

IBVM Loreto Sisters Biographical Dictionary Project 1875 - 2000

Guidelines for presentation of biographical entries

These notes are offered to help writers and to simplify the work of editing.

This publication will be used for reference and stand as a record of those who have contributed their lives to Loreto in Australia. Prior to publication when all entries are received, the Biographical Dictionary will be submitted to an editor, appointed by the Province Leader, on appropriate advice.

Biographies should be concise, professional, informed and interesting. The approximate word length is 300-500 words.

Content of the biographical entry should include the following, generally in the order listed here:

- the subject's full name
- life span in brackets
- occupational description
- birth date and place
- parents' full names
- parents' occupations at the time the subject was born
- education
- chronological sketch of life
- career details
- a physical description/anecdotes – which might serve to 'capture' something of the essence of the person – hobbies, passions, spirituality, relationships etc
- death - date and place and details of burial.