

## 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 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.
- Submission has to be a word document. Fields marked with an asterisk \* are mandatory; for fields marked with <sup>f</sup> see note below. All other fields are optional and recommended: whenever possible you should try to provide all the details asked for.
- Quotes have to include precise reference to author/title/publication if/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 make available online.
- Please submit your proposals via e-mail to:

Dr. Susanne Belovari  
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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>yyy-mm-dd; place / country of birth</i>
3.	Add 'Ongoing' 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.	
13.	Historical Biography / Context (if relevant): 400 words limit	
14.	Achievements in archival field (major theoretical or practical advances)*/ <sup>f</sup>	
15.	Partial bibliography of books by individual <sup>f</sup>	<i>(list partial bibliography or attach file if too long)</i>
16.	Partial bibliography of articles by individual <sup>f</sup>	<i>(list partial bibliography or attach file if too long)</i>
17.	Achievements in other fields (if relevant and interesting)	
18.	Secondary sources for information provided in fields 1-18 * This is particularly important for individuals who have not published (See <sup>f</sup> )	<i>List references providing author, title, publisher, location and date; include page numbers when quoting.</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 in the public domain, <b>attach signed copyright permission (scanned)</b> . 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

<sup>f</sup> Either field No. 14, 15, or 16 has to be completed. Archivists who had significantly contributed either in their archival praxis or furthered their profession through exceptional engagement in local, national, international archival organizations might not have published. In that case we need reference/s to secondary literature (field 18) that verify their achievements.