

## **Serviceperson Research Task - Second World War**



### **Teacher Pack**

This pack contains all the research guides referred to in the Second World War Serviceperson Research Guide plus the VWMS suggested Assessment Rubric and the Teacher Moderation Guide

Name of Serviceperson:

Service number of Serviceperson:



#### Where to begin?

Use the following websites to find basic details about your serviceperson. As you find relevant documents about your serviceperson and keep a record of the sources you find for your biography's reference list. Record the links to documents about your serviceperson to the VWMA profile (Step 5. Links). Refer to Contributing Information to a Profile for more guidance regarding how to enter details to the VWMA.

1 <u>Virtual War Memorial Australia</u>

Search Find a person on the home page. Record the details already recorded on the service person's profile on page 2. Search by last name, first name and service number.

Check whether the profile has any "Personal Stories" for your soldier – is there any interesting information recorded there that you could use in your biography? If you use this information, you must directly quote from the story and attribute the information to the contributor with an in-text citation and include it as a source in your reference list.

Personal Details Service History Personal Stories

2 DVA Nominal Roll

Lists basic information about servicepeople. Search using your person's service number. Load the link to the serviceperson's profile (5. Links).

National Archives Australia (NAA)

Search to find your person's Service Record. Click on 'guest' to begin a search session and place the service number into the 'keywords field'. A list of possible matches will be provided. Look for the search result for your serviceperson with a 'digitised item' icon. Click on the icon and an original version of the Service Record will open. Click on the image of the Service Record and it will load so you can navigate through the pages and zoom in and out to read it. If the service record is not yet digitised, request for the NAA to do so by completing an online form at <a href="https://reftracker.naa.gov.au/reft100.aspx?pmi=8501680776208697052">https://reftracker.naa.gov.au/reft100.aspx?pmi=8501680776208697052</a>. It can take up to 90 days so complete the request immediately after you begin your research.

Create a timeline of your individual's service. Continue to record information about your serviceperson on page 2 and load information to the profile for your serviceperson (1. Details and 2. History). Add the Service Record to the person's profile (5. Links). For help with reading the service record refer to Reading a Service Record — Second World War. For help with understanding the abbreviations used refer to the VWMA guide Abbreviations and Glossary. The NAA abbreviation guide, and the Australian War Memorial Glossary may also be helpful.

#### **Personal Details**

The details in blue below are included on the serviceperson's profile (1. Details and 2. History) this along with other

information you discover is needed to write a biography of your serviceperson.
Place of birth:
Job/occupation before enlisting:
Address/hometown:
Unit:
Embarkation details:
Date of death:
Place of death:
Rank on enlistment:
Conflict:
Medals:
Religion:
Marital Status:
Age at embarkation:
Next of kin:
Enlistment date:
Place of enlistment:
Unit name:
Fate:
Date of death:
Other details from their service record (NAA)?
What questions did they answer yes to on their Attestation Form (first couple of pages of their service record)? For example: previous military service on record (e.g., involvement in cadets or another war) or previously been rejected as unfit for service, etc.

Have you recorded the URLs for the Nominal Roll and the Service Record as a link on the person's profile?

#### Life during the war

Use the following websites to research your serviceperson's war experience. This involves a two-part process:

- 1. To research information to build an understanding of what happened to them during the war. Answer as many questions as possible on pages 4 and 5.
- 2. Locate and add links to information specifically about the person to their profile (5. Links)

4

Australian War Memorial (AWM) Advanced Search.

Search for both your serviceperson and their unit using the AWM advanced search

#### Serviceperson Search

Search using the service number of your person. You may find information such as the *Roll of Honour* details and any *Honours or Awards* given to your serviceperson. If your serviceperson was a Prisoner of War (POW) you may find a *POWs and Missing Persons Roll*. There may also be 'Private Records' for your personal including letters or diaries, etc.

Remember to add any missing detail to the serviceperson's profile (2. History) and load the URLs with information about your person to the VWMA profile (5. Links).

#### **Unit search**

Search for your serviceperson's unit. You might find heraldry, photographs and other images related to the unit or personal diaries from other people in your serviceperson's unit. Scroll down further to locate 'Digitised Collection', to find the Unit Diary for your person's battalion.

Alternatively, a simpler way to find the Unit Diary, is to google 'AWM Unit Diary [name of the unit]'. Check the results carefully to select the Unit Diary from the Second World War.

Cross check with the person's Service Record to work out when they were active with the unit. Find the monthly sections of the Unit Diary relevant to your serviceperson.

Refer to <u>Guide to Reading a Unit Diary</u> and/or view <u>How to Access War Diaries (5:17mins)</u> but be aware that how the researcher in the clip navigates the AWM to find the war diaries has now changed. For help with understanding the abbreviations used refer the VWMA guide <u>Abbreviations and Glossary</u>. The <u>NAA abbreviation</u> guide, and the Australian War Memorial Glossary may also be helpful

Remember to load the URLs with information about your person's unit to the VWMA profile (5. Links). The AWM advanced search will also provide a link to information about the unit (ensure that it is WW2). This information will explain where the unit fought and what happened to them. A list of battles the unit was involved with will also be provided. To find out what happened during these battles refer to the VWMA website.

5

#### **VWMA Battles**

Click on the relevant battles for your person's unit on the right-hand side of the page to find out more, or alternatively use the timeline feature on the VWMA.

6

#### **Trove**

Refine your search to 'Newspapers and Gazettes' and your serviceperson's home state. Many local newspapers published articles about the men and women who went away to war. You may even find articles referencing your serviceperson before and after they went to war. Search with different with different variations of your serviceperson's name and initials enclosed in inverted commas. Try their first and last name; use their initials only with their last name and try including their rank. For example: "Private Hewitt Henry Bell", or "H. H. Bell" or "H. Williams", or "Pte Hewitt Henry Bell", or "Pte H.H. Williams".

Click on to find the reference details to use in your biography reference list and the page identifier URL to load to your serviceperson's profile.

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#### **VWMA**

Revisit your search about your serviceperson. Were there any *Personal Stories* loaded to their profile? The information here could be useful to understand more about their life before, during and after their service.

#### Information to look out for:

Where did their unit fight and what was the outcome? Create a brief timeline. Remember to cross check with your person's Service Record timeline to ensure your person was not absent during the battles the unit was involved with.

Were they posted (moved) to another unit (Hint: look for TOS or Taken on Strength):

Details of training and detachment to other units:

Did they get sick? How long were they in hospital?

Were they wounded or killed in action? What happened and where? Where are they buried/commemorated?

If they were killed or died, can you find out anything about their family and community? For example, is there an obituary notice in a local newspaper or an account of the funeral that lists family members?

Did they return from service? Die of illness?

Any other information you have found (e.g.: Absent without leave AWL)

Any honours or awards? This may be mentioned in their service record but also refer to **AWM Honours and Awards** 

If you are researching an ancestor who served it is critical that you interview as many family members as possible to cross check information. Take brief notes for each interview and add these as documents to your ancestor's profile. Add details about who you interviewed, where, and when in your reference list.

#### Life after the war

Use the following websites to research your serviceperson's life after the war and answer the questions which follow. Record any other interesting information that you could include in their biography. Remember to add links to information that is specifically about the person to their profile (5. Links).

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#### **Trove**

Check Trove again for any articles about their life after their return from war. Their Service Record (NAA) may also provide some information about their life once they returned to Australia.

9

#### Find a grave

#### **Cemetery Search**

If your serviceperson <u>survived</u> the war use the above websites to find where they are buried:

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#### **VWMA**



Revisit your search about your serviceperson to check if there is an RSL badge showing.

This indicates that the serviceperson joined the RSL. The RSL records information about their members including details related to their family members. Contact us to find out what information the RSL has schools.program@vwma.org.au or phone 0439 559 759.

#### Information to look out for:

What did they do when they returned to Australia (if applicable)? There could be articles referring to their involvement in the community or their working life. Did they get married, remain married, have children? Did they serve in another conflict?

If they were killed or died, can you find out anything about their family and community? For example, is there an obituary notice in a local newspaper or an account of the funeral that lists family members?

Any other interesting information you have found?

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#### **Finding Photographs**

Not every serviceperson has an individual photo, but you should be able to find relevant photographs of their unit, ships they were on, places they trained or fought etc. Refer to the guide <u>Finding Photographs</u>. Load photographs to the serviceperson's profile (4. Photos) following the instructions once on the page.

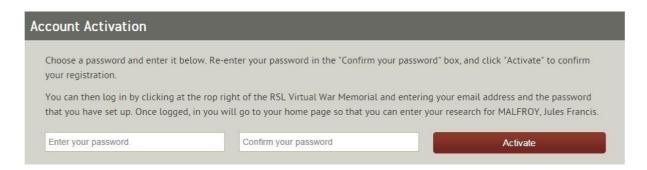
Prepare your biography for your serviceperson – For guidance refer to Writing a VWMA Biography



## **COMPLETING A PROFILE**

#### **Activating Your Account**

You will automatically receive an email with a link to set up a password and activate your account. **Tip:** Save your password on your device or keep it in your phone.



The next time you sign into the Virtual War Memorial, you will be taken straight to your project.



If you navigate away from your project to look at other information on the site, you can quickly return by selecting the 'Your Project' link in the top right-hand corner of the page.

Welcome, Draco Malfoy Your Project Log Out



## **COMPLETING A PROFILE**

#### **Completing the Profile**

Navigate through the profile by completing fields and clicking 'Save' at the bottom of each section, or by using the links under 'Progress' in the left-hand navigation menu.

#### 1. Details

Complete as many of the personal details about your individual as you can discover from your research. Most of the section is very straightforward; below are some tips to help you with the trickier sections.

#### **Hometown**

Start entering the name of the town and then select the appropriate option from a drop-down list. If the town is not listed, add the town by clicking Add Town...

and entering the name of the town, state, and country.

#### Cemetery

As with hometown, start to type in the name of a cemetery and then select from a drop-down list. If the cemetery is not listed, click Add New... and enter the details name, address, state, and country.

Remember to Save what you have done.

#### 2. History

Some details may already be entered, and these will not be able to be altered. These may include enlistment, embarkation, conflict involvements, discharge, or other events. However, this is unlikely to be a complete list.

To build an individual's history:

- 1. Click Add a History Event
- 2. Define the type of event by selecting an option from the drop-list. The selection will determine which fields need information. Select from:
- **Discharge** Leaving military service. Enter the date. In the service field, start typing the service, e.g. 2<sup>nd</sup> AIF WW2, then select from the drop-down list. Select the conflict from the drop-down list.



## **COMPLETING A PROFILE**

- **Embarkation** The individual was loaded on to transport to be sent overseas. Enter the date, service, rank, conflict, and unit with which they served, e.g. 10<sup>th</sup> Field Ambulance.
- **Honours and Awards** This includes medals. Enter the date, conflict, and campaign e.g. Battle of Romani. In the Medal field, start typing the name of the honour e.g. Distinguished Service Order and select from the drop-down list.
- **Involvement** The conflicts in which they served. Enter the date, service, rank e.g. Squadron Leader and select from drop down list, campaign, unit, and date their involvement ended.
- **POW** Internment as a Prisoner of War. Enter dates from and to, conflict and campaign.
- **Promotion** Promotions received from one rank to another, e.g. promoted from corporal to sergeant. Enter date, service, rank promoted to, conflict and unit.
- **Transfer** Movement of individual between units. Enter date, service, rank, conflict, and unit.
- **Wounded** Wounds received in service. Enter the date, conflict, campaign.

The required details are very brief. You can enter more information into the details field at the bottom of the page.

- 3. Click Save
- 4. Add more history events by repeating the process.



## **COMPLETING A PROFILE**

#### 3. Biography

Enter the biography you have created for your individual. For help with composing a biography see our 'Writing a VWMA Biography' resource.

It is recommended that you complete this task in a Word document (or similar). Proof-read and edit, before copying and pasting into the Biography field.

You will then need to format the biography using the menu at the top of the field.





#### 4. Photos

To add images:

- 1. Click Add a Picture
- 2. Select the image from your computer, click Open.
- 3. Enter details including the date taken, if known, and a caption.
- 4. Include an attribution. This is where the image came from and who owns it. If you do not add an attribution, the image will not be saved.
- 5. Set the image as the profile photo by selecting the check box (if there is more than one, select the best one).
- 6. Click Save



## **COMPLETING A PROFILE**

#### 5. Links

- 1. Click Add a Link
- 2. Enter the name of the link in the 'Link Text' section, e.g., Australian War Memorial Nominal Roll or National Archives of Australia Service Record
- 3. Enter the URL
- 4. Click Save

#### 6. Documents

To add files:

- 1. Click Add a Resource
- 2. Select the file you want to add and click Open.
- 3. Enter the name of the file, e.g. Diary of Lieutenant Commander CJP Hill HMAS Parramatta.
- 4. Click Save

#### 7. Submit

Click 'Submit to Teacher' button.

The project will be ready to be assessed and moderated.

No changes are possible unless the teacher sends it back to you.

#### Curating MALFROY, Jules Francis

#### Step 7: Submit

Draco, your name will ALWAYS be associated with Jules Francis MALFROY.

So to honour his memory make sure that you have done your best in finding all you can and that the information is correct and presented properly.

If you are satisfied that you can do nothing more, please submit to your teacher.

Submit to Teacher

## GUIDE TO READING WORLD WAR II SERVICE RECORDS

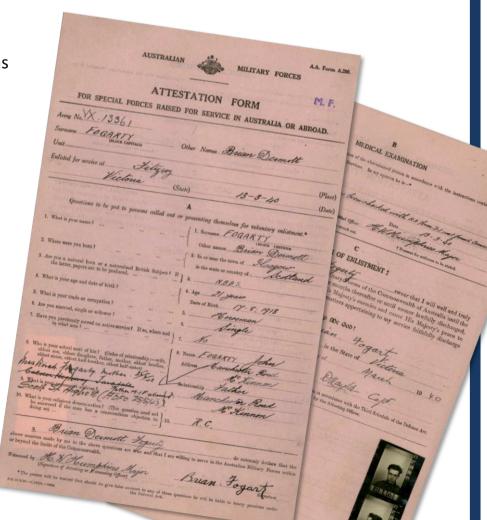
P. DATA EX DATE	A.A. Form Med (Revised July, 1840
AUSTRALIAN	MILITARY FORCES.
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be filled in for all Persons at the	Place of Assembly when called out under Parts III. or I
of the Defence A	Place of Assembly when called out under Parts III. or lact, or when voluntarily enlisted.
of the Defence A  my No. SIBG 3  name RIGGS (BLOCK CAPITALS)	Christian Names Sterry Oliver
of the Defence A  my No. S1663  RIGGS	Christian Names Sterry Oliver

## Second World War (1939-45)

Service Records often hold the key to understanding the experiences of men and women before, during and after conflict. But they are not always easy sources to read.

This guide will help you to understand Australian service records from the Second World War. It contains:

- I. AIF/CMF Service Records (i.e. the land forces)
- II. RAAF Service Records (air force)
- III. RAN Service Records (navy)
- IV. Reading handwriting
- V. Keywords and abbreviations
- VI. Handwriting exercise
- VII. Where to go for more help



## AIF/CMF SERVICE RECORDS

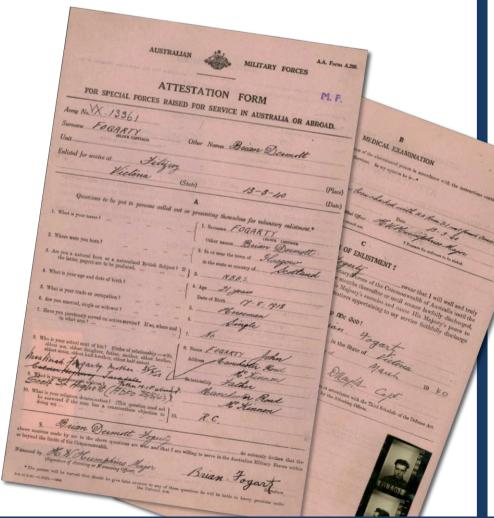
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## **Parts of AIF/CMF Service Records**

During the Second World War, Australia maintained two armies: the **Second AIF** (for overseas service) and the **CMF** (also known as the **Militia**, for service in Australia and New Guinea). **AIF members' service numbers contain an X.** 

Service Records normally contain three groups of documents:

- **1. Attestation Paper.** In the CMF this was the *Mobilization Attestation Form* and in the Second AIF it was the *Attestation Form for special forces raised for service in Australia or abroad*. It was completed on enlistment and normally gives address, next of kin, age as well as date and place of birth.
- 2. Service and Casualty Form. For officers, this was the Officer's Record of Service, which had a slightly different format. This form shows movements, transfers between units, absences through wounds or illness, promotions and decorations.
- **3. Other documents.** These include discharge forms, correspondence with the serviceperson or their family, and receipts for medals.



## AIF/CMF SERVICE RECORDS

P. DATA EX DATE	,±,	JAN	A.A. Form Mob. 1 (Revised July, 1940).
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be filled in for all Persons at the of the Defence A my No. SIBES  NAME RIGGS  ONLOW CAPITALIS  4 GARRISON BAITALION	Act, or when volui	when called out untarily enlisted.	

The **Attestation Paper** is a two sided form, sometimes compressed into one page. The front page gives personal information, such date of birth, address, occupation, and next of kin. The person enlisting signed the form at the bottom; if the signature is readable, you can use it to check the spelling of his or her name. The second page records the medical examination and (sometimes) the oath. Soldiers had to be passed medically fit (Class I) or an explanation given for how they could serve. The actual enlistment date is the day the oath was taken.

AUSTRALIAN MILITARY FORCES	
ATTESTATION FORM	
FOR SPECIAL FORCES RAISED FOR SERVICE IN AUSTRALIA OR ABROAD.	
Army No. T + 194 Surname SHEF HAN Other Names Regulated	
ORLOCK CAPITALS; OTHER INCIMES.	
Unit Laureoute - March	
Enlisted for service at Tanana (State) 13/10/39. (1900)	Date of
(State) 7, 7, 9, (Late)	enlistment
A  Questions to be put to persons called out or presenting themselves for voluntary calistment.*	:
1. Surname SHEEHAN.	:
1. What is your name? Other names Regarded	:
2. When were you born ? 2. In or near the town of Laun cester	:
3. Are you a natural bern or a naturalized British Subject? If ;	:
the latter, papers are to be produced 3	:
4. What is your age and date of birth ! Date of Birth 4/7/1912	Date of birth
n. What is your trade or occupation 1 5 motor methans co	& Occupation
Have you previously served on active service! If so, where and  Have you previously served on active service! If so, where and	:
in what arm 1	
0. Who is your actual next of kin! (Order of relationship: wife,	Next of kin,
eldest sister, eldest daughter, father, mether, sidest herether, eldest sister, eldest histor, eldest half-brother, eldest half-brother, eldest half-brother,	address and
DISCHARGED Loute	relationship
D. What is your permanent address !	
10. What is your religions denomination! (This question need not he answered if the man has a consessions objection to 10. deing so)	
2 Regueld Sheehan more and a	
above answer may by me to the above questions are or boyons front of the Commonwealth.	
War in Steel 13/10/39	
Surgery of Attacking or Witnessing Officer)	
* The present will be warned that should be give false accesses to any of these quantities be will be little to heavy possibles ander the Universe Land.	

Reg Sheehan took the oath: 13/10/39. This made him legally a soldier.

This is the date

## AIF/CMF SERVICE RECORDS

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be filled in for all Persons at the lof the Defence As my No. S/663  mane RIGGS  moore CAPITALIN  4 GARRISON BAITALIUN.	Christian Na	when called out untarily enlisted.	

The **Service and Casualty Form** (or **Officer's Record of Service**) is where you will find most of the information about what happened during the period of service.

- Transfer from one place, hospital or unit to another
- Changing status (e.g. promotion, disciplinary action, decorations)
- Wounded, missing, dead

It often also contains other medical information. Please treat this information with respect when writing your biography, particularly if it is not related to service. So instead of stating specific illnesses, you could write that the serviceman was hospitalised for an infection.

A Casualty Form was written on by many different military clerks, often with quite different handwriting, and contains many abbreviations and acronyms. It is often hard to read.

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Rank the Sept.		Rona	ld James				nameBA	MASSI.	te
Date of Enlistment C	Marital Conditi Next of Kin	Elza	Bryant	ed. Barassi					
Date of Birth	24/10/1913. Guildford.	Victoria.	CONTRACTOR IN CO.	Address of Nes	ct of Kin.	10	Howard St Brunswick	The state of the s	
Trade or Occupation	Motor Driver							viologia.	
Religion	Church of En	gland.		Relationship			Wife.		
Me	edical Classification—Classification	188 I. 185- V.		Identificațio			Fair Appendia	Eyes Blue. x Scar.	
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15/7/1940. O.C.R.I. 22/7/40. 0/6/5.J.T. Bu 27. 7. 40 " Surge Col 24-7-40 MC 15 1TA	Tofd to 15 Inf ? Posted from The farm 15 ITB	- Shiped to ASE,	sufflycito	w	15/7/19	Ship	Um	R.O. 148/38/40 8788 3 1/200/40 William 1420 William 420 Apol	the wind
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<b>unit</b> ; otherwise igno	re.	happened.		O'se	eas, ME (	Middle	East).	safely igno	red.

## AIF/CMF SERVICE RECORDS

P. DATA EX DATE	A.A. Form (Revised July,	
AUSTRALIAN	MILITARY FORCES.	
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	RT B—Personal details—compiled by Unit: Home address.	PART D—Compiled by Ech. & Rec.:  5. Details for Certificate of Discharge No. 474849
1.	nome address	
	Date commenced F.T.D. 30/12/4/Date of Birth 4/2/22	Served on continuous Full Time War Service in the
		CIME from 30/12/41 to 30/10/4
	State whether:—	
	Married, single, No. of Dependants in respect of whom dependant's allowance is being paid:—	FIF from 31/10/42 to 24/10/4
	or widower MARRIED Under 16 yrs = 16 yrs & over /	for a Total Effective Period* of 121 days, which included Active Service in Australia 1908 days and
2	Present Description of Soldier:	Active Service in Australia 708 days and
2.	Medical Cases Unly	Active Service O/S Australia1 408 days
	Age 24 yrs 3 months AMR & 0 253A(1)(d) Height 5 ft. 8 ins. Eyes PROWN Disability:—	Decorations and Awards‡ during that Service:
	Complexion MEDIUM Hole BROWN	
	Marks/Scars	
		Wor Bodge W/C Entered
	Trade Group in Degree of	War Badge V / Entered Class and No. Badge Register
2	Operational Service:— %	
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	of service from Aust. In Aust. Authenticating Signature	oconfirmed vide Schedul AMA A.A.1.A. to take effect
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-	Mokerni 21 51+5 1 tof and For Echelon Use:-	Place Signature
-		Date / / Officer i/c Ech. and Rec
-	(b) N.T. (North of Par. 143° Sth.) or Torres	6. Details compiled by Your
	St. Is.:—	A.A.F. A.101 written by checked by
	At From To	Entered Discharge Certificate Register
-		Entered "Wills"
-	Part B compiled by:	A.A.F. A.131 obtained by Register
	Date 22 ACT 1946 AMMillyon he	PART E-To be signed by Soldier on discharge:
	(Officer's signature and rank)	7. I hereby acknowledge receipt of: 474849
DA	RT C—Compiled by Ech. and Rec.:	(b) Army Form A.131 purporting to contain my Will.
	Non-effective Service:*	(c) War Bedge No.
		Date OCT And Signature of Soldier a & Bramble
	TOTAL NON-REFERENCE SERVICE 339	
	INSIDE AUST 339	Place Signature of Witness Of Own
	the secolds	<ul> <li>"Effective Feriod" means the period of service, less any consecutive 21 day or more for which the soldier was not entitled to pay.</li> </ul>
		t Australia means the mainland of Australia and Tasmania.
	1	‡ Does not include War Medals.

Service Records sometimes contain discharge papers, which can provide a wealth of information. This man served in the CMF 1940-42 and in the Second AIF 1942-46, before being discharged for disciplinary reasons.

This document shows the service (or campaign) medals, issued to all soldiers who met the eligibility criteria.

Charles Coombs served in the Pacific Theatre and so received the Pacific Star. He also received the 1939/45 Star, the Defence Medal, the War Medal and the Australia Service Med- al. See www.defence.gov.au/Medals/Imperial/WWII.

1	1939/45 STAR	X Dungy.
2	AFRICA STAR	Recorder ///V
3	" with 1st Clasp	Checker
4	" with 8th Clasp	AWARDS WITHHELI
5	ATLANTIC STAR	Serials:
6	· A.C. EUROPE STAR	REASON:
7	ITALY STAR	
8	FRANCE & G. STAR	
9	PACIFIC STAR	AUTHORITY:
10	BURMA STAR	
11	DEFENCE MEDAL	<b>&gt;</b>
12	WAR MEDAL	
13	A.S.M.	Packer
14		Despatcher
81	Parcel No. 9446	DATE 18/12/81
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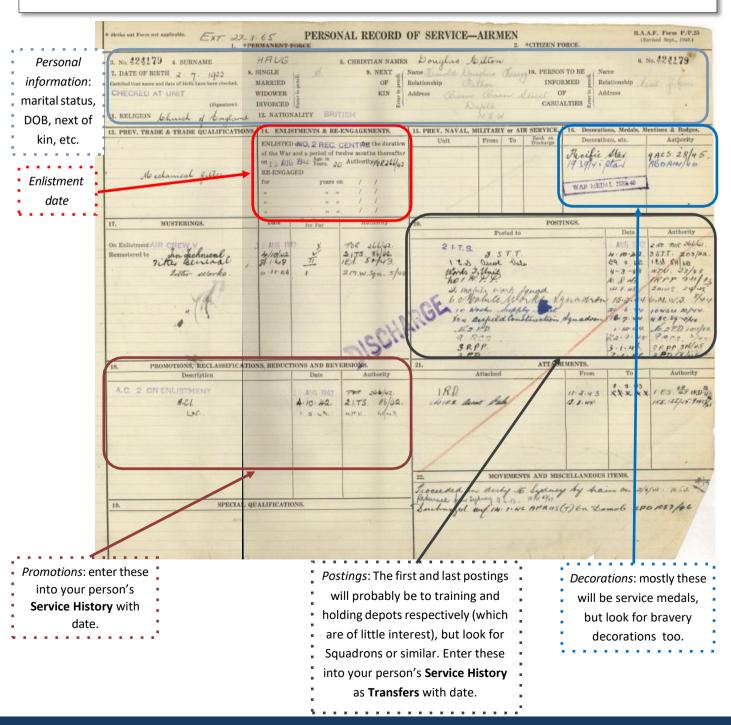
## RAAF SERVICE RECORDS

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#### **Personal Record of Service**

This was a printed A3 sheet. The **Airmen** and **Officers'** forms record much the same information but with a different layout: basically, the Airmen form has numbered sections and the Officers' does not. If your person was promoted from Airman to Officer the file will contain both forms, and you will need to read both to find all the relevant information.

This form gives most key information about a person's service. Pay particular attention to these areas:



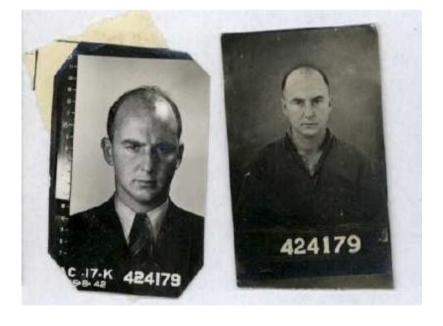
## RAAF SERVICE RECORDS

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The RAAF personnel file may contain other documents: enlistment or attestation papers, conduct sheets, and RAF documents if the person was seconded to the RAF.

The file often contains a head-and-shoulder **photograph** of the person taken at enlistment. Zoom in as far as you can and take a screenshot of this photo, so you can use it as your person's **Key Image**. Make sure you note information for the **Caption** (in the format "Enlistment Photo of Person X, Service Number") and the **Attribution** ("From NAA Personnel File" with link).



## RAN SERVICE RECORDS

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RAN service cards are short and simple but provide good high-level information about service. The first page will give all the relevant personal information: date and place of birth, height and appearance, next of kin, enlistment date and occupation. Beyond that it will normally only give changes in rank, the ships or depots he or she served on and the dates for each. This information can be entered into your person's **Service History**.

Name of Ship,	Rating.	From,	To,	Character.	Efficiency.	Date Assessed.	Estract of Berth Car sight of 29/10
Saltan (Vanapare	gong ~"~	12-4-39 14-9-39 17-12-40 23-1-41 1-8-41 20-9-41 17-12-41	29-9-41 16-12-41 28-2-41		Late Super	31.12.39 21.12.40 9 4 42 40 Jenefry	Rated Stoken 14.9.39 Hobart 195161 No 553X.  Rated 9 day sto (34) 17 Sec 40. tobast 1864 No. 1804 12  Was himsein grants & Window Lu. 4 f from 14 May 12  by filet books.  St manual at No. 1955 fater May Land 4 days werely  Discharges Desa 10312 No. 1155 Section 1945  Repart. Comm. advised 13: 4-42.  Repart. Comm. advised 13: 4-42.

## READING HANDWRITING

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be filled in for all Persons at the of the Defence is not	Place of Assembly Act, or when volunt Christian Nam	when called out u arily enlisted.	Oliver

This can be the trickiest part of reading Second World War service records, but don't let it stop you from understanding the document. Think of it as a puzzle or a coded message: start by finding words that you can read easily. Write it all out; this ensures you read every word and helps you spot gaps.

Follow the steps below, stick with it and you will get there.



#### A few techniques for reading those difficult words:

- **Use the context**. Can you guess the uncertain word from those around it? Can you at least work out what sort of word it is (e.g. a name, a rank).
- Bear in mind this was written by a clerk who was probably in a hurry. He may not have crossed his t's
  or dotted his i's. He may have had difficulty fitting his letters into the space.
- Compare the difficult letters with other letters in words you can read. Perhaps the clerk has an unusual way of writing an *S* or a *D*, and you've seen it written in another word. Writing out these letters to form a "letter key" (as above) is a really helpful technique. But not foolproof: note the similarity between *k* and *L* in the example above.
- Beware of letter combinations. The letters in often look like m; h can look like k or d; n can look like u.
- Write down the possibilities in a difficult word: (1) the letters you're certain of, (2) the letters where it might be a *d* or a *h* or a *k*, and (3) the letters you have no idea of. Work through the various combinations until you have one which fits.
- Isolate the difficult words and get someone else to look at them without telling them what you think
  the word is.

## KEYWORDS AND ABBREVIATIONS

P. DATA EX DATE	A.A. Form Mob. 1 (Revised July, 1840).
AUSTRALIAN	MILITARY FORCES.
MOBILIZATIO	ON ATTESTATION FORM
be filled in for all Persons at the	Place of Assembly when called out under Parts III. or IV.
	act, or when voluntarily enlisted.
ny No. S1663	
ny No. S1663	Christian Names Henry Oliver
ny No. S1663 name RIGGS GRIGGE CAPITALS	Christian Names Henry Oliver
ny No. SIBES  RIGGS GLOCK CAPITALS)  4 GARRISON BAITALIUN.	Christian Names Henry Oliver
ny No. S1663 name RIGGS GRIGGE CAPITALS	Christian Names Henry Oliver

Although it is great to be able to read every word in a Service Record, sometimes even professional historians find this difficult. You can get around this by looking for important keywords that will help you to discover and tell the story of your soldier. Below are some of the main keywords and their common abbreviations, so you know what to look for. Remember: different clerks might use different abbreviations.

Term	Common abbreviation	What it means	Example
Lines of Communication Area	L of C Area	An Australian state (e.g. Qld, SA), for army support purposes.	Loss Area
Marched In/Out	M/I, M/O	To join or leave a unit (often with <i>ex</i> = 'from, our of').	MARCHED IM EX
Admitted	Adm	Admitted to hospital, sick or wounded.	1 Adm ( Mulips)
Take on Strength	T.O.S.	Transferring to a unit, and so being counted as part of its 'strength'.	Yaken on strength
Absent Without Leave	A.W.L	A crime: being away from one's unit without permission.	(auch from
Transferred	Tfd or Transfd	Moved to another unit or hospital.	Transfor from R. A.E
Embarked / En- trained / Em- planed	Emb.	Got on a ship (or train or aeroplane)	Desembarked in ME
Ditto	do or "	The same as above	en do

## **EXERCISE**

P. DATA EX DATE	-	No.	A.A. Form Mob. 1 (Revised July, 1940).
AUSTRALIAN		MILITARY FO	RCES.
MOBILIZATIO	Place of Assembly	when called out	1
of the Defence Ac	t, or when volun	tarily enlisted.	
ME RIGGS (BLOCK CAPITALS)  4 GARRISON BAITALION.	Christian Nan	nes Steway	Oliver
MATTALION.			
Sond Starbalia	K	28 July	(Place)

Those are the techniques. Let's practice.

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	0 111	1. 010	1 00	(100 00 00)

Here are five lines from a Casualty Form for a Second AIF soldier who fought in New Guinea. Bearing in mind there are abbreviations here, make a list:

- Which words can you read easily?
- Which can you probably read, or read with difficulty?
- And which can't you read?

Let's narrow down that middle list, the words you can read with difficulty:

- Which letters are you sure of? Write them out.
- Of the letters you're not sure about, do any resemble letters in the words you know?
- **Apply the techniques** we learned on previous pages. Look at the list of common abbreviations.
- What was his offence? And what was the punishment?

Now you probably have most of the words figured out, with a few you're still not sure of. What type of word needs to go in that spot? Is it a place name? Ask other students, or your teacher. If you still can't work it out, take a screenshot, attach a link and email the Schools Program Manager: schools.program@vwma.org.au.

## FINDING MORE HELP

P. DATA EX DATE	A.A. Form Meb. (Revised July, 1940).
AUSTRALIAN	MILITARY FORCES.
MOBILIZATIO	N ATTESTATION FORM
of the Defence Act	lace of Assembly when called out under Parts III. or IV t, or when voluntarily enlisted.
be filled in for all Persons at the P of the Defence Act  No. 3/663  RIGGS  ROME CAPITALIS  4 GARRISON BALTALION.	lace of Assembly when called out under Parts III. or IV., or when voluntarily enlisted.  Christian Names Henry Oliver

Sometimes no matter how hard you try, you just cannot find the information you need. That is ok; there is a lot of help out there.

For help with understanding abbreviations, see our Abbreviations and Glossary on the VWMA website, plus:

Australian War Memorial Glossary: https://www.awm.gov.au/learn/glossary

National Archives of Australia Abbreviations used in WW1 and WW2 Service Records:

https://www.naa.gov.au/explore-collection/defence-and-war-service-records/researching-war-service/abbreviations-used-world-war-i-and-world-war-ii-service-records

Can't find the answer there, or have other questions about the service records? Visit the Virtual War Memorial Schools Program page on Facebook and post your question. We will answer your questions as quickly as we can. Or email us at: <a href="mailto:schools.program@vwma.org.au">schools.program@vwma.org.au</a>

A group at Headquarters 11 Division listening to the radio for news of the projected Japanese surrender.

Australian War Memorial, 095256.





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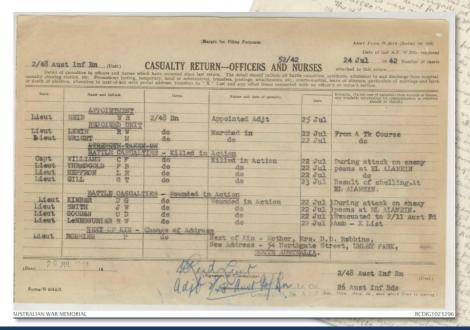


Service records can only give you a limited amount of information. For example, they rarely tell you exactly where someone was wounded or killed and don't really give you any idea of what they actually did. This is where the unit diaries are important.

Unit diaries kept track of the daily activities of headquarters, formations and units and casualty lists. The appendices at the end of the diary may also include orders, reports, intelligence, photos, maps and sketches, but they are not always easy sources to read.

This guide will help you to understand Australian unit diaries from World Wars One and Two. It contains:

- I. Finding what you need
- II. Understanding casualty Lists
- III. Reading handwriting
- IV. Looking for keywords
- V. Where to go for more help



# Finding What you Need

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int.	Name and Satisfa	Chaps.	Nation and date of passage	IMO.	Sergarha, (In the operat menalism from we ask or the ery available information for compensation to retain
	APPOINTMENT				
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sut	LEWIN R W	do do	Marched in	22 Jul 22 Jul	From A Tk Course
	SPREHOEN-PANIE	4-0X			
aug	VILLIANS CV	THE - Killed in	Killed in Action	22 703	
Lout	THRESOULD F.B.	do	do do	22 Jul	During attack on enemy
iout	HEFFRON L.R	do	do	22 Jul	do
our	GILL G T	do	do	23 Jul	Result of shelling.At
deut	KINDER D.G	TES - Wounded i			
Lout	SMITH J W	do	Tounded in Action	22 Jul	During attack on energy
Leut	GOODEN C D	do	do	22 Jul	poems at M. ALAMEIN.
Louis	Lengisurian R W	do	do	22 Jul	SAmb - X List
	NEXT OF AIM - (	Change of Address	an .		
-dut	ROBBINS	49	Wext of Kin - Mother,	Mrs. D.	D. Rebbins,
			New Address - 54 Nort	highte Str	reet, DELEY PARK,
			Division and the second	STANAO.	

Official unit diaries may contain a lot of information. There is a simple way of finding what you want quickly without having to read every single page from beginning to end.

#### **Look for dates**

This is the key to finding out the extra information that does not appear in the individual's service record. Look for specific dates on which your individual was wounded/killed.

Use the unit diaries to fill in "gaps" in the service record. For example, if your serviceperson was with the 2nd/10th Australian Infantry Battalion during World War Two in April 1941, he was probably involved in the siege of Tobruk, which lasted from 10 April to 25 October. Read what the unit was doing in its diary at that time. This will give you a better idea of what your serviceperson experienced.

Remember it wasn't all about firing machine guns and being hit by artillery shells. The unit diary gives you a great idea of the overall experience of service.

#### PURIATA RIVER AREA

1. Look for dates

On night 21/22 Nov flashing lights were observed near the mouth of the PURIATA RIVER, Air reconnaissance over the area the following day revealed 3 Japanese dragging stores across the beach towards the jungle 300 yards north of the river mouth, Nearby were skid marks in the sand from the water line to the jungle. Later, numerous fires were observed in the vicinity and up river as far as HAIGI MISSION. Presence of considerable numbers of enemy in the area was also confirmed by air sightings of new gardens, some being several acres in extent.

Enemy casualties to 21 Nov are:-

Killed 9890 Captured 103

	Place	Date	Hour	Summary of Events and Information	200
TOBRUK		8 Apr	0500	Stand to Coys. consolidating. 3 ITALIAN 100 mm. gunsput into commission in Bn. area Our patrols out all night along Bn. front.	
•	n	9 Apr	0930	Heavy air raid on TOBRUK. Another ITALIAN 100 mm. gun put into commission; and 3 47 mm.  A/Ts put into commission. Coys. consolidating.  Heavy A/A barrage over TOBRUK. Our patrels out all night.	
,	"	10 Ap	1000	Bad dust sterm German plane machine-guns "C" Coy.	
The unit diaries	s		1200	Preparations for relief commence. Reflief by 43 and has begins.	
provide clear		11 AD	r 0030	Bn. embussed; relief completed except for "A" Coy.	P
descriptions of			0230	Bn. arrives at WADI AUDI. Troops settle down for night.	
nature of warfa	are	12 Ap	0300 0330	Bn. preparing to move. Embuss proceed to area at X-roads BARDIA -EL ADEM Rds.	
and the situation		13 Ap:			_
soldiers		Ap.		Coys. settling down -digging on inner perimeter.  3 Towny guns and gunners sent to EDE. H.O.	
/		14 Ap	0325 0700	Enemy break through on night at EL ADEM ED. Shells falling on X-Roads. Air raid in progress. Tank battle in valley approx. I mile from our	ır
7	W. Company		0840 0910	B.H.Q.  German planes machine-gunned Bn. area - no casualties.  Mobile patrol sent out. 1 platoon motorized inf and 1 se carriers	A

### **READING UNIT DIARIES**

## **Understanding Casualty Lists**



As well as recording what happened in and to the unit on a daily basis, unit diaries contain the casualty lists. This is the number of service personnel sick, wounded, or killed according to their status; commissioned officers, non-commissioned officers and "other ranks", ie. everyone else.

For frontline units such as infantry and artillery, these lists were incredibly important for commanding officers, as they needed to know the "strength of the regiment", ie. how many men they would have for future actions.

Date,	Place and Time.	a aight storse.	Remarks or Reference to Appendices, &c., attached.
* Commissioned officers, such as		Callantly led by Mayor T. S. LOGAN. Lieut.	
Lieutenants and Majors were often		Durge & Norris the former two were	
listed by name.		Killed & the latter wounded. Lieut H.S	HINTON
Non-commissioned officers (NCOs)		being Killed in the trenches during the	attack.
such as Corporals and Sergeants, an	d .	The Casualties in other ranks were	derrices of the
other ranks (ORs), eg. Privates, were	e :	INCO = 13 Killing to the	
often just numbered.		1.NCO + 13 Killed, 9 NCO's + 27 men woo	unded.
For everyla from the fighting in			

For example, from the fighting in Monash Valley at the beginning of the August Offensive on the Gallipoli Peninsula in 1915, the 2nd Australian Light Horse Regiment had 1 Major and 2 Lieutenants, 1 non-commissioned officer and 13 other ranks killed,

	Killed	Wounded
Majors	1	0
Lieutenants	2	1
Non-commissioned officers	1	9
Other Ranks	13	27

	POST	(Dysentey).
22-8-15	QUINNSTOST NION	Capl. L. A. Lewis, went to hospital today.  (Dysentery).  Lient. W. C. Kelly, sick to Hospital. Lumbayo etchos of Carnelle Lient. S. F. Rowell rejoiner Regl. from Hospital 1/8/15 631/8/15
25-8-15	QUINNS PAST Tom	Lient. S.F. Rowell rejoiner Regl. from Hospital 1/8/15 631/8/15
31-9-15	QUINNE POST 6 Pm	Strength of Regiment 1/6 Officers 326 other Ranks. vide appendic 9.

not just for killed and wounded men. The fighting strength of units could be just as badly affected by illness.

#### **READING UNIT DIARIES**

## READING HANDWRITING



This can be the trickiest part of reading World War One unit diaries (the World War Two unit diaries are often typed), but don't let it stop you from understanding these documents. Think of it as a puzzle; follow the steps below, stick with it and you will get there.

- 1. Think of it like a coded message and start by finding words that you can read easily.
- 2. Use the letters in these words to start to read other words. You can even create an alphabet (by hand or with the computer).

- 3. Some letters can look similar, eg. "r" and "n", so look at the surrounding letters and think logically. "M a n c h" doesn't make sense, but "M a r c h" does.
- 4. Remember that joining letters together might make them look like something different. Eg. "in" might look like an "m".
- 5. Show the word to someone else, without telling them what you think the word is.

Tried all of the above and still stuck? The RSL Virtual War Memorial team is here to help. Turn to page 6, to find out how to get in touch with us.

### **READING UNIT DIARIES**

## LOOKING FOR KEYWORDS



Although it is great to be able to read every word in a unit diary, sometimes even professional historians find this difficult. You can get around this by looking for important keywords that will help you to discover and tell the story of your service person. The following list includes some of the keywords should help you to understand the soldier's experiences from the unit diary.

- 1. **Casualty** this is usually associated with a list of the number of personnel who have killed, wounded or hospitalised due to illness.
- 2. **Attack** this could refer to an action by the Australians or by the enemy.
- 3. **Engaged/contacted** when the Australian forces fight with or are attacked by enemy forces
- 4. **Patrol** when a group go out to scout or survey territory for signs of enemy. This will show up often in unit diaries for World War Two where Australians were fighting in environments like jungles.
- 5. **Enemy** this is an obvious one, but very important for understanding both attacks, and the preparations that troops would make.

Unit Diary of the 2nd
Australian Light Horse
Regiment,
August 1915.

BOUGAINVILLE

UPPER LARUMA VALLEY

War Diary of the 2nd
Australian Corp General
Staff (Intelligence),
November 1944

Activity in the UPPER LARUMA VALLEY has been confined mainly to minor patrol clashes,

on 25 Nov our patrol sighted fresh tracks and contacted an enemy occupied pill box in the area NE of PIAT-ERAPAIA. This position was later engaged by mortar fire and hits were observed. Another patrol in the same area discovered an enemy position in course of construction, It was later destroyed by artillery.

Further north, an Allied patrol encountered an undetermined number of enemy in the SISIVIE area, After an exchange of fire, our patrol advanced approximately 150 yards to the north, where an ambush of an estimated 14 enemy was contacted.



Note: this assumes you have already researched your person's Service Record and other war service documents.

What about my person's life before and after the war?

You know some of your person's pre-war life already: where they were born, their next of kin, their occupation, where they lived. That's a good starting point for researching their life before the war and, if they came home, afterwards as well.

**Trove** (<a href="https://trove.nla.gov.au/">https://trove.nla.gov.au/</a>) is the best way to find information on your person's life in Australia, especially the "Newspapers and Gazettes" search. Many local newspapers published articles about the men and women who went to war.

Select "Newspapers and Gazettes" from the dropdown menu in the search bar or select it from the *Advanced Search* option under the search bar and refine your search to your serviceperson's home state.

Search with different with different variations of your serviceperson's name and initials enclosed in inverted commas. Try their first and last name; use their initials only with their last name and try including their rank. For example: "Private Hewitt Henry Bell", or "H. H. Bell" or "H. Williams", or "Pte Hewitt Henry Bell", or "Pte H.H. Williams", or "Pte H. Williams".

Click on to find the reference details to use in your reference list and the page identifier URL to load to your person's VWMA profile.

See the Appendix at the end of this file for more about Trove.



Refer to the model searches on the following pages, to show you practical ways to find information.



#### Example 1: Stanley Quicke 6574, 10th Battalion AIF (World War 1)

We know from the Embarkation Roll and the Attestation Paper that Stanley was born in Hamilton SA, lived in Magill SA, and was a labourer when he enlisted in August 1916. He was 23, single, and gave his Next of Kin as his mother Charlotte Quicke of St Bernards Rd, Magill:

		100		Peronici	 ٥.	Port Pirie West, S.A.	Mother, Mrs. H. Price, 3rd-street, Port	CofE	12.9.16	
0574 Quicke,	Stanley Hubert	n	23	,,	 S.	120	Fire West, South Australia		200000000000000000000000000000000000000	••
	Thomas Edward	.,	21	Farm labourer	8	m	road, Magill, South Australia	The second	14.8.16	
Lindsa	у				 	Lanem Bend, S.A.	Mother, Mrs. A. Rhue, Tailem Bend, S.A.	Meth.	13.4.16	1231

Here are the searches and some possible results:

"Stanley Hubert Quicke". *The Advertiser*, 17 Sep 1907, Stanley's results in the Public Service Examination. Hmm, he would have been 13 at the time – too young to be taking that exam. This is probably another person of the same name, maybe an uncle or cousin.

"Stanley Quicke". This produces many results with "quick" which are no good, but also this: *Barrier Miner*, 21 Apr 1923. A reference to the death of

"Stanley H. Quicke (late 10<sup>th</sup> Battalion)". That's him – so he died in 1923. But hang on – that says "Mrs W.J. Quicke" and we know his mother's name was Charlotte. What's going on? Answer: in 1923 the

Mrs. W. J. QUICKE and FAMILY wish to Thank Friends for letters, telegrams, and floral tributes in their recent sad bereavement, also kindness shown to their late Son and Brother, Stanley H. Quicke (late 10th Battalion), A.I.F.).

social custom was for married women to be referred to by their husband's name, e.g. "Mr and Mrs Thomas Jones". So W.J. are Stanley's father's initials.

"S.H. Quicke", "Stan Quicke". Some useful ones from during the war: references to him entering camp (15 Aug 1916), being wounded (10 Sep 1918) and being about to return home

(24 Jul 1919). An unexpected gem: a notice he put in the paper for a "dear friend" who died in France (6 Mar 1918).

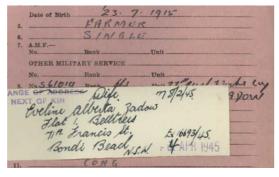
NATION.—In loving memory of my dear friend, Sapper 149, Ralph Nation, who died of wounds, at Etaples, on March 6, 1917.—Inserted by his pal, Stan Quicke, on active service.

That's probably as much as we can get from his name. Other combinations: quicke magill; quicke Hamilton; "charlotte quicke" "w.j. quicke". Again, "quick" annoyingly complicates the results, but we learn the father was William James and he died in 1920.



#### Example 2: Donald Zadow S61014/SX35345 (World War 2)

Donald served within Australia from late 1941 onwards. We know from the Service Record he was born in Mannum SA and lived at Bakara SA as a farmer. His original Next of Kin was his father Gustav Reinhold Zadow, but he married Eveline Alberta Zadow during the war; she was living at Bondi Beach in Sydney.

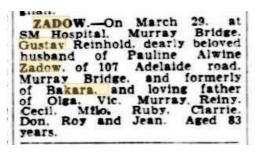


Searches for "Donald Lyle Zadow" and "Donald Zadow" show he was allocated 493 acres at Mt Burr as a war service lease (*The South Eastern Times*, 30 May 1952) and that he underwent a spinal operation (*The South Eastern Times*, 12 Oct 1954). The second article says he

lived at a property called "Wavalie", Mount McIntyre, which is very close to Mt Burr; presumably this was the land he was granted. But this is the point at which Trove cuts out, so we won't learn much further about that property.

"D.L. Zadow" is quite fruitful: we learn of Donald's land allocation and that he worked with the Land Development executive after 1947 (*The Pennant*,. 12 Oct 1950), and that he was selling his dairy cows "because of his health" (*The South Eastern Times*, 28 Jul 1953). However, because this last piece is an advertisment it is even less trustworthy than anything else you would find in a newspaper.

"Gustav Zadow" Bakara. This brings up his father's death notice (*The Advertiser*, 30 Mar 1954), which gives a lot more family information. You could search for these family members if you wanted. There is a good chance some of them also served.



"Eveline Zadow" and "Eveline Alberta" (because we don't know her maiden name) produce nothing of use.

Other possible searches: "zadow mannum", "zadow bakara", "don zadow".

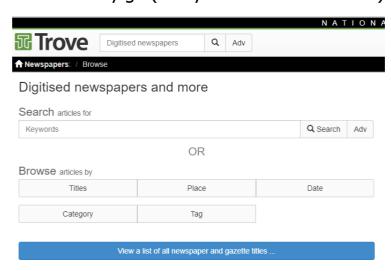


#### Appendix: What is Trove?

Trove (<u>trove.nla.gov.au</u>) is a digital database of historical resources from Australia, maintained by the National Library in Canberra. It is especially useful because of its collection of *digitised newspapers* from all over Australia, from as long ago as we had newspapers. It has all the major city papers and many of the country ones, and it has their complete runs: every page of every day.

It's a fantastically useful resource for Australian history, but there are two downsides:

- 1. Most newspapers only go up until 1954 for copyright reasons.
- 2. The basis of Trove is images of newspaper pages. This is turned into machine-readable (and -searchable) text by a process called Optical Character Recognition (OCR). OCR is pretty accurate, but works on the Garbage In, Garbage Out principle: if the original image is blurry, it won't produce accurate text. Volunteers often correct the OCR'd text as they go (and you can volunteer too!)



All this means that you can search Trove's newspaper collection for information about your person, but you probably won't find anything after 1954 and you will miss some references because the OCR hasn't recognised their name correctly. But it's still pretty good.

For more practical help in using Trove, view this help video (<a href="https://www.youtube.com/watch?v=aykJojiO3Vk&t=10s">https://www.youtube.com/watch?v=aykJojiO3Vk&t=10s</a>) and refer to this quide from the State Library (<a href="https://www.slsa.sa.gov.au/searching-trove">www.slsa.sa.gov.au/searching-trove</a>).

And remember you are dealing with newspapers; they aren't always going to tell the truth.



# Virtual War Memorial Australia Finding photographs

This Research Guide will show you how to find photographs of Australians in war. Not every person will have an individual photograph. But you should at least be able to find relevant photographs of their unit, ships they were on, places they trained or fought etc.

#### **SEARCH TERMS**

When searching for an individual, try their name in a variety of formats. For instance, for James Holmes Fleming, 3107 of the 57<sup>th</sup> Infantry Battalion, search for:

- Fleming 3107
- James Fleming
- James Holmes Fleming
- J. H. Fleming
- Fleming 57<sup>th</sup>

The titles below are hyperlinked.
Click to go to the website

#### 1 Australian War Memorial

The AWM is your best source with over 300,000 photos in its collection. You can filter and browse through relevant photos. The left-hand column allows you to filter by Conflict, by Unit, and by Place. Filtering for (e.g.) "First World War" and "10th Australian Infantry Battalion" gives you about 260 photos. You will probably be able to find something relevant to your person's service.



### 2 Trove

Refine your search to 'Newspapers and Gazettes' and your serviceperson's home state. Many local newspapers published articles about the men and women who went away to war. You may even find articles referencing your serviceperson before and after they went to war. Search with different with different variations of your serviceperson's name and initials enclosed in inverted commas. Try their first and last name; use their initials only with their last name and try including their rank. For example: "Private Hewitt Henry Bell", or "H. H. Bell" or "H. Williams", or "Pte Hewitt Henry Bell", or "Pte H.H. Williams".

**VWMA Flickr** 

See the VWMA photo collection on Flickr.

### National Library of Australia

Enter your search terms. Limit the format to "Picture". Set the date published between to e.g., 1914 and 1918 for contemporary photos.

### 5 Imperial War Museum

The IWM in the UK has its own massive collection of photographs: nearly 11 million. These cover Australian troops as well as British. If your searches bring up too many results, add "Australian" or "AIF"



# Virtual War Memorial Australia Finding photographs

### 6

#### State Library of South Australia (SLSA) / State Records of South Australia (SRSA)

Both organisations have put most of their photo collections online. However, they are loaded as albums, so it is difficult to search for specific names or terms.

Try the SRSA collection of *World War 1 Soldier, Sailor, and Nurse Photographs*. Look for your serviceperson's name in the <u>Special List</u> and if they are listed, go to the <u>State Records Flickr</u> page to find the photograph in the album.

Part of the SLSA WW1 collection, can be found here: <a href="mailto:collections.slsa.sa.gov.au/find/world+war+1914">collection, can be found here: <a href="mailto:collections.slsa.sa.gov.au/find/world+war+1914">collections.slsa.sa.gov.au/find/world+war+1914</a>.

Other SLSA WWI albums: <a href="https://www.flickr.com/photos/state-library-south-australia/albums">www.flickr.com/photos/state-library-south-australia/albums</a>.

You can also search the SLSA and SRSA collections from anywhere in <u>Flickr</u> by adding SLSA or SRSA to your search terms. This works well when searching for units rather than individuals, for example: '10<sup>th</sup> Battalion SLSA' or '10<sup>th</sup> Battalion SRSA'.

## 7

#### **Other State Libraries**

NSW State Library of NSW / NSW State Archives and Records

The <u>State Library of NSW</u> has some photographs. Limit the search to 'Pictures' by clicking on the format dropdown menu.

The NSW State Archives and Records has a <u>NSW and Anzac Centenary</u> collection, which includes many photos.

State Library of Queensland

The State Library of Queensland has an extensive soldier portrait collection: Use the <u>One Search</u> option and search with the 'soldiers surname' and the word 'soldiers' to limit the search to the correct collection (e.g., Tunney soldiers)

Libraries Tasmania

Libraries Tasmania has a <u>World War 1 Soldiers Collection</u> of over 10,000 soldiers and nurses from First World War, including many portraits taken from newspapers. It's best to search by surname only:

State Library of Victoria

Search the <u>State Library of Victoria</u>'s main page and in the search bar, change the type to "pictures & photographs". You can also filter the searches by date range (select e.g., 1910 - 1950) and restrict the results to online-only.

Western Australia

The <u>State Library of Western Australia</u> also many photographs, complete a catalogue search and limit the search to 'keyword' and 'State Library Pictures'. You will only be able to access the results that are online.

### **Upload to VWMA**

Load relevant photographs to the person's VWMA profile (4. Photos). Further instructions regarding how to upload the photos are available on the upload page.



## WRITING A BIOGRAPHY

A biography is the story of a person's life, told by someone else. You have already completed the difficult task of collecting the information. Now, the aim is to convert that information into an interesting story people will want to engage with!

#### Step 1 - Gather your information

Bring together all the information you have discovered on your person. You may have completed this in your serviceperson research guide template. You will need to complete a reference list so ensure you have all the details you need.

Is anything missing? Could there be letters, diaries, oral histories, interviews available? A general internet search might help.

#### Step 2 – Prepare an outline and consider how to present your work

<u>Presentation</u>: Do you want to present your work in a written or audiovisual format?

Create a **timeline** of your person's life - which events would you like to talk about in more detail? Which events sound more interesting or exciting? Plan your work.

If preparing an audiovisual presentation gather the images, you will use to complete it.

<u>Remember!</u> A biography is a recount - events need to be in **chronological order** and in the **past tense**.

#### **Step 3 - Prepare the biography**

If preparing a written biography, complete it in Word to assist with the checking of spelling and grammar. Tell a story using continuous prose with short paragraphs, rather than using dot points. There is no need to have titles in your biography, but you can use them if you wish.

#### What to include:

#### Life Before the War

Birth, parents, siblings, and residence. Relationships to others who served Australia are also helpful.

School records and previous employment help set the scene of your person's life before the war. Did they serve in the cadets or militia before going to war?

#### Life During the War

Enlistment, embarkation, re-assignment (where and when it took place). Many soldiers embarked with one unit and ended up in another.

Absences such as illness, courses/training and detachment to other units are generally recorded in the service record. Before you assume that they were involved in a particular battle, check to make sure that they were not absent.

Any decorations (Honours or Awards)? These are a great opportunity to tell the story of why your person was awarded that honour.

#### Life after the War

Did your person make it home? If not, what were the events surrounding their death?

If they did make it home, what kind of life did they lead after the war? Did they get married, have children, start a business, serve in another war or conflict?

#### **Step 4 - Added Extras**

**Quotations** are great evidence of your individual's life and service - but one or two are generally enough, so pick the best ones.

**Personal details** are a great way to add depth to your biography. Some questions to consider:

- What did the person like, and dislike?
- What did others think of them?
- What was important to them?
- Why did they sign up for service?
- Who did they leave behind?

#### Checklist - Have I...

Written the biography as a recount using past tense? Kept to the verifiable facts? Referenced the sources used to write the biography? Uploaded links to documents and sources you used?

Uploaded the photographs and images you have found with referencing?

## Virtual War Memorial Australia

#### **Monitoring Student Progress**

Use your school admin page to monitor what information students have added to their serviceperson's profile.

1. Log-in to your school admin page at the VWMA and scroll down to the list of students near the bottom of the page.

You will be able to see the 'Status' of the student's work. For example, below the student Todd Hainsworth has not entered any information to his serviceperson's profile.

If a student has begun adding to the profile, their 'Status' will change to



Name *	Status	Year	Group	Parental Permission	Curating	
Hermione Grainger	Published	2015	Gryffindor	Yes	GRAINGER, Alexander	Q
Todd Hainsworth	Not Started	2015	Gryffindor	No	BENSON, Albert	Q / 🗊
Harry Potter	Awaiting Review	2015	Gryffindor	No	POTTER, Harry	Q / fi

2. Click next to the name of the serviceperson the student has researched to view what information they have entered. You will be able to see the history entered and related links, documents and images submitted by the student.



## Virtual War Memorial Australia Teacher Moderation Guide

#### Moderation

Teachers are asked to mark\* the biography prepared by the student and carefully check what the student has loaded to the serviceperson's profile before it can be considered for publishing by the VWMA. Please ensure that students have included a reference list and loaded any documents or links to sources used to complete the biography. This is particularly important for students who research a family member. Short summaries of interviews, including who was interviewed and the date it was conducted, is required. Where possible, students should consult with as many family members as possible to cross check facts. They should then verify facts with available historical documents.

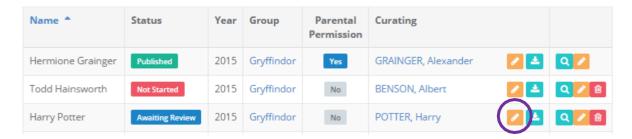
\*Refer to the suggested assessment rubric provided by the VWMA

To assist with editing, students are advised to complete the biography of their serviceperson in Word before they add it to the profile. You may have already drafted this work before the student loads it to the profile for their serviceperson.

When students have added all the information they have researched about their serviceperson to the profile, they will submit their work to their teacher, and it will appear as "Awaiting Review".

#### To moderate and approve work entered by students:

1. Log-in to your school admin page at the VWMA and scroll down to the list of students near the bottom of the page



- 2. Click next to the name of the serviceperson the student has researched. You will be able to view and edit the biography the student has written and any of the fields relating to the serviceperson's personal details. You will also be able to view the history entered and related links, documents and images submitted by the student.
- 3. Check over the information and biography entered by the student to the profile.
- 4. To give the student moderation feedback go to the bottom of the page. Select a status from the "Action" drop-down menu and provide the student with a comment in the "Email to Student" box.
  - If you believe that the profile is ready choose "Approve"
  - If the student needs to revise or add to their work select "Send Back" and they will be able to continue working on their project and resubmit when ready.

The "Publish" and "Reject" fields are used by the VWMA admin so just ignore them.

To download a copy of what the student has entered, go back to your school admin page, and click download a pdf copy of the project which can be saved or printed.

