

# Editorial Guidelines for SUV Online Biography

## I. Purpose of the Editorial Board

The Editorial Board (EB) is a standing committee of the ICA Section on University and Research Institutions (ICA-SUV), which shall publish the online biography (OB). Updates to online entries are bi-monthly. The purpose of the SUV Online Biography is to publish short biographies of archivists to acquaint archivists across the globe with individuals who otherwise might have limited recognition outside their national context. Entries will include basic biographical information, and information regarding their work, publications or contributions, and secondary literature about such individuals. During the initial implementation of the project, submission should be in English only. At present, the EB cannot be responsible for making translations into other languages but is prepared to entertain suggestions from authors of means to secure volunteer translation services provided that there is a means to secure editorial review of the resultant translations.

## II. Editorial Board Selection, Composition, Length of Term, and Detailed Duties

- A. Upon recommendation of the EB, the Section Chair shall appoint the Editor-in-chief, with the approval of the SUV Section Bureau.
- B. The Editor-in-Chief of the EB and all other EB shall serve for four years and may be reappointed for one additional four-year term.
- C. The EB shall consist of at least two people, one of whom will be the Editor-in-Chief. At least one member of the board must be a member of ICA-SUV. Additional members can be appointed by the EB via majority vote.

## III. Responsibilities

- A. The main task of the EB is to solicit submissions, collect, double-check submissions, verify their content, proof-read entries and then upload the information into database/website or get back to submitter for corrections. The Editor-in-Chief is responsible for quality control and has final say in accepting or rejecting submissions. The EB will include one designated member who will be responsible for the actual updating of the webpages.
- B. Updates to online entries are bi-monthly, six times a year.
- C. Submissions will be in English only. As of 2012 ICA-SUV lacks the personal and financial resources to handle and publish such entries in multiple languages.
- D. Decisions by the EB are final; reasons for rejections will not be published but may be made available to the author at the discretion of the EB.
- E. The Editor-in-Chief shall submit to the SUV chair/president and SUV Section Bureau for consideration at each SUV Bureau meeting a written report on the EB activities, including actual and anticipated expenses, progress in building the biographical database, responses to the database, and outlines of future plans.
- F. The main task of the EB is to solicit submissions, collect, double-check submissions, verify their content, proof-read entries and then upload the information into database/website or get back to submitter for corrections. The Editor-in-Chief is responsible for quality control and has final say in accepting or rejecting submissions. The EB will include one designated member who will be responsible for the actual updating of the webpages.