), or Russia (Pol.). Similarly for persons born in what was formerly Lithuania, the answer should be written Russia (Lith) or Germany (Lith.), and not simply Russia or Germany as the case may be. "Finland" and not "Russia" should be written for a person born in Finland.

94. If born in Turkey

If the birthplace given is Turkey, the enumerator should ask whether European or Asiatic Turkey, and write Turkey (E.) or Turkey (A.) accordingly.

95. Language not evidence of birthplace

The language spoken should not be relied upon to determine birthplace. This is especially true of the German language, for over one-third of the Austrians and nearly three-fourths of the Swiss speak- German.

96. If born at sea

If the person was born “at sea” his birthplace should be so recorded.

97. Write birthplace in full

To prevent errors and to facilitate the work of compilation in the Census Office, the names of the place of birth of persons born out of Canada must be written in full.

DATA ENTRY INSTRUCTIONS**2.4.1 - C11-Place of Birth**

Enter the Place of Birth as recorded by the enumerator

Other Acceptable Entries

- * Missing
- ! Illegible
- = Enumerator entered “unknown”
- ? in place of illegible characters
- @ damaged document

ENUMERATOR INSTRUCTIONS

98. Year of immigration to Canada

This question, in column 12; applies to all persons, irrespective of age or sex, who were born outside of Canada, and also to Canadian born persons who had formerly become domiciled in a foreign country but have returned to their native soil. For those of foreign birth the year of their first entry into Canada should be given, and for those of Canadian birth the year of their returning home to remain permanently should be given.

DATA ENTRY INSTRUCTIONS

2.4.2 - C12-Year of Immigration

Multi-Field Validity Check:

Year of Immigration vs Year of Naturalization (YOI <= YON): (Year of Immigration must be less than or equal to Year of Naturalization)

Year of Birth vs. Year of Immigration (Year of Birth must be less than or equal to (<=) Year of Immigration)

Single Field Validity Check:

Year of Immigration (positive integers less than 1912)

Enter the year of immigration to Canada from column 12.

If the year of immigration in column 12 is difficult to read but some of the digits are legible, enter the legible digits and use a ? to represent each illegible digit within the entry.

E. G. The first two digits are 1 and 8. The third digit is illegible and the fourth digit is 7. Enter the data as 18?7

Other Acceptable Entries

- * Missing (only if birthplace is foreign)
- [blank] blank
- ! Illegible
- = Enumerator entered "unknown"
- ? In place of each illegible digit
- @ damaged document

ENUMERATOR INSTRUCTIONS

99. Year of naturalization if formerly an alien

This question, in column 13, applies only to persons 21 years old and over who were born in some other country than the United Kingdom or any of its dependencies. It does not apply to foreign-born persons under 21 years of age, or to persons born in any part of the British Empire. If a person has applied for papers but has not yet reached the full status of citizenship, the fact should be indicated by writing the letters "pa" for papers.

DATA ENTRY INSTRUCTIONS

2.4.3 - C13-Year of Naturalization

Multi-Field Validity Checks:

Year of Immigration vs Year of Naturalization (YOI <= YON): (Year of Immigration must be less than or equal to Year of Naturalization)

Year of Birth vs. Year of Naturalization (YOB <= Year of Naturalization): Year of Birth must be less than or equal to Year of Naturalization.

Single Field Validity Check:

Year of Naturalization (positive integers less than 1912)

Enter the year of naturalization from column 13.

If the year of naturalization in column 13 is difficult to read but some of the digits are legible, enter the legible digits and use a ? to represent each illegible digit within the entry.

E. G. The first two digits are 1 and 8. The third digit is illegible and the fourth digit is 7. Enter the data as 18??

Other Acceptable Entries

PA	Person has applied for papers
*	Missing (21 years old and over AND birthplace is foreign, excluding British Empire)
[blank]	Blank
!	Illegible
=	Enumerator entered "unknown"
?	In place of each illegible digit
@	damaged document

ENUMERATOR INSTRUCTIONS

100. Racial or tribal origin

The racial or tribal origin, column 14, is usually traced through the father, as in English, Scotch, Irish, Welsh, French, German, Italian, Danish, Swedish, Norwegian, Bohemian, Ruthenian, Bukovinian, Galician, Bulgarian, Chinese, Japanese, Polish, Jewish, etc. A person whose father is English but whose mother is Scotch, Irish, French or other race will be ranked as English, and so with any of the others. In the case of Indians the origin is traced through the mother, and names of their tribes should be given, as "Chippewa," "Cree," etc. The children begotten of marriages between white and black or yellow races will be classed as Negro or Mongolian, (Chinese or Japanese) as the case may be.

DATA ENTRY INSTRUCTIONS

2.4.4 - C14-Racial Tribe or Origin

Enter racial or tribal origin as given in column 14

Other Acceptable Entries

- * Missing
- ! Illegible
- = Enumerator entered "unknown"
- ? in place of illegible characters
- @ damaged document

ENUMERATOR INSTRUCTIONS

101. Nationality

It is proper to use Canadian in column 15 as descriptive of every person whose home is in the country and who has acquired rights of citizenship in it. A person who was born in the United States, or France, or Germany or other foreign country, but whose home is in Canada and who is a naturalized citizen, should be entered as “Canadian”; so also should a person born in the United Kingdom or any of its colonies whose residence in Canada is not merely temporary. An alien person will be classed by nationality according to the country of birth, or the country to which he or she professes to owe allegiance.

DATA ENTRY INSTRUCTIONS

2.4.5 - C15-Nationality

Enter the nationality of the person from column 15.

Other Acceptable Entries

- * Missing
- ! Illegible
- = Enumerator entered “unknown”
- ? in place of illegible characters
- @ damaged document

ENUMERATOR INSTRUCTIONS

102. Religion

In column 16 the religion of each person will be entered according as he or she professes, specifying the denomination, sect or community to which the person belongs or adheres, or which he or she favours. If the sons or daughters belong to, or adhere to, or favour another denomination, or profess a different religious belief to that of their parents or either of them, the fact should be so recorded. The information regarding the religious belief of every person of mature years enumerated in column 3 must be written out in full, -- abbreviations must not be used.

DATA ENTRY INSTRUCTIONS

2.4.6 - C16-Religion

Enter the person's religion from column 16

Other Acceptable Entries

- * Missing
- ! Illegible
- = Enumerator entered "unknown"
- ? Illegible alpha character
- @ damaged document

2.5 PROFESSION OCCUPATION TRADE OR MEANS OF LIVING

ENUMERATOR INSTRUCTIONS

103. Chief occupation or trade

Chief or principal occupation or means of living will be entered in column 17, and in column 18 the employment or occupation by which the person for whom the entry is being made supplements the earnings obtained from the chief or regular employment. An entry should be made in this column for every person of ten years and over. The record in column 17 should be either (1) the word or words which most accurately indicate the particular kind of work done by which the individual earns money or money equivalent, -- “physician,” “carpenter,” “farmer,” “stenographer,” “nurse,” etc.; or (2) “income;” or (3) if no occupation the entry will be “none.”

104. Income

For every person who does not follow a specific occupation but has an independent income, as from investments, pensions, superannuation, etc., the fact should be noted by writing the word “income” in column 17; and the entry “none” should be made for all persons ten years old and over who follow no occupation and who do not live on income.

105. Persons retired

Persons who on account of old age, permanent physical disability or otherwise are no longer following a gainful occupation should not be reported as of the occupation formerly followed. If living on their own income the entry should be “income,” but if they are supported gratuitously by other persons or institutions the entry in this column should be “none.”

DATA ENTRY INSTRUCTIONS

2.5.1 - C17-Chief Occupation or Trade

Enter chief occupation or trade from column 17.

If the enumerator has written “income” or “none”, transcribe these entries as given.

If there are multiple occupations in this field enter all occupations using the Individual Note Pop-up Box.

E. G. FARMER, FISHERMAN, DOCTOR

The first listed occupation will be entered into C17. Next the DEO will create Two Individual Note Fields using the Individual Note Pop-up Box tool.

C17 MR Fisherman
C17 MR Doctor

Other Acceptable Entries

*	Missing (10 years old and over)
[blank]	Blank (less than 10 years of age)
!	Illegible
=	Enumerator entered “unknown”
?	Illegible alpha character
@	damaged document

2.5.2 - C17-Chief Occupation Code 1, 2, 3

The chief occupation code was added to the census form after enumeration was complete and represents a classification of the enumerated entries in columns 17 and 22.

The code may have been written over the original entry in column 17 or it may be written in the available space in column 18.

The code consists of three sets of numbers separated by dashes and there are three corresponding data entry fields in which to enter the data:

- C17- Chief Occupation Code 1
- C17- Chief Occupation Code 2
- C17- Chief Occupation Code 3

Where the entry in column 17 is “none”, the occupation code may be given as “n.g.” and should be entered in the first Occupation Code field as is demonstrated below.

E. G. If a series of entries are given on the census form as:

Column 17 Chief occupation or trade	Column 18 Employment other than at chief occupation
Farmer	<i>0-0-00</i>
None	<i>n.g.</i>
Bank teller	<i>10-7-01</i>

Enter data in C17 Chief Occupation Code fields, as follows:

Occupation Code 1	Occupation Code 2	Occupation Code 3
0	0	00
NG		
10	7	01

Other Acceptable Entries

- * Missing (10 years old and over)
- [blank] Blank (less than 10 years of age OR entry in Code 1=NG, therefore Codes 2 and 3 = blank)
- ! Illegible
- = Enumerator entered “unknown”
- ? In place of each illegible digit
- @ damaged document

DATA ENTRY INSTRUCTIONS

2.5.3 - C18-Other Employment

If enumerator has entered additional employment in column 18, enter this value in the C18-Other Employment field.

If there are multiple occupations (multiple responses) in this field enter all occupations using the Individual Note Pop-up Box.

E. G. FARMER, FISHERMAN, DOCTOR

The first listed occupation will be entered into C18. Next the DEO will create Two Individual Note Fields using the Individual Note Pop-up Box tool.

C18 MR Fisherman

C18 MR Doctor

Other Acceptable Entries

[blank]	Blank
!	Illegible
=	Enumerator entered "unknown"
?	In place of illegible characters
@	damaged document

ENUMERATOR INSTRUCTIONS

117. Employer

If persons, in column 19, such as mill owners, store keepers, manufacturers, large farmers, etc., employ helpers other than domestic servants in their own business they are to be classed as employers, and the entry “emp.” (for employer) made in this column. The term “employer” does not include managers, superintendents, foremen, agents or other persons who may engage help to carry on a business, but who are conducting the enterprise for some other person than themselves. All such persons should be returned as employees, for while any one of these may employ persons, none of them does so in transacting his own business. Thus no individual working for a corporation, either as an officer or otherwise, should be returned as an employer.

2.5.4 - C19-Employer

Enter the response, even if it is different from the Enumerator’s Instructions, as given in column 19.

Other Acceptable Entries

[blank]	Blank
!	Illegible
=	Enumerator entered “unknown”
?	In place of illegible characters
@	damaged document

ENUMERATOR INSTRUCTIONS

118. Employee

A person who works for salary or wages (column 20), whether he be the general manager of a bank, railway or manufacturing establishment or only a day labourer, is an employee, and should be so recorded, and the entry “W” for (wage-earner) made in this column. The term employee does not include such persons as lawyers, doctors and others who work for fees, and who in their work are not subject to the control and direction of those whom they serve. A domestic servant should always be returned as an employee, although the person employing a domestic servant may not always be returned as an employer.

DATA ENTRY INSTRUCTIONS

2.5.5 - C20-Employee

Enter the response as given in column 20

Other Acceptable Entries

[blank]	Blank
!	Illegible
=	Enumerator entered “unknown”
?	In place of illegible characters
@	damaged document

ENUMERATOR INSTRUCTIONS

119. Working on own account

Persons who are employed in gainful occupations and who are neither employers nor employees are considered to be working on their own account, and the entry "O.A." for (own account) made in column 21. Such persons as farmers, physicians, lawyers, small storekeepers, country black-smiths, etc., who employ no helpers, -- in short, independent workers who neither receive pay, salaries nor regular wages -- are to be classed as working on own account. Dressmakers, washerwomen, laundresses or other persons of similar occupations who work out by the day are employees, but if they perform the work in their own, home or shop they are to be classed as working on own account unless they employ helpers, in which case they are to be returned as employers.

DATA ENTRY INSTRUCTIONS

2.5.6 - C21-Working on Own Account

Enter the response as given in column 21

Other Acceptable Entries

[blank]	Blank
!	Illegible
=	Enumerator entered "unknown"
?	In place of illegible characters
@	damaged document

2.6 WAGE EARNERS

ENUMERATOR INSTRUCTIONS

122. Wage earners

Entries under the heading of wage earners will be made in columns 22 to 29 inclusive for every person named in column 3 whose occupation or trade is recorded in column 17 and who is classed in column 20 as an employee.

123. Place of occupation

Column 22 asks where the person whose occupation or trade is denoted in column 17 is employed. For example, if the person named in column 3 is described in column 17 as a labourer, then in this column the class or kind of work he does must be given, as “odd jobs,” “street work,” “garden,” “railway,” “sawmill,” “stone quarry,” etc., and similarly for every person whose occupation or trade is specified in column 17.

DATA ENTRY INSTRUCTIONS

2.6.1 - C22-State where person is employed

Enter the response as given in column 22.

Other Acceptable Entries

- * Missing (Chief Occupation or Trade given in column 17)
- [blank] Blank (column 17 and column 20 both blank)
- ! Illegible
- = Enumerator entered “unknown”
- ? In place of illegible characters
- @ Damaged document

ENUMERATOR INSTRUCTIONS

124. Time employed

The entry in column 23 will show many weeks of the calendar year 1910 the person was employed at his chief occupation or trade, and in column 24 the number of weeks employed at other than chief occupation or trade. Entry should be made in column 24 only when there has been an entry made in Column 18.

DATA ENTRY INSTRUCTIONS

2.6.2 - C23-Weeks Employed in 1910 at Chief Occupation

Single Field Validity Check:

Weeks employed in 1910 at Chief Occupation (positive integers between 0 and 52)

Enter weeks employed at Chief Occupation from column 23.

Other acceptable entries

[blank] Blank
! Illegible
= enumerator entered "unknown"
? in place of each illegible digit
@ damaged document

DATA ENTRY INSTRUCTIONS

2.6.3 - C24-Weeks Employed in 1910 at Other Occupations

Single Field Validity Check:

Weeks employed in 1910 at Other Occupation (positive integers between 0 and 52)

Enter weeks employed at other occupations from column 24

Other acceptable entries

[blank] Blank
! Illegible
= enumerator entered "unknown"
? in place of each illegible digit
@ damaged document

ENUMERATOR INSTRUCTIONS

125. Working hours per week

In column 25 will be entered number of working hours per week employed at chief occupation, and in column 26 the number of hours employed at other work than chief occupation or trade.

DATA ENTRY INSTRUCTIONS

2.6.4 - C25-Hours Working on Chief Occupation

Single Field Validity Check:

This check was modified (February 1, 2005) by increasing positive integer 72 to 85

Original Check: Hours of Work per week at Other Occupation (positive integers between 0 and 72)

Modified Check: Hours of Work per week at Chief Occupation (positive integers between 0 and 85)

Enter working hours per week employed at chief occupation from column 25.

Other acceptable entries

[blank] Blank
! Illegible
= enumerator entered "unknown"
? in place of each illegible digit
@ damaged document

DATA ENTRY INSTRUCTIONS

2.6.5 - C26-Hours Working Other Occupations

Single Field Validity Check:

This check was modified (February 1, 2005) by increasing positive integer 72 to 85

Original Check: Hours of Work per week at Other Occupation (positive integers between 0 and 72)

Modified Check: Hours of Work per week at Other Occupation (positive integers between 0 and 85)

Enter working hours per week employed at other work than chief occupation or trade from column 26.

Other acceptable entries

[blank]	Blank
!	Illegible
=	enumerator entered "unknown"
?	in place of each illegible digit
@	damaged document

ENUMERATOR INSTRUCTIONS

126. Earnings

In column 27 the total earnings per week at chief occupation or trade will be recorded, and in column 28 the total earnings per week from other than chief occupation or trade. The earnings recorded in column 28 may be regarded as extra earnings.

DATA ENTRY INSTRUCTIONS

2.6.6 - C27-Earnings at Chief Occupation

Enter earnings from Column 27

Other acceptable entries

[blank] Blank
! illegible
= enumerator entered "unknown"
? in place of each illegible digit
@ damaged document

DATA ENTRY INSTRUCTIONS

2.6.7 - C28-Earnings at Other Occupations

Enter earnings from Column 28

Other acceptable entries

[blank] Blank
! Illegible
= enumerator entered "unknown"
? in place of each illegible digit
@ damaged document

ENUMERATOR INSTRUCTIONS

127. Wages per hour

Generally in the building and mechanical trades the wages are fixed according to a schedule of rates per hour. For persons so employed the enumerator will enter in column 29 the rate of pay per hour received by such persons for their services.

DATA ENTRY INSTRUCTIONS

2.6.8 - C29-Rate of Earning Per Hour

Enter rate of pay per hour for services from column 29.

Other acceptable entries

[blank]	Blank
!	Illegible
=	enumerator entered "unknown"
?	in place of each illegible digit
@	damaged document

2.7 INSURANCE HELD AT DATE

ENUMERATOR INSTRUCTIONS

128. Insurance held at date

If any person, male or female, carries insurance upon his or her life, whether in an “old line company,” “an assessment company” or “fraternal organization,” the total value of the policies in force at June 1 1911 will be entered in column 30, and in column 31 the amount of insurance carried against accident or sickness should be recorded. In column 32, the total cost per year of the insurance represented in columns 30 and 31 for the twelve months immediately preceding the date of the Census, namely June 1 1911, will be entered.

DATA ENTRY INSTRUCTIONS

2.7.1 - C30-Life Insurance

Enter total value of policies in force at June 1 1911 from column 30.

Other acceptable entries

[blank] Blank
! illegible
= enumerator entered "unknown"
? in place of each illegible digit
@ damaged document

2.7.2 - C31-Health Insurance

Enter the amount of insurance carried against accident or sickness from column 31.

Other acceptable entries

[blank] Blank
! Illegible
= enumerator entered "unknown"
? in place of each illegible digit
@ damaged document

2.7.3 - C32-Cost of Insurance

Enter the amount recorded in column 32.

Other acceptable entries

[blank]	Blank
!	Illegible
=	enumerator entered "unknown"
?	in place of each illegible digit
@	damaged document

2.8 EDUCATION AND LANGUAGE

ENUMERATOR INSTRUCTIONS

129. Columns 33 to 37 relate to the education and language of each person named in column 3 of the age of five years and over.

130. Months at school in 1910

This question refers to persons of school age -- which may be taken as those over 5 and under 21 years. If the person has attended a school or college or other institution of learning during the calendar year 1910, the time will be indicated by writing the number of months; but if the person has not attended school the space in column 33 will be left blank.

DATA ENTRY INSTRUCTIONS

2.8.1 - C33-Months in School

Multi-Field Validity Check:

Year of Birth vs. Months in School: Age of respondent should be between 5 and 21 if there is a response given for Months in School

Single Field Validity Check:

Months in school in 1910: positive integers between 0 and 12

Enter the months that the person attended school in the previous year.

Other Acceptable Entries

[blank]	Blank
!	Illegible
=	Enumerator entered "unknown"
?	In place of each illegible digit
@	Damaged document

ENUMERATOR INSTRUCTIONS

131. Can read

If the person can read in any language the question will be answered in column 34 by writing “yes,” and by “no” if unable to read.

DATA ENTRY INSTRUCTIONS

This check was removed February 1st, 2005.

Multi-Field Validity Check:

Year of Birth vs. Can Read (Age of respondent should be 5 or more if they can write)

2.8.2 - C34-Can Read

Enter the response as given by the enumerator in column 34.

If the enumerator recorded information for respondents’ age 5 or less, record the information. There is no need for a note.

Other Acceptable Entries

- * Missing (5 years old and over)
- [blank] Blank (less than 5 years of age)
- ! Illegible
- = Enumerator entered “unknown”
- @ Damaged document

132. Can write

If the person can write in any language the question will be answered in column 35 by “yes,” and by “no” if unable to write.

DATA ENTRY INSTRUCTIONS

This check was removed February 1st, 2005.

Multi-Field Validity Check:

Year of Birth vs. Can Read (Age of respondent should be 5 or more if they can write)

2.8.3 - C35-Can Write

Enter the response as given by the enumerator in column 35.

If the enumerator recorded information for respondents' age 5 or less, record the information. There is no need for a note.

Other Acceptable Entries

- * Missing (5 years old and over)
- [blank] Blank (less than 5 years of age)
- ! Illegible
- = Enumerator entered “unknown”
- @ Damaged document

Enumerators Instruction

133. Language age commonly spoken

This question in column 14 applies to every person enumerated of the age five years and over. For a person who speaks English only the entry will be "E" for English; for a person who speaks French only the entry will be "F" for French; and for a person who speaks English and French and whose mother tongue is either of these languages the entry will be "E" and "F" respectively. But for foreign-born persons whose mother tongue is neither English nor French and who have acquired either or both of these languages, the name of the language of origin or race, if spoken, will be written out in full on the line and the initial letter "E" for English or "F" for French, as the case may be, will be entered in the space above the line. For example, if the person was born in Russia and his mother tongue is Russian, the entry will be made thus: E or F or E and F Russian, Russian, Russian, and similarly for every foreign-born person whose mother tongue is neither of the official languages of the Dominion, namely English and French. If neither English nor French has been learned, the name of the language spoken must be written. See Sample Schedule. The enumerator should not take it for granted that either the place of birth or the racial origin of the foreign-born determines the language spoken, but should by diligent inquiry in every case obtain the information.

134. List of languages

The following is a list of the languages other than English or French likely to be spoken in Canada. The enumerator should avoid giving other names when one given in this list can be applied to the language spoken:

Armenian	Gaelic	Slovak
Bohemian	Japanese	Slovenian or Wendish
Bulgarian	Lithuanian	Spanish
Chinese	Magyar	Swedish
Danish	Norwegian	Syrian
Dutch	Polish	Turkish
Finnish	Rumanian	Welsh
German	Russian	Yiddish or Jewish
Greek	Ruthenian	

DATA ENTRY INSTRUCTIONS

2.8.4 - C36-Language Spoken fields 1, 2, 3

Multi-Field Validity Checks:

Year of Birth vs. Language1 (Age of respondent should be greater than 5 if there is a language listed)

Year of Birth vs. Language2 (Age of respondent should be greater than 5 if there is a language listed)

Year of Birth vs. Language3 (Age of respondent should be greater than 5 if there is a language listed)

The expected enumerator responses in column 36 will be a combination of the code letters E and F and the name of the language commonly spoken.

There are three data entry fields in which to enter the enumerator responses:

C36-Language Spoken1
C36-Language Spoken2
C36-Language Spoken3

Enter the responses in the order in which they appear on the census form.

E. G. A series of four entries are given in column 36 as:

Column 36
Language commonly spoken
i) F E
ii) Jewish
iii) E & F Indian
E
iv) Italian

Enter data in the C36 Language Spoken fields, as follows:

	<u>Language Spoken1</u>	<u>Language Spoken2</u>	<u>Language Spoken3</u>
i)	F	E	
ii)	JEWISH		
iii)	E	F	INDIAN
iv)	E	ITALIAN	

If Columns 2 and 3 are empty regardless of age leave the fields blank.

If there is an original response that has been corrected but is still legible, enter the corrected response in C36 (Spoken 1-3) and the original response in the Individual Note field using the Individual Note Pop-Up Box as:

E. G. C36-1 OR *language*

Other Acceptable Entries

- * Missing (5 years old and over)
- [blank] Blank (less than 5 years of age)
- ! Illegible
- = Enumerator entered “unknown”
- ? In place of illegible characters
- @ Damaged document

ENUMERATOR INSTRUCTIONS

135. Cost of education

In column 37 will be entered the cost of education for the calendar year 1910 for every person over 16 years of age, whether at high school, collegiate institute, college, seminary, university, or other place of higher learning.

DATA ENTRY INSTRUCTIONS

2.8.5 - C37-Cost of Education

Multi-Field Validity Check:

Year of Birth vs. Cost of Education (Age of respondent should 16 or more if there is a response to Cost of Education)

Enter sum as given in column 37.

Other Acceptable Entries

[blank]	Blank
!	Illegible
=	Enumerator entered "unknown"
?	In place of each illegible digit
@	Damaged document

2.9 INFIRMITIES

ENUMERATOR INSTRUCTIONS

136. Respect for the sensitiveness of relatives

The enumerator is specially enjoined to use great care and tact in obtaining the answers to the last four questions -- columns 38 to 41. People as a rule are sensitive as to the existence in their family of infirm persons, especially those designated in columns 40 and 41. Usually idiots and nearly always the insane are cared for in "homes" or "institutions." There are but few cases in which the enumerator cannot from personal knowledge or previous inquiry gain the information, and so prevent him unnecessarily wounding the sensibilities of parents or others by personal interrogations.

137. Age of person when infirmity appeared

It is not necessary that the degree of infirmity should be absolute or total, but that it should be so sufficiently marked in any one of the classes as to have reached the stage of incapacity. The answers to each of these questions will be given by entering the age at which the person became incapacitated because of the infirmity. In all other cases the spaces will be left blank. If the infirmity is born with one, or dates from childhood, the entry will be made by writing the word "child" for childhood. See Sample Schedule. Persons who are deaf but not dumb are not to be reported on this schedule.

DATA ENTRY INSTRUCTIONS

2.9.1 - C38-Blind

2.9.2 - C39-Deaf and Dumb

2.9.3 - C40-Crazy or Lunatic

2.9.4 - C41-Idiotic or Silly

Enter the responses as given for each of columns 38 through 41.

Other Acceptable Entries

[blank]	Blank
!	Illegible
=	Enumerator entered "unknown"
@	Damaged document

2.10 INDIVIDUAL NOTE FIELD

2.10.1 C42-Individual Note Field

See Section 1.4 **Institution, Dwelling and Individual Note Fields** for general instructions on Note fields.

The decision to enter a comment is triggered by DEO actions or observations during data entry process. Triggers include:

Validity Check	VC	an automatically triggered (system generated) response to a data error
Multiple Response	MR	observation that enumerator entered two or more responses in a field
Original Response	OR	observation that original response has been corrected
Suggested Response	SG	decision to suggest a response when other data suggests it
Extra Information	EI	a catch all category for triggers not listed above
Sample Point	SP	to record changes to the sample point selection

Exceptions:

Where the DEO is entering a verbatim transcription of the enumerator's response and that response triggers a system generated validity check, no Notes are required.

E. G. If the enumerator has entered Year of Birth=1891 and Age at Last Birthday=23 the system will invoke a validity check on fields C9Year of Birth and C10Age at Last Birthday.

APPENDIX A – VARYING SCHEDULE FORM TYPES

Schedule 1		Schedule A1		Typed Schedule A1		Handwritten Schedule A1	
Col	Question	Col	Question	Col	Question	Col	Question
1	Dwelling House	1	Dwelling House		Dwelling House		Dwelling House
2	Family, household or institution	2	Family or household		Family or Household		Family or Household
3	Name of each person in family, household or institution	3	Name of each person in family		Name of each person in family		Name
4	Place of habitation						
5	Sex	4	Sex		Sex		Sex
6	Relationship to head of family or household	5	Relation to Head of Family		Relation to head of Family		Relation to head of Family
7	Single, married, widowed, divorced or legally separated	6	Single, Married, Widowed, Divorced or Legally Separated		Single, Married, Widowed, Divorced or Legally Separated		Single, Married ect
8	Month of birth	7	Month of Birth		Month of Birth		Month of Birth
9	Year of birth						
10	Age at last birthday	8	Age at Last Birthday		Age at last birthday		Age at last birthday
11	Country or place of birth (If in Canada specify province or territory)	9	Country of place of birth		Country or place of birth		Country of place of birth
12	Year of immigration to						

Schedule 1		Schedule A1		Typed Schedule A1		Handwritten Schedule A1	
	Canada if an immigrant						
13	Year of naturalization if formerly an alien						
14	Racial or tribal origin	10	Racial or tribal origin		Racial or Tribal Origin		Racial or tribal origin
15	Nationality						
16	Religion	11	Religion		Religion		Religion
17	Chief occupation or trade						
18	Employment other than at chief occupation or trade, if any						
19	Employer						
20	Employee						
21	Working on own account (See instructions)						
22	State where person is employed, as "on farm", "in woolen mill", "at foundry shop", "in drug store", etc.						
23	Weeks employed in 1910 at chief occupation or trade						
24	Weeks employed in						

Schedule 1		Schedule A1		Typed Schedule A1		Handwritten Schedule A1	
	1910 at other than chief occupation or trade, if any						
25	Hours of working time per week at chief occupation						
26	Hours of working time per week at other occupation, if any						
27	Total earnings in 1910 from chief occupation or trade						
28	Total earnings in 1910 from other than chief occupation or trade, if any						
29	Rate of earnings per hour when employed by the hour - Cents						
30	Upon life (\$) (<i>insurance</i>)						
31	Against accident or sickness (\$) (<i>insurance</i>)						
32	Cost of insurance in census year (\$)						
33	Months at school in 1910	12	Months at School in		Months at school in		Months at school in

Schedule 1		Schedule A1		Typed Schedule A1		Handwritten Schedule A1	
			1910		1910		1910
34	Can read	13	Can Read		Can Read		Can Read
35	Can write	14	Can Write		Can Write		Can Write
36	Language commonly spoken	15	Language commonly spoken		Language Commonly Spoken		Language commonly spoken
37	Cost of education in 1910 for persons over 16 years of age at College, Convent or University (\$)						
38	Blind	16	infirmities		Infirmities		Infirmities
39	Deaf and dumb						
40	Crazy or lunatic						
41	Idiotic or silly						