

## 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.
- Please email materials to C.A. Moss ([cm673@cornell.edu](mailto:cm673@cornell.edu))
  - We ask that the **memorial statement be sent as a Microsoft Word document (please, not a pdf)**.
  - It would be appreciated if the authors could provide a **high resolution photo of the deceased as a separate jpg file**. Please do not insert the photo into the article or a word doc. We ask for a high-res photo because low-res photos do not print well, even when lightened and edited.
  - **Please send any postal addresses of the deceased's family members** to help ensure they will receive the booklet. If preferred, we can send multiple copies to one family member if they would like to distribute the books themselves. Some families prefer that option.
- Please submit the article, photo and mailing addresses no later than **October 1, 2018**, as we will be publishing and distributing the booklets during the Fall 2018 semester. The booklet will include those who passed away June 30, 2017 – July 1, 2018.