

## **Guidelines for Preparation of Memorial Statements Cornell University Faculty**

***History:** From the opening of Cornell University until 1938 it was the practice of the University Faculty, upon the death of one of its members, to pass a memorial resolution to be inscribed in the faculty records. In 1938 the faculty modified its procedure and now upon the death of a faculty member, the President or Dean of Faculty notifies the Faculty at its next meeting and those present rise in respect for the memory of the deceased member. Such statements are annually collected, edited, and printed by the University in a memorial booklet that is sent to members of the Faculty, to the families of the deceased members, is available in electronic format, and is filed with University records.*

### **Guidelines:**

- Memorial articles range from 500 to 1500 words in length.
- All articles submitted for publication are subject to editing as to: reasonable uniformity of style, i.e., reporting name of college, membership in societies, reporting publications, military service etc.
- Use a title each time the deceased is mentioned (when not using a pronoun). For example, please use: Dr. or professor. Feel free to use the deceased's first name (E.g., Robert or Bob) if you prefer, but please do not refer to the deceased solely by his/her last name.
- All submissions should include: the date of birth of the deceased and the names of the memorial statement authors, with the chairperson's name first.
- The articles are prepared for printing as soon as possible after the close of the academic year. Effort should be made to submit the articles no later than **October 1, 2017**.
- Please submit articles electronically to C.A. Moss (cm673@cornell.edu) as a **Microsoft Word document (please, not a pdf)**, or mail it to the Office of the Dean of Faculty, 315 Day Hall.
- It would be appreciated if the authors could provide a high resolution (preferably digital) photo of the deceased. Please send photos separately and do not insert them into the article.
- **Important** – Please send any email or postal addresses of the deceased's family members to help ensure they will receive the booklet.