

SUMMARY NOTES FOR CONTRIBUTORS

Thank you for agreeing to contribute an entry, or entries, to the *Oxford DNB*. We hope the following brief notes will be of use when you come to research and write your article for the Dictionary.

If you have any questions about what to include in your article, or its content (including proposed word length), then please do contact the Research Editor who commissioned the article. We are happy to offer help and advice at any stage.

General format: examples of the Dictionary's format, style, and tone may be viewed on the public pages of the online version at www.oxforddnb.com/. We hope these will offer you a guide to our general approach to biographies. As well as publicly accessible content, the complete online Dictionary (more than 58,000 lives) may be freely accessed through most public and academic libraries in the UK and via many other institutions worldwide.

Above all, please do not worry too much about presenting the article text in the precise format given in the published examples. On its submission your text will be edited by the Dictionary's academic research staff, and then copy edited, at which point amendments may be made to conform with house style. It is more important that contributors focus on providing a full, rounded, balanced and engaging account of a subject's life, which sets out the relative significance of their achievements.

1. Writing the article

Content: articles should be accurate, clear, engaging, and interesting to read. They should supply detailed personal information with reference—wherever possible—to the following core components:

- subject's full name
- date and place of birth (where known)
- parentage (father and mother, with dates where known)
- places and dates of education (where known)
- marriage(s) and significant relationships with reference to the spouse/partner, the date and place of marriage, and any children from the relationship (where known)
- date, place, and cause death (where known)
- date and place of burial and any memorial services (where known)

Birth, marriage, and death certificates (1837+). To help with your article, Dictionary staff can order copies (where available) of a subject's birth, marriage, and death certificates from the general registers of England and Wales, and Scotland. Wills (via the National Archives) may also be ordered for subjects who died before 1840. Where applicable, copies of the subject's probate record will be ordered in-house to complete 'wealth at death' details. If you would like us to order copies of certificates and/or wills please contact your Research Editor.

We seek to provide readers with a concise and lively assessment of the subject's significance, put in his or her context. Anecdotes and quotations that bring colour to a life are very welcome!

Structure: articles should as far as possible follow a chronological structure, opening with the subject's birth, and names of parents, and should give an account (with dates, where possible) of the principal events and achievements of the life. A concluding appraisal of the subject's character, impact and legacy can be a valuable element of an entry.

References: footnotes are not required, but references are needed within the text to identify direct quotations and to support contentious statements. These should be given in the format '(Jones, 37)' with a full citation to the quoted work in the list of sources used.

Your signature: please give your name at the end of the article in the form in which you wish to see it published. Please note that qualifications to contributors' names like Professor, Dr, or SJ, are never used in the Oxford DNB.

Length: the proposed word limit for the article is given on the contract. You are welcome to write up to this limit. If you think more space is required to offer a balanced account of the subject, then please contact your Research Editor.

2. Sources

The Sources listed at the end of each entry will comprise the following sections:

- details of the primary or secondary sources used in preparation of the article
- (where available) listings of principal paper archives relating to your subject
- (where available) listings of biographical material in sound and film archives
- (where available) portrait likenesses of the subject taken from life
- (where available) wealth at death records, drawn from wills, inventories or probate registers

Please list your sources at the end of the entry; your Research Editor will help to format them.

3. Submitting your typescript

Wherever possible we ask that you submit your article/s and the accompanying reference sections electronically as email attachments. This will make editing and exchange of any future drafts much more efficient for all. Completed articles can be emailed to your Research Editor (Mark Curthoys, Anders Ingram, or Alex May: firstname.surname@oup.com).

If you do submit your article in paper format, then please use double-spacing with generous margins to allow for editing.

And thank you again for agreeing to contribute to the *Oxford Dictionary of National Biography*.