**War memorial research**

To assist War Memorials Trust’s listing work the charity has designed this form to enable Regional Volunteers, members and others to provide background research to help the Trust prepare and submit listing applications. If you do not want to actually submit a listing application yourself but would like to help by providing background history and information this form guides you through the details War Memorials Trust needs. It is not necessary to complete every section; it is helpful to know when resources have been checked and that information is unavailable. So do let us know where you have tried to find information, where you looked and if nothing was found. Please note that to be eligible for the memorial to be listed through the current project there will need to be a World War I association.

**War memorial details**

Please provide details of the war memorial to ensure we can clearly identify it. You can type into the grey boxes to start entering text.

WM ref (e.g. WM1234): WM      / Unknown

War Memorials Online reference: WMO      / Unknown

War memorial name:

War memorial address:

Custodian (normally the owner/group/organisation who maintain the memorial):

**Photographs**

Please note that in cases where photographs are not supplied there may be a delay in developing the information into a listing application whilst we obtain photographs as we cannot submit a listing application without photographs. Please confirm if photographs have been supplied (please check relevant box – click on the box to add an ‘x’, if that doesn’t work then delete the irrelevant lines):

[ ]  No – please note we may not be able to submit a listing application without these

[ ]  Yes – by email

[ ]  Yes – hard copy

[ ]  Yes – on War Memorials Online

[ ]  Yes – link to alternative website provided. Write in website details

**History**

In this section you can provide information about the war memorial and its history. You can type into the grey boxes to start entering text.

Date memorial was erected:       Cost:

Unveiling/dedication performed by:

Designer/architect/builder:

Details of any subsequent alterations:

Other relevant information:

**Who is commemorated?**

It is helpful to know the number of names listed on a war memorial (a list description would not list the names themselves). Therefore, where appropriate enter the number of those listed, separating by died and served if appropriate. Enter a 0 if none are listed. You can type into the grey boxes to start entering text or numbers.

Number of World War I names: Died:       Served:       Total:

Number of World War II names: Died:       Served:       Total:

Number of names from other conflicts (please indicate conflict):

* Conflict:       Died:       Served:       Total:
* Conflict:       Died:       Served:       Total:
* Conflict:       Died:       Served:       Total:

Please note that for listing purposes neither details of the actual names listed nor background history of the individuals is required. If you have this information you can add to [War Memorials Online](https://www.warmemorialsonline.org.uk/) or [IWM’s Lives of the First World War](http://www.iwm.org.uk/corporate/projects-partnerships/lives-of-the-first-world-war).

**Sources**

You can supply copies of relevant documents. Please note that these should be clearly labelled with the necessary bibliographical information. Unfortunately, we will be unable to return any items supplied so recommend that originals are not sent. Alternatively, please just supply a bibliography below following the examples provided.

Books:

Give the author (surname followed by initial(s), with no full stops or spaces between two or more initials, the title of work, the publication year and then page references. For instance:

* Black, G, Lewis, S, Lender to the Rich, Giver to the Poor (1992), 169-200

For chapters within edited works, the following convention should be used:

* Pearson, S, ‘Vernacular buildings in the landscape’, in Everson, P and Williamson, T (eds), The Archaeology of Landscape (1998), 166-82

Articles:

Give the author (surname followed by initial(s) as above), article title, journal title, volume (date), page references. For instance:

* Clarke, J, ‘Cones, not Domes: John Nash and Regency Structural Innovation’, Proceedings of the 2nd International Congress on Construction History, Construction History Society, Vol 1 (2006), 102-108

Websites:

A descriptive gloss should be given to indicate the website content, and it is essential to cite the date accessed (as websites can change quickly). For instance:

* Information on parks in Surrey from the Parks and Gardens UK database, accessed 2 March 2012 from [www.parksandgardens.ac.uk](http://www.parksandgardens.ac.uk/)

**Declaration and next steps**

I/We, by submitting this research together with all supporting information, hereby grants to War Memorials Trust a perpetual non-exclusive royalty-free licence (together with the right to sub-licence at its sole discretion to others) to make or allow use of all information, including images, submitted with the Form or any intellectual property rights in such information submitted as it sees fit. By granting such a licence, the submitter warrants that it has or will have the right to do so and that no use of the information submitted will infringe the rights of any third parties.

I/We confirm by signing this form we have read and understood the above information.

|  |  |
| --- | --- |
| Signature |       |
| Name |       |
| Date |       |

Once completed you will need to send the form and photographs to War Memorials Trust.

* Anyone can post it to 2nd Floor, 42a Buckingham Palace Road London SW1W 0RE
* If emailing then
* Regional Volunteers should send details to rv@warmemorials.org
* Anyone else should send details to conservation@warmemorials.org

Please note that this helpsheet is intended to offer informal advice and is a distillation of experience. The information contained in this helpsheet is not exhaustive and other sources of information are available. War Memorials Trust is not responsible for the content of external sources.

**War Memorials Trust 42a Buckingham Palace Road London SW1W 0RE**

**Telephone:** 020 7233 7356 / 0300 123 0764

**Email**: conservation@warmemorials.org **Website:** www.warmemorials.org

**Registered Charity Commission Number:** 1062255

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