

INSTRUCTIONS FOR *IO BIO* AUTHORS

IO BIO = Biographical Dictionary of Secretaries-General of International Organizations

version April 2025

The *IO BIO* Project provides an open access online Biographical Dictionary with short biographies of Secretaries-General, or other Executive Heads (EHs) with different titles, of Intergovernmental Organizations (IGOs). The short biographies (between 800 and 3,600 words, everything included) present an accurate and coherent description of the entire life and career(s) of each EH.

IO BIO entries consist of three sections, providing biographical data and a picture (Section 1), a balanced account of life and work (Section 2), as well as references (Section 3, the APL: Archives, Publications and Literature). To allow for group analyses (another *IO BIO* objective) authors are encouraged to pay attention to the social and professional connections of EHs.

We advise authors to start with completing the *First* and *Third Sections*, because that helps to get a complete overview of personal data as well as relevant sources. However, the Author Instructions start with the *Second Section*.

SECOND SECTION: Account of Life and Work

This section should provide a balanced account of the entire life, with a specific focus on the period(s) of time in office as EH. 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 (ensure that the entry is expressed as an article, not an inventory of elements).

ORIGIN, i.e. the period before the career in the specific IGO

- 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 & career development in the IGO before becoming EH (as far as appropriate)

- Previous positions, participation in relevant bodies and conferences, publications and other relevant aspects

THE EH 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 EH, divided by watersheds, as well as key issues and events. Do mention how the person was selected and elected, including exact date started in office. 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 programme or an intervention and thus contributed to international relations (IR). 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 & what was achieved?
- The author may apply ideas about leadership, such as the room for manoeuvre that an EH may create and use through personal characteristics in combination with his or her position in office (Cox and Jacobson, *The Anatomy of Influence*, 1973), Young's typology of leadership ('Political Leadership and Regime Formation', 1991), Kille's styles of leadership and vision on moral leadership (*From Manager to Visionary*, 2006; *The UN SG and Moral Authority*, 2007), and the political roles an EH may play (for example, as discussed in Chesterman, *Secretary or General?*, 2007)
- If a regional IGO is being discussed, pay attention to the regional identity at stake and the potential tension with universal values (the EH as the region's 'face' *vis-à-vis* others)

THE EH AS A LEADER OF THE IGO'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 EH's public behaviour and deeds
- Descriptions should include outcome and impact, also paying attention to (near) failures: what has been endeavoured & what was achieved?
- The author may apply ideas about the use of his or her position in office an EH may make (Cox and Jacobson) and about strong (or weak) leadership of the IGO's bureaucracy, as analysed by Biermann and Siebenhüner (*Managers of Global Change*, 2009)

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 EHs (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 EH'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 EH leave on the IGO and international relations, whether good, bad or unusual?

- The author may deal with the EH'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

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, deaths and marriages. Be sure to have the correct details (if not, inform the Editors).

NAME DETAILS

- Complete original name at birth (family name, maiden 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 specific and evaluative (bureaucratic innovator in the field of YZ) and generic and factual (second Secretary-General of IGO X)

PARENTS

- Parents' original names and occupation(s) (if appropriate voluntary activities)
- If appropriate, records of siblings and other noteworthy family members

IMPORTANT DATES, SPOUSE & CHILDREN

- Date and place of birth (include town and country)
- Date of marriage; mention name & occupation(s) of spouse (including voluntary activities); if appropriate, also mention non-formal relationship(s)
- Only mention the number of daughters & sons of each marriage (in that order)
- Date of divorce, plus date(s) of further marriages & 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 and free of copyrights. *Add the precise source and copyright details* and, if known, the photographer's name.
- If a typical film fragment is available on the Internet or elsewhere, mention the URL or location after the picture

THIRD SECTION: APL – Archives, Publications & Literature

- *Archive(s)* and location (institution, place, country); if appropriate Internet access; *IO BIO* only includes person-specific archives (no general or institutional ones)
- *Publications by the subject* (in a chronological order); in many cases a selection must 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 must 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)* are to be mentioned under the APL, ending with: (all websites accessed on day month year)

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..., or https://...

STYLE REQUIREMENTS

A full entry should look like the ones published at the *IO BIO* website.

Entries must be written *in English*: British or American English (be consistent within the entry; don't change quotes).

The entire text must be *single-lined spaced* and use *Times New Roman 12 point* font size. Margins should be set at 1-inch (2.5 cm) for the left & right margins and 1.25 cm for top and bottom margins. Page numbering should be the top centre 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 (but only if necessary). *Dates* are written as 21 November 1947, 1990s and 1944-1946. *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. 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 an organization's name 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* (3,600, everything included) cannot be exceeded.

Add the *author's name* as it should appear in print and provide the date submitted.

The draft 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.

If there are any potential specific problems related to your entry text that the Editors should know about in advance, please inform them

SOME PRACTICAL RECOMMENDATIONS

Please, start with first completing the *First* and *Third Sections*. Use the *Tools to Find More Data about My Secretary-General* (see below) to find personal & 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 (for instance, 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 & 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 & 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 for outsiders and be accurate. Do not avoid discussing failures, relations with questionable persons or disputed periods in the subject's life or work.

Be critical regarding opinions and normative references or quotes, whether they are expressed by contemporaries and insiders or by outsiders.

Be critical regarding 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 entry, as this helps to know better what to look for (elements one doesn't know). 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 & CAREER DEVELOPMENT**
- **THE EH 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 EH AS A LEADER OF THE IGO's BUREAUCRACY** Bureaucratic leadership / Outcome and impact / Ideas about the use of the office
- **CONTACTS WITH OTHER ACTORS** The EH's network
- **ACTIVITIES AFTER THE SECRETARY-GENERALSHIP**
- **ASSESSMENT:** What kind of mark did the EH leave on the IGO and IR, whether good, bad or unusual? / Complex personality or psychological factors / The EH's long-term reputation in literature / Awards / The author's assessment

TOOLS TO FIND MORE DATA ABOUT MY SECRETARY-GENERAL

Visit your (university) library and look for the room with reference works

Some International Biographical Dictionaries & Who's Who's

- Abrams, Irwin (2001) *The Nobel Peace Prize and the Laureates: An Illustrated Biographical History, 1901-2001*, Science History Publications, 350 pp.
- American National Biography Online*, see <https://www.anb.org/aboutanb.html>
- Asian Who's Who International*, Ilford, 24th Edition 2011-2012
- Bartrop, Paul R. (2012), *A Biographical Encyclopedia of Contemporary Genocide: Portraits of Evil and Good*, Santa Barbara: ABC-CLIO, 404 pp.
- Biographisch-Bibliographisches Kirchenlexikon*, at <https://www.bautz.de/bbkl/>
- Burckel, Christian E. et al. (1951) *Who's Who in the United Nations. The Authoritative, Illustrated, Biographical Dictionary of Key Persons Associated with the United Nations* New York: Yonkers-on-Hudson, 580 pp.
- Current Biography*, New York: H.W. Wilson Company; published as monthly since 1940; also: *Current Biography Yearbook*, and (between 2003 and 2007) *Current Biography International Yearbook*
- De Grazia, Alfred (1954) *Discovering National Elites. Appendix D. Bibliography of Selected Works on Political leadership with Special Attention to Methodology. Part II. Biographical*, see https://www.grazian-archive.com/governing/Elite/F_37.html (an overview of international Who is Who's)
- Europa Directory of International Organizations 2024* Abingdon: Routledge, 924 pp. (25th edition, with a fifth 'Who is Who in International Organizations' section)
- FemBio*, Frauen-Biografieforschung, see <https://www.fembio.org/biographie.php>
- Greenfield, Stanley R. (Ed.) (1992) *Who's Who in the United Nations and Related Agencies. Second Edition*, Detroit: Omnigraphics, 850 pp.
- Hendry, Maggy and Uglow, Jennifer (Eds) (2005), *The Palgrave Macmillan Dictionary of Women's Biography. Fourth Edition*, New York: Palgrave Macmillan, 720 pp.
- In Search of Peace. The Winners of the Nobel Peace Prize 1901-1975* (1978) Nashville, 208 pp.
- International Biographical Dictionary of Religion* (1994) Munich: K.G. Saur / Union of International Associations, 385 pp.
- The International Year Book and Statesmen's Who's Who 2024*, (Volume 71, 2024) Leiden: Brill, 1522 pp.
- Josephson, Harold (Ed.) (1985) *Biographical Dictionary of Modern Peace Leaders*, Westport: Greenwood, 1133 pp.
- Kuehl, Warren (1983) *Biographical Dictionary of Internationalists*, Westport: Greenwood, 934 pp.
- Mazenod, Lucienne and Schoeller, Ghislaine (1992) *Dictionnaire des femmes célèbres de tous les temps et de tous les pays*, Paris: Robert Laffont, 932 pp.
- Meyer, Edith Patterson (1959) *Champions of Peace: Winners of the Nobel Peace Prize*, Boston, 216 pp.
- Nobel Peace Prizes, see <https://www.nobelprize.org/prizes/lists/all-nobel-peace-prizes/>
- Oxford Dictionary of National Biography*, see <https://www.oxforddnb.com/>
- Palmer, Alan (1996) *Who's Who in World Politics: From 1860 to the Present Day*, London: Routledge, 363 pp.

- Rajewsky, Christiane and Riesenberger, Dieter (Eds) (1987) *Wider den Krieg: Grosse Pazifisten von Kant bis Böll*, Munich, Beck'sche Reihe 322, 479 pp.
- Schechter, Michael G. (Ed.) (1998) *Historical Dictionary of International Organizations*, Scarecrow Press, 304 pp.; Second Edition, 2010, 368 pp.
- Schlessinger, Bernard S. and Schlessinger, June H. (1996) *The Who's Who of Nobel Prize Winners, 1901-1995*, Greenwood Press, 3rd Ed., 251 pp.
- Wasson, Tyler (Ed.) (1987) *Nobel Prize Winners: an H.W. Illustrated Dictionary*, New York: Wilson Company, 1165 pp.; two additional volumes, Paula McGuire (Ed.) (1992) *Nobel Prize Winners, Supplement, 1987-1991*, and Clifford Thompson (Ed.) (1997) *Nobel Prize Winners, Supplement, 1992-1996*
- Weiss, Thomas G., Tatiana Carayannis, Louis Emmerij and Richard Jolly (2005), *UN Voices: The Struggle for Development and Social Justice*, Bloomington, 520 pp.
- Who's Who in the United Nations*, in *Yearbook of the United Nations 1946-47*, pp. 915-953, available at www.un-ilibrary.org/content/books/9789210602228s004-c007
- Who's Who in the United Nations*, in *Yearbook of the United Nations 1947-48*, pp. 1046-1093, available at <https://digitallibrary.un.org/record/860252?v=pdf>
- Who's Who in the United Nations and Related Agencies* (1975) New York: Arno Press/A New York Times Company, 785 pp.; Second Edition, see: S.R. Greenfield (1992)
- Who was Who? A Companion to Who's Who Containing the Biographies of those who Died during ...*, London: Black, 1897-; Vol. I 1897-1915 (also: <https://archive.org/details/whowaswhocompani01londuoft/page/n1/mode/2up>); Vol. II 1916-1928; Vol. III 1929-1940; Vol. IV 1941-1950; Vol. V 1951-1960; Vol. VI 1961-1970; Vol. VII 1971-1980; Vol. VIII 1981-1990; Vol. IX 1991-95; Vol. X 1996-2000; Vol. XI 2001-2005; Vol. XII 2006-2010; Cumulated Index 1897-2000
- World Biographical Information System (WBIS) Online*, see <https://wbis.degruyter.com>
- Wouters, Jan (2015) *Verenigde Naties: Mensenwerk*, Leuven: Lannoo Campus. 263 pp.
- Yearbook of International Organizations*, Munich: Walter de Gruyter / Union of International Association, *Volume 6: Who's Who in International Organizations*, see <https://uia.org>
- Yearbook of the United Nations*. The years 1946-2015 are available at: <https://www.un.org/en/yearbook>; in the Annexes one can find 'Who's who in the United Nations' 1946-47 and 1947-48, or use the search option 'Peoples'

Some Oral History & Digital Projects

- European Oral History**, see https://archives.eui.eu/en/oral_history; this website provides an overview of more than 900 interviews, divided among ten distinct programmes: Voices on Europe, The European Commission 1958-1973: Memories of an Institution, The European Commission 1973-1986: Memories of an Institution, The European Commission 1986-2000: Memories of an Institution, Collecting memories: European Parliament 1979-2019. Europe in Space, EUI Interviews, Jean Monnet – Statesman of Interdependence, HAEU Holdings, Leaders Beyond the State
- ITU Explore the Digital Collections**, see www.itu.int/en/history/Pages/DigitalCollections.aspx
- ITU Past and Present Senior Officials**, see www.itu.int/en/history/Pages/SeniorOfficials.aspx
- League of Nations Digitized Archives (LONTAD)**, see <https://archives.unige.ch/lontad>
- UNESCO Oral Archives Initiative**, see <https://whc.unesco.org/en/oralarchives/>

United Nations Intellectual History Project (UNIPH), for interviews with key participants in the evolution of UN ideas, see https://www.ralphbuncheinstitute.org/un-intellectual-history-project/about_unihp.html; The Complete Oral History Transcripts From *UN Voices*, CD 2007

United Nations Oral History Collection, some interviews related to the Dag Hammarskjöld period, see <https://www.un.org/depts/dhl/dag/oralhist.htm>

WTO – The Creation of the WTO at YouTube, see <https://www.youtube.com/user/TheWTOCreation>

Some Other Databases

The Contemporary Africa Database, see

<https://contemporaryafricanstudies.org/narrative/africa-us-world-history-curriculum> also covers names of prominent Africans who have passed away.

LONSEA: Searching the Globe through the lenses of the League of Nations, see www.lonseas.de/. The LONSEA database illustrates the history of international organizations and global governance. Its focus is the material collected by the League of Nations on the proceedings of international activities from 1919 to 1946. It includes 4,873 people and shows parts of their networks.

UNCRP: United Nations Career Records Project at Bodleian Library, University of Oxford, UK. Set up in 1989 UNCRP includes a wealth of contributions from workers in the field, peacekeeping forces and administrative staff, as well as material from national representatives to the UN and from Non-Governmental Organization (the Anti-Slavery Society and the Quakers) members involved in UN work. Contributions take the form of contemporaneous papers, memoirs and interviews (recordings and transcripts), almost all of which are available for consultation. The project remains open for further contributions. For ease of access full details of the collection are kept on a computer database, and a hard copy catalogue is also available. The Catalogue of the papers is available at

www.bodleian.ox.ac.uk/dept/scwmss/wmss/online/modern/uncrp/uncrp.html

The **United Nations History Project** at Harvard offers a set of materials for UN history, among these a set on ‘Personalities and Other Collections’. See www.unhistoryproject.org: Researching → Physical Archives → Personalities