INSTRUCTIONS FOR AUTHORS of IO BIO
Biographical Dictionary of Secretaries-General of International Organizations
March 2015

Preamble 1: Authorship
When applying to write an IO BIO entry, please provide your name, institutional affiliation, and contact information. Provide the arguments for why you are a good author for this entry. If you are related to the subject through familial or professional relations, be sure to indicate in which ways, and also explain why this should not be an impediment to writing the entry in an independent capacity. If there are any potential specific problems related to your entry text that the Editors should know about in advance, please inform them when applying as well.

All communication with the Editors should be through e-mail at iobio@fm.ru.nl.

Preamble 2: Style Requirements
The format requirements for the three sections of an entry are explained below. A full entry should look like the ones published at the IO BIO website: www.ru.nl/fm/iobio.

All entries must be written in English (British or American English is acceptable, but the author must be consistent within the entry). Authors will be responsible for correction of the final version in good quality English.

The entire text must be single-lined spaced and use Times New Roman 12 point font size. Margins should be set at 1-inch (2.54 cm) for the top, bottom, left, and right margins. Page numbering should be the top right-hand corner of every page.

The First Section should be printed in bold, with the surname in upper case. Use first line indents after the first paragraph, but not in the Third Section. Italics should be used for book and journal titles, or for emphasis only if absolutely necessary. Dates are written as 21 November 1947, 1990s, and 1944-46. Numbers over ten should appear in figures, unless used in general terms (about a hundred people); numbers below 11 should be written out in full, unless accompanied by a unit of measurement (5 kg); numbers of centuries should be spelled out (twentieth century); numbers with four or more digits should be separated by commas (5,000); per cent should be written in full. Capital letters should be used sparingly, although Secretary-General (or the office name equivalent) should always be capitalized.

Quotations must be an exact reproduction of the original and should be double checked for authenticity and accuracy. Quotes should be attributed in the text in the following fashion, (Barros 1969: 54), with the full source listed in the Literature section at the end of the entry. Quotation marks should be single, but double within a quote (‘ “ ” ’). Quotes in a foreign language and lists with bullets or numerals should be avoided.

Avoid abbreviations where possible and write the name of an organization that is mentioned various times in full at the first appearance with the abbreviation in brackets; express abbreviations without full stops (UNEP) and no spaces between a person’s initials. Authors should be consistent in language use and should avoid repetition, tautology and ambiguity. For example, replace ‘in this country’ with the country name and be precise in identifying periods of time. Sexist and racist language must not be used.
The maximum number of words allotted to your entry includes all parts of the entry and cannot be exceeded. Category 1: 2,400-3,600 words; Category 2: 1,200-2,400 words; Category 3: 800-1,200 words. The Category for each entry is set by the Editors and will be provided in advance of undertaking the entry.

Your text should be submitted in a Word document, with the file saved as the entry subject’s last name-first initial and date of submission. For example, ‘Avenol-J-30May2012.doc’.

**FIRST SECTION: Personal Details**

Try to find the personal details of this relatively short First Section as much as possible in official registers of population, births, death and marriages. Be sure to have the correct details (if not, be sure to inform the Editors that your information is estimated).

**NAME DETAILS**
- Complete name at birth (family name, all first names); check spelling
- All name changes throughout life, including additions like Jr. or Sr.
- If appropriate, mention name by which the entry subject is generally known
- Nickname(s)
- Pseudonym(s), alias(es) or pen name(s)

**OCCUPATIONAL DESCRIPTOR**
- Keep the elements to typify the individual described in the entry restricted to two; the occupational descriptor may be generic and factual (second Secretary-General of IOX) or specific and evaluative (bureaucratic innovator in the field of YZ)

**PARENTS**
- Parents’ names and occupation(s) (including house work and voluntary activities)
- If appropriate, records of siblings and other noteworthy family members

**IMPORTANT DATES, SPOUSE AND CHILDREN**
- Date and place of birth (include town and country)
- Date of baptism or similar religious moment
- Date of marriage; mention name and occupation(s) of spouse (including house work and voluntary activities); if appropriate, also mention non-formal relationship(s)
- Mention the number of daughters and sons of this marriage
- Date of divorce, plus date(s) of further marriages and divorces; mention all marriages, spouses and numbers of daughters and sons
- Date and place of death; if relevant, burial details can be mentioned in the text

**PORTRAIT**
- Include a picture, preferably taken during the time in office. Add the precise source and copyright details and, if known, the photographer’s name. If no picture is available you may send in a characteristic illustration
- If a typical film fragment is available on the Internet or elsewhere, mention the URL or location after the picture

**SECOND SECTION: Account of Life and Work**

This section, which makes up the bulk of the entry, should provide a balanced account of the entire life, with a specific focus on the period(s) of time in office. The exact ordering of material
is at the author’s discretion, but attention should be paid to all elements mentioned below to the best of the author’s ability. However, ensure that the entry is expressed as an article and not an inventory of elements.

ORIGIN (i.e. the period before the career in the specific international organization)
• Personal background (nationality, social position of parents, religion, race, family situation)
• Education (various forms)
• Professional experience (in general, in national institutions, internationally)
• Relevant political, societal and other views
• International recruitment (how did the individual become engaged in international organization work, intergovernmental or non-governmental)

PREVIOUS INTERNATIONAL POSITIONS AND CAREER DEVELOPMENT IN THE IO BEFORE BECOMING SG (as far as appropriate)
• Previous positions, participation in relevant bodies and conferences, publications and other relevant aspects

THE SG AS A POLITICIAN IN INTERNATIONAL RELATIONS (i.e. public behaviour, deeds and ideas)
• Attention should be paid to periods and phases of the career as SG, divided by watersheds, as well as key issues and events. Do mention how the person was selected and elected. Not everything shall be mentioned, but mainly those deeds and ideas that contributed to the most important issues at stake at the time and resulted in, for instance, an international convention, a program or an intervention and thus contributed to international relations. Pay attention to relevant private affairs and, where appropriate, insert a proper anecdote (but keep the use of such anecdotes limited and appropriate to the flow of the rest of the entry)
• Descriptions should include outcome and impact, also pay attention to (near) failures: what was endeavoured and what was achieved?
• The author may apply ideas about leadership, such as the room for manoeuvre that a SG may create and use through personal characteristics in combination with his or her position in office (Cox and Jacobson), Young’s typology of leadership, Kille’s styles of leadership and vision on moral leadership, and the political roles a SG may play (for example, as discussed in Chesterman)
• If a regional IO is being discussed, pay attention to the regional identity at stake and the potential tension with universal values (the SG as the region’s ‘face’ vis-à-vis others)

THE SG AS A LEADER OF THE IO’s BUREAUCRACY
• Attention should be paid to periods and phases of the career as bureaucrat, divided by watersheds, and the impact of this bureaucratic leadership on the SG’s public behaviour and deeds
• Descriptions should include outcome and impact, also paying attention to (near) failures: what has been endeavoured and what has been achieved?
• The author may apply ideas about the use of his or her position in office a SG may make (Cox and Jacobson) and about strong (or weak) leadership of the IO’s bureaucracy, as analysed by Biermann and Siebenhüner

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1 Summaries of the visions mentioned can be found in the ISA Montreal paper by Reinalda (2011), available at the IO BIO Documents Page at www.ru.nl/fm/iobio.
2 See Footnote 1.
CONTACTS WITH OTHER ACTORS
These contacts are mentioned here because IO BIO aims to allow for prosopographical analyses, which are based on the social and professional connections of the office holders. IO BIO combines the lives of people who lived in roughly the same time periods and met each other, often coalesced together, and quarrelled or clashed in actions and/or on policies.

- Other actors may be other SGs (or holders of similar titles), heads of state and government, other politicians, representatives of (I)NGOs, interest groups, advocacy groups, parliamentarians, the press, and philosophers or thinkers
- In part this will be done in previous sections, but it may be summarized or discussed separately to make explicit the SG’s network as well as relevant similar experiences (collective historic events, generational memories)

ACTIVITIES AFTER THE SECRETARY-GENERALSHIP
- In most cases the life of the subject does not end during or shortly after the Secretary-Generalship. Pay attention to the post-Secretary-General activities up to the death of the subject

ASSESSMENT: What kind of mark did the SG leave on the IO and international relations, whether good, bad or unusual?
- The author may deal with the SG’s long-term reputation, his or her posthumous reputation and assessments found in literature, including leadership and political authority; discuss myth making explicitly
- The assessment may draw the author’s own independent analytical assessment conclusions, may draw on the assessment of other analysts, or combine personal assessment and other analysts’ assessment.
- If appropriate, attention should be paid to the complex personality or psychological factors, although these may also be discussed in previous parts of the text
- The most significant awards, recognition and acknowledgments may be mentioned here

THIRD SECTION: Archives, Publications and Literature
- Archive(s) and location (institution, place, country); if appropriate Internet access
- Publications by the subject; in a chronological order; in many cases a selection has to be made given the restricted number of words allowed; if a publication is mentioned in the text [Title (place year)], it should not be repeated in this list of publications
- Literature about the subject; in a chronological order; here too a selection has to be made, given the restricted number of words allowed; if one cites a specific author about the subject in the Second Section, the author’s work must be included here
- Relevant website address(es), including latest access dates, are to be mentioned under Archives, Publications and Literature

| Book reference: | Initials Author Name, Title, Place of publication Year; (maximum 2 authors; if more, use: et al.) |
| Book chapter:   | Initials Author Name, ‘Chapter title’ in Initials Editor Name(s) (Ed./Eds), Title, Place of publication Year, page numbers; (maximum 2 editors; if more, use: et al.) |
| Journal article:| Initials Author Name, ‘Chapter title’ in Journal, Vol/Nr, year, page numbers; |
| Website:       | Available at: www…. [accessed: 30 September 2014] |

Finally, add the author’s name as it should appear in print, provide the date submitted, and list the word count of the entry (everything included).
Some Very Practical Advice

The final draft should be a well-written entry that provides a complete and balanced account of the entire life and work as SG. Make sure that you feel satisfied about your entry before submitting it to the Editors.

Generally speaking one may start with completing the First and Third Sections, because that helps to get a complete overview of personal data and relevant literature and publications. Use the Tools to Find More Data about My Secretary-General (on the IO BIO website) to find personal and professional data. Where such data are missing, one can try to retrieve them by checking and addressing institutions, such as genealogical bureaus, official registers, archives and libraries (Dag Hammarskjöld Library, Library of Congress, Bibliothèque nationale de France, British Library, etc.). Addressing genealogical bureaus and official registers may take time, so start to contact them in an early stage. While selection of titles may take place later (not every foreword or article needs to be mentioned), longer lists of publications and literature are helpful during the process of drafting the text. A few titles may be so important that they should be mentioned in the text directly, rather than in the Third Section.

In the Second Section one should be as factual as possible. Begin to make an inventory of key issues and events in a chronological order, but also group events that belong together. Remove those elements that are superfluous and include others that may be relevant for understanding certain events (such as personal details and outside influences). Make sure that other relevant actors are mentioned by name, due to the prosopographical dimension (group analyses) of IO BIO. Write with an open and critical mind. Be informative and accurate. Do not avoid discussing failures, relations with questionable persons or disputed periods in the subject’s life or work. Be critical with regard to opinions and normative references or quotes, whether they are expressed by contemporaries and insiders or by outsiders. Be critical with regard to sources. Use primary sources when discussing myths or incorrect stories and, when citing opinions, refer to circumstances and source(s). Wikipedia should not be listed in the sources for any entries. Before visiting an archive, write a draft text, as this helps to know better what to look for. It also helps to recognize the archive’s specifics.

ELEMENTS IN YOUR ENTRY - IN SHORT

| ORIGIN Personal background / Education / Professional experience / Relevant views / International recruitment |
| PREVIOUS INTERNATIONAL POSITIONS AND CAREER DEVELOPMENT |
| THE SG AS A POLITICIAN IN IR How selected and elected / Deeds and ideas that contributed to the most important issues at stake / What endeavoured and what achieved? (outcome and impact, including (near) failures) / Leadership / Universal or regional identity / Relevant private affairs |
| THE SG AS A LEADER OF THE IO’s BUREAUCRACY Bureaucratic leadership / Outcome and impact / Ideas about the use of the office |
| CONTACTS WITH OTHER ACTORS The SG’s network |
| ACTIVITIES AFTER THE SECRETARY-GENERALSHIP |
| ASSESSMENT: What kind of mark did the SG leave on the IO and IR, whether good, bad or unusual? / Complex personality or psychological factors / The SG’s long-term reputation in literature / Awards / The author’s assessment |