

Guidance for DIB contributors

1. Content essentials

Biographies should contain the following information, preferably in this sequence:

- Name in ‘Surname, Forename’ format.
- Birth and death years.
- Occupation (what the subject is best known for).
- Birth: Full date and place.
- Father: Full name, occupation and place of residence/birth.
- Mother: Full name (if known by married surname include maiden name in brackets e.g. (née Murphy)), occupation or family background.
- Family: Subject’s place in family and number of brothers and sisters.
- Education: Places of education (with dates of attendance/graduation).
- Career: Roles held, including start and finish dates of appointments, imprisonment places and terms, etc. (chronological); assessment of subject’s significance in their field; personality and personal relationships if relevant to understanding their career.
- Residence: Principal place(s) of residence throughout subject’s life.
- Financial position if relevant.
- Years of significant civil, academic or military achievements/promotions (if there are a large number reference only the most significant and allude to their being more).
- Marriage(s)/relationships/children: Year of marriage, full name of spouse (names and occupations of his/her parents). Spouse occupation/notable achievements. Number of sons and daughters. Spouse’s other children if any.
- Significant works (literary, artistic, notable research or publications) should be referenced. If there is a large quantity of them, provide only best known and give information as to where a comprehensive bibliography can be found.
- Death: Place and date. Information about cause of death should be minimal unless relevant to biography. Provide location of funeral and burial place.
- Tributes: Location of portraits, statues, monuments.
- Papers: Location of subject’s papers, artefacts, other relevant bequests.
- Reference works in chronological order ([see ‘Citing and referencing’ section in ‘DIB editorial guidelines’](#)).

2. Note on sources

- Information gained from personal knowledge, a family member or someone who knew the deceased should be labelled as such in the text/reference section.
- Quotations are used sparingly, and extended quotations are not to be included. Cite quotation sources in brackets directly after a quote in text ([see 'Citing and referencing' section in 'DIB editorial guidelines'](#)).

3. Formatting

- Body text: Times 12pt, left aligned, 1.5 line spacing. References: Times 10pt.
- Name: Each entry starts with the subject's name in 'Surname, Forename(s)' format followed by dates in brackets. Include middle names if available. If the person is known commonly by another name or shortened name, include that in single quote marks within brackets. So, for example: Yeats, Elizabeth Corbet ('Lollie') (1868–1940).
- Sources: these are separated from the main article using a line space and smaller text size (10pt). No heading is used. References are presented as one continuous line with entries separated by semi-colons. A full stop is not used at the end of the reference list (for more information see ['Citing and referencing' section in 'DIB editorial guidelines'](#)).