

WHO'S WHO IN ARCHIVES GLOBALLY

ICA SUV Online Biography –

Instructions and Descriptive Fields for Writers of Biographical Entries

- Biographies can be about living or deceased individuals who substantially advanced the archival field in theoretical and practical ways. Therefore, they do not necessarily have to be archivists; they might be historians for example.
- **You cannot submit an entry about yourself.**
- You have to **let us know ahead of time about whom** you are planning to write in case someone else is already working on a submission about that same individual. Once the editorial board gives you the go-ahead, you will have three months to submit your text. **After three months**, your planned submission will be cancelled and someone else's proposal regarding the same person might be accepted. We will not accept proposals or submissions about individuals already included in the online biography site.
- The editorial board will decide which submissions will be accepted. Decisions are final.
- The submitted file has to be a word document using the **template** sent to you by the editor. Fields marked with an asterisk * are mandatory; for fields marked with ^f see note below. All other fields are optional and recommended: whenever possible you should try to provide all the details asked for.
- Please do not use any footnotes.
- Quotes have to include precise reference to author/title/[volume/issue if relevant]/publisher/year/location/page number
- Submissions and online entries will be in English only since ICA-SUV lacks the volunteers to provide translations. However, once we have edited and approved a submission, you are welcome to also provide us with a translation of the text into your **national language**, which we will then make available online.
- Please submit your proposals via e-mail to:

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Schema of Descriptive Fields

	Field Title	Description of Field
1.	Name (Authorized form of name when available):* If applicable - name before marriage: Alternate Name(s) (if applicable):	<i>Last Name / First Name</i>
2.	Date of birth* <i>Add 'circa' if date unclear</i>	<i>yyyy-mm-dd; place / country of birth</i>
3.	Add 'On-going' to date of birth (if person still alive)	
4.	Date of death <i>Add 'circa' if date unclear</i>	<i>yyyy-mm-dd; place / country of death</i>
5.	Names of Parents (if known) Mother: Father:	
6.	Nationality	
7.	Country of Residence*	
8.	Secondary school	<i>Name of school, city, country</i>
9.	University	<i>Name of University, faculty/department, field of study, city, country</i>
10.	Archival Training/degrees	<i>Name of institution, name of degree, date</i>
11.	Area(s) of archival specialization* (e.g. reference, processing, digital, university archives, professor of archival sciences, historian of public archives, and so on)	
12.	Career history: include important positions and work experiences including dates/date ranges when known, use approximate dates if uncertain. Include relevant non-archival positions where applicable.	<i>300 word limit</i>
13.	Historical Biography / Context (if relevant)	<i>400 word limit</i>
14.	Achievements in archival field (major theoretical or practical advances) */ ^f	<i>100 word limit</i>
15.	Partial bibliography of books by individual (no more than 5 entries) ^f	<i>(list no more than 5 books; provide author, title, volume/issue, publisher, location and date)</i>
16.	Partial bibliography of articles by individual (no more than 5 entries) ^f	<i>(list no more than 5 articles; provide author, title, volume/issue, publisher, location and date)</i>
17.	Achievements in other fields (if relevant and interesting)	<i>100 word limit</i>
18.	Secondary sources for information provided in fields 1-18 * This is particularly important for individuals who have not published (See ^f)	<i>List no more than 5 references providing author, title, publisher, location and date; include page numbers when referencing quotes.</i>
19.	1 or 2 portrait/s (photograph, drawing, etc.) but only if have permission to publish online. Attach digital file: jpeg 300dpi and if the image is not already in the public domain, attach signed copyright permission (scanned) . If image is in public domain in your country, provide your country's legislation re when items are in public domain so we can decide if we can use it.	Images without appropriate rights statements cannot be published.
20.	Author of biographical entry*, date of submission *	
21.	Name of Editor and date: [mark 'accepted/not accepted/needs more work' (provide some detail)]	

* mandatory field

^f Either field No. 14, 15, or 16 has to be completed. Archivists who had significant contributions either in their archival praxis or if they furthered their profession through exceptional engagement in local, national, international archival organizations might not have any publications. In that case we need reference/s to secondary literature (field 18) that verify their achievements.