

A Guide to Using the Index

The index covers these current geographical areas: Maryland (Washington, Frederick, Allegany and Garrett Counties); Pennsylvania (Cumberland, Adams, Fulton and Franklin Counties); and West Virginia (Berkeley, Jefferson and Morgan Counties).

The indexing has been done from a Hagerstown and Washington County perspective. Unless otherwise indicated assume locations are Hagerstown or in Washington County. Each newspaper issue is four pages in length and each page has seven columns across its width. In order to quickly reference the location of an article, the newspaper's pages will be referred to with the numbers 1 through 4 and each page's columns will be referenced by the letters A-G. The 1st column on the left would be column A, and the 2nd column on the left would be column B, etc. Please note that the newspapers do not have page or column numbers printed on them.

Example of Index Citation:

Boteler, Hezekiah <i>Subject Heading</i>	Married. (Gross-Boteler). <i>Title</i>	<i>Summary of article/announcement/ ad/notice</i>
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3/1/1847 <i>Date of article</i>	TL <i>Name of Newspaper</i>	3B <i>Page # and column</i>
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COLUMN DESIGNATION When an article is continued into another column, all names and subjects listed in the article will be indexed under the column where the article began.

TITLE INFORMATION The titles of articles are written as they are found in the newspapers including typographical errors and misspellings.

Missing Newspapers Issues for 1845 to 1849 and 1860 to 1865

1845 to 1849 Newspaper Issues:

Notes on condition: Throughout this five-year period there are scattered missing issues. Sometimes entire pages are missing; sometimes there is a hole cut in the page where an article was removed. The August and September 1847 issues of the *Herald of Freedom* are out of order on the microfilm reel.

Herald of Freedom: 6/9/49;

Torch Light and *Torch Light & Public Advertiser:*

1/ 5 through 11/45

4/7/47 through 12/49

12/4/45 issue is missing pp. 3 and 4.

Casket and Weekly Casket:

Most issues are missing. April to December 1849 indexed only.

Exceptions: 6/2, 6/9, 6/30, 7/28.

***The issue for 12/29/49 has the date 12/22 on the first page.
5/21/49 is actually the 5/12/49 issue***

News and Hagerstown News:

Most issues are not available. Issues available and indexed are scattered.

Pledge and Advocate of Moral Reform:

Most issues are not available. Issues available and indexed are scattered.

Hagerstown Mail: Majority of issues are missing. The 8/11/1848 issue is the only one indexed.

1860 to 1865 Newspapers:

The September 10, 1862 issue of the *Herald of Freedom & Torchlight* was published under the date of September 24, 1862 due to invasion of Maryland by the Southern army. The first page of the issue carries the date of September 10th with the remainder of the issue showing the date of September 24th. This is indicated in the Index entry with an asterisk.

Herald of Freedom & Torchlight

1860 - November 21, November 28

1861 - August 21

1862 - May 7, July 9, October 1, October 29, November 26, December 3 -
December 10.

Maryland Free Press

January 1860 - October 24, 1862

Hagerstown Mail

1860 - All

1861 - January-July, August 9-November 8, November 22-December 27

1862 - All

1863 - 1865 Newspapers Issues:

Throughout this three-year period there are scattered missing issues. Sometimes entire pages are missing; sometimes there is a hole cut in the page where an article was removed.

Herald of Freedom & Torch Light:

1863 Jan. 7, 14, 28; Feb. All; March 11, 25; April 29; May 13, 20, 27; June All; July All; August 12, 19; October 14, 28; Nov. 4; Dec. 16, 23.

Herald & Torch Light:

1864 Jan. All; Feb. 10, 17; March 2; Aug. 10, 31.

1865 Oct. 11.

*****The July 6, 1864 issue was interrupted at press due to the Confederates entering the area. The paper did not resume publication until July 20 and used the already typeset first page of the July 6 issue.**

Maryland Free Press: Majority of issues are missing.

Hagerstown Mail: Majority of issues are missing.

Tips for Searching the Index

Subject Headings and Newspaper Article Coverage:

Subjects are arranged in alphabetical order. Types of information include:

Agricultural Market Prices

Buildings

Businesses

Civil War – United States History – Civil War

Construction- new buildings and renovations; roads; canal; railroads; internal improvements and repairs to infrastructure.

Crimes

Editorials and Letters to the Editor – topics of local or regional significance

Elections – local, state and national

Geographical locations

Government agencies and officials organized as subdivisions under the heading of their appropriate political unit:

For example:

WASHINGTON COUNTY GOVT – SHERIFF
HAGERSTOWN GOVT – COMMISSIONERS
MARYLAND GOVT – GENERAL ASSEMBLY
UNITED STATES GOVT – POST OFFICE

Land Tracts

Legal notices – announcements of estate sales; estate settlements

Lots-individual lot numbers are listed followed by name of town in parenthesis

Marriage and Death notices

Names of governing bodies

Occupations (not inclusive)

Organizations

Personal names

Politics and Political Parties

Real Estate – land sales and rentals

Topics reflecting general news coverage related to local and regional issues and events.

Weather

Personal Names:

All first names are fully spelled out.

Examples:

Look for William – not – “Wm.”

Look for Thomas – not – “Thos.”

The exceptions to the above will be abbreviations for first names that may be associated with several different first names or abbreviations with no recognizable correlation to a first name.

Examples:

“Jno.” may refer to either Jonathan or John

“Ed.” may refer to Edwin, Edward or Edmund

*** It is important to check for ALL possible spellings of the person’s name; there may be more than one subject heading for the same individual due to newspaper misspellings. For example, it is likely that all of the following subject headings could refer to the same individual:

Ankeney, Henry

Ankenny, Henry

Ankeny, Henry

*****Sometimes initials are transposed or are not properly recognized by the indexer.**

Examples: These may refer to the same individual.

Miller, A. J.

Miller, J. A.

Miller, A. I.

Miller, I. A.

***** All *compound surnames* are entered without a space, and are filed in strict alphabetical order.**

For Example:

Van Horne = VANHORNE

De Young = DEYOUNG

Place Names:

Articles are also indexed under place names as they are known today.

For example: To find “Hager’s-Town,” look under “Hagerstown.”

To find “Middleburg, PA,” look under “State Line (PA)”

Advertisements:

Advertisements provide descriptions of goods or services offered, removal to a new place of business, rewards offered for a runaway, etc.

While the same advertisement may appear repeatedly over an extended period of time, IT WILL ONLY BE INDEXED ONCE, generally in the issue in which it FIRST appeared. Advertisements offering real estate will include the location of the land in the synopsis following the ad’s headline.

Cross-references:

There are many cross-references throughout the volume to direct the user to the proper subject heading or to other related materials. The designation **SEE** indicates the proper subject heading to look under for information. The designation **SEE ALSO** indicates that there are other subject headings under which more information may be found.

For example:

If you are looking for DOCTORS.....**SEE PHYSICIANS**

If you are looking for MEXICAN WAR.....**SEE UNITED STATES HISTORY-
MEXICAN WAR**

If you are looking for LCOFOCO PARTY.....**SEE DEMOCRATIC PARTY and
POLITICAL PARITES**

If you are looking for LAWSUITS.....**SEE ALSO MARYLAND GOVT-
CIRCUIT COURT-WASH CO**

Abbreviations Used:

AD	Advertisement	
ADJ	Adjutant	
CAPT	Captain	
CO	County	
CO.	Company	
COL	Colonel	
EDIT	Editorial	
GEN	General	
GOVT	Government	
HM	<i>Hagerstown Mail</i>	
HF	<i>Herald of Freedom</i>	
HF&TL	<i>Herald of Freedom &</i>	<i>Torch Light</i>
JR	Junior	
LGL NOTICE	Legal Notice	
LT	Lieutenant	
LTR	Letters to the Editor	
MAJ	Major	
MD	Maryland	
MESSRS	Mister (plural)	
NEWS	<i>Hagerstown News</i>	
OBIT	Obituary	
P&A	<i>Pledge and Advocate</i>	
	<i>of Moral Reform</i>	
PA	Pennsylvania	
PVT	Private	
REV	Reverend	
SR	Senior	
TL&PL	<i>Torch Light & Public</i>	
	<i>Advertiser</i>	
VA	Virginia	
WV	West Virginia	
VA/WV	Areas of West	
	Virginia which	
	were once in Virginia	
	before 1863.	