



Guidelines for authors

The roll of the Royal College of Physicians (Munk's Roll), first published in 1861, was originally compiled by the then Harveian Librarian, William Munk. He researched obituaries for all fellows dating back to the foundation of the College in 1518 (and also included licentiates up to 1825). As such, Munk's Roll is a valuable biographical resource for those interested in medical and social history, and for family historians. Eleven printed volumes have been published and, since 2000, Munk's Roll has been published online at <http://munksroll.rcplondon.ac.uk/>

Author

The author should have known the fellow either personally or professionally. The author need not be a fellow themselves. We welcome collaboratively written obituaries.

Length

Munk's Roll obituaries are usually between 250 and 1,000 words in length.

Deadline

We do not have set deadlines at present, but contributors on average take up to three months to write an obituary. We encourage writers to update us on their progress. If you no longer feel able to complete an entry, please let us know, along with any suggestions as to whom you think we could approach in your stead.

Please note: entries should be unique to Munk's Roll. We cannot accept previously published obituaries (or texts about to be published). You may adapt a piece if you have had it published elsewhere, but please ask for guidance.

What should be included in the memoirs

Opening lines should command the attention of the reader, and the best obituaries start with a summary or a condensed version of the achievements of the subject. Ideally, the rest of the memoir will be an interesting, accurate and honest summary of the highlights of the subject's career and of their character. A dry listing of the subject's achievements, CV-style, should be avoided, but please incorporate into the piece where appropriate:

- details of the subject's family background, including place of birth, date of birth, names of parents
- education (schools, universities, medical schools, fellowships etc)
- junior posts
- war service/National Service
- definitive consultant appointment(s)
- writing, research, including significant papers/books
- membership of local, regional, national and international organisations
- names of wives/husbands/civil partners and children.

We do encourage writers to include anecdotes and personal recollections as these can be an effective means of capturing the 'spirit' of the subject.

Reference sources should be quoted at the end of the obituary.

Preferred format for entries

Please submit the obituary as a Word document by email with the name(s) of the author(s). Type-written memoirs are also acceptable. We regret hand-written scripts cannot be accepted.

Resources for authors

The Royal College of Physicians holds CVs of some fellows, usually 'biographical forms', which were filled out at the time of the subject's election to the fellowship, and occasionally other material. These will be photocopied or scanned and sent to the author on request.

When writing an obituary it may be useful to access the following:

- Pubmed (www.ncbi.nlm.nih.gov/pubmed/) lists journal references.
- The British Library (www.bl.uk/) includes a comprehensive catalogue of books published in the UK; for US-published books see the Library of Congress catalogue (<http://catalog.loc.gov/>); for Australian books see the Australian National Library catalogue (<http://catalogue.nla.gov.au/>).
- The *British Medical Journal* (www.bmj.com) publishes obituaries every week.
- Obituaries published in *The Independent* (www.independent.co.uk), *The Daily Telegraph* (www.telegraph.co.uk) and *The Guardian* (www.guardian.co.uk) are available free online: to access *The Times* obituaries you will need to pay a subscription (www.thetimes.co.uk).
- It is always worth searching online for the name of the deceased to find other resources (www.google.com).
- Local and regional papers sometimes publish obituaries. These are very variable, but some areas are better served than others: see *The Camden New Journal*, *The Oxford Mail* etc.
- You may want to check *Who's Who* if your subject had a high profile. This is a yearly publication, and it may be worth checking previous editions. These may be available at your local public library. (Some local authorities also provide access to *Who's Who* online for their library members.)
- It may be useful to contact the archives department of the hospital where the subject held their major appointment.

Editorial process

The assistant editor will verify all factual statements contained in the obituaries, including dates of qualifications and appointments, names, places and publication titles. The Harveian librarian and assistant editor reserve the right to edit submitted manuscripts, and to amend factual errors or contentious statements.

Contacting us

Please do contact us if you need further clarification or advice. The easiest way to contact us is by email, phone or post.

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March 2016