

**GUIDELINES AND RESOURCES FOR *IN MEMORIAM* AUTHORS**  
Prepared by the Berkeley Division's Committee on Memorial Resolutions

**CONTENT OF THE MEMORIAL STATEMENT**

- The statement should describe the accomplishments and University and professional service that merited recognition, including awards and honors received. The memorial should mention teaching and University service as well as the most significant research and notable personal interests.
- Include the full name, dates of birth and death, and birthplace.
- Include a brief mention of surviving family members.
- Electronic links to obituaries published elsewhere may be included, but be aware they may not be available in the future.
- Sample memorials: see publication information below.

**FORMATTING**

- Heading:

(Full faculty name)  
(Academic title) Professor of *Discipline*, [*Emeritus / Emerita*]  
UC Berkeley  
(Birth year – Death year)

Multiple campuses may be listed.

- Length: The Committee on Memorial Resolutions recommends a length between 700 and 1,500 words.
- Please submit your final version as a Word document and with all tracked changes accepted.
- Keep formatting simple; no headers, pagination or footnotes.
- Block style with single space between sentences.
- Margins: 1" on all sides.
- Please use URLs with discretion as they may change.
- Authors: The authors should be listed at the end (chair first, then the members in alphabetical order). Affiliations are generally not included.
- Style: *Berkeley Advancement Editorial Style Guide* may be found at:  
<https://identity.berkeley.edu/downloads/berkeley-editorial-style-13.pdf>

**COMPLETION**

Please submit the draft memorial as a Word document within three months via e-mail. The Committee on Memorial Resolutions has final approval authority. The approved memorial will be available to the *ad hoc* committee chair for review before publication.

Please provide a digital portrait (.jpg preferred) and an e-mail or postal address for a family contact (indicate name and relationship to the deceased) so that a tribute copy may be sent.

## **PUBLICATION**

1928-2001: Hardcopy volumes are also available in campus libraries.

[http://www.lib.berkeley.edu/uchistory/archives\\_exhibits/in\\_memoriam/index3.html](http://www.lib.berkeley.edu/uchistory/archives_exhibits/in_memoriam/index3.html)

2002-present:

<https://senate.universityofcalifornia.edu/in-memoriam/index.php>

## **RESOURCES FOR AUTHORS**

### **Personal Contacts**

- Family and friends
- Colleagues and associates, staff, and students

### **Biographical Resources**

- Biobibliographies and oral histories.
- Departmental records.
- Campus news and *The Berkeleyan*: <http://news.berkeley.edu/>
- UC Berkeley awards:
  - <https://awards.berkeley.edu/berkeley-citation/recipients>
  - <https://academic-senate.berkeley.edu/senate-service/awards>
  - <https://facultylectures.berkeley.edu/history/>
  - <https://teaching.berkeley.edu/programs/distinguished-teaching-award>
- California Alumni Association: <https://alumni.berkeley.edu/>
- Professional organizations and award websites.

### **Editorial Resources**

- *Berkeley Editorial Style Guide*  
<https://identity.berkeley.edu/downloads/berkeley-editorial-style-13.pdf>