

## **Guidelines for Entries on Persons**

The entry consists of the following parts:

- Entry's identity
- Main entry
- Chronological table
- List of works
- Bibliography (see General Guidelines for the Composition of Entries)
- Glossary (see General Guidelines for the Composition of Entries)
- Visual sources (see General Guidelines for the Composition of Entries)
- Quotations (see General Guidelines for the Composition of Entries)

### **2.1. Identity of the entry**

This is a body of codified information concerning a person's identity. It includes the following information zones:

#### **2.1.1. Summary**

See General Guidelines for the Composition of Entries.

#### **2.1.2. Other names**

Additional names and nicknames of the person, whether used during the person's own lifetime or assigned to him/her by later historical usage (e.g. Great, Copronymus, Bulgar-Slayer).

#### **2.1.3. Dates of birth and death**

The relevant dates are recorded in as much details as possible. The Gregorian calendar is used. If no accurate dates exist, broader periods (e.g. decades or quarters of a century), relative dating with termini post or ante quem (e.g. 1<sup>st</sup> half of 13<sup>th</sup> century, before 1234) or simply the floruit (period of heyday) are used.

#### **2.1.4. Place of birth and death**

The person's birthplace (city, quarter, village) and place of death is stated with the greatest possible accuracy. The geographical and/or administrative unit to which the place belongs (e.g. Trapezounta, vilayet of Trabzon, Pontus) and its modern name are also given.

#### **2.1.5. Main role**

The person's main role is considered to be the one for which he/she has qualified for inclusion in the *Encyclopaedia of the Hellenic World* (e.g. Toxaris: philosopher, Andreas Empeirikos: poet). The descriptive title of this role is not necessarily contemporary: it may be a title attributed to the person by later historical thinking or by later research in general.

### **2.2. Main entry**

The main entry text should include the following information arranged in thematic units:

#### **2.2.1. Birth-family**

Information concerning the person's place and date of birth, as well as information about his/her family: parents and siblings, the family's social context. Any existing data concerning the ethnic origin, religion and language of the person's family is also provided.

### **2.2.2. Education-upbringing**

Any data concerning the person's education and upbringing is presented. Reference is made to educational organizations, teachers, objects of study etc., and, more generally, to the person's childhood and youth before he/she entered adulthood.

### **2.2.3. Activity**

The activity of a person is presented chronologically, following the various stages of his/her adult life, his/her career and the successive professions and social roles he/she had assumed. Although this is the most important part of the entry, it is impossible to determine its structure beforehand. Since the whole creative and active phase of a person's life is included in this part, it is divided into several smaller sub-units, depending on the person. The areas of information that must be covered in this part are the following:

#### **2.2.3.1. Relations**

Information concerning the people, with whom the person was related, and presentation of the character of relationship.

#### **2.2.3.2. Ideology**

The person's ideological components and the attitude he/she had adopted in the context of the collective beliefs and conflicts of his/her time.

#### **2.2.3.3. Private and family life**

Information concerning the person's private life is of interest only if it is essential for understanding his/her life as a whole. The person's marriage (or marriages) and children are recorded. Additional information about the person's private and family life is provided when these had an impact on wider social groups, as in the case of the private and family life of emperors. Information concerning the social origin of their consorts is nevertheless always essential. Equally important is information concerning the strategies of family alliances sought through marriages or other means of contracting kinship relations.

#### **2.2.3.4. Work**

If the person has left behind a body of work, this is presented and analyzed both in its entirety and individually, if this is considered important. The intellectual (whether in the field of the history of science or art, for example) and personal influences the person was subject to and the influences he/she exerted should also be noted.

### **2.2.4. Death**

The place, date and causes of the person's death are given.

### **2.2.5. Evaluation and judgements**

The evaluation of the activity and work of the person falls into the following three categories:

#### **2.2.5.1. Judgments by contemporaries**

The ways in which the person's contemporaries judged his/her life and work. It is important to present these evaluations within the specific ideological context of their time.

#### **2.2.5.2. Posterior judgements**

Views of the person according to later generations. It is important not only to show how a person was evaluated and re-evaluated, but also to establish the ideological framework within which these evaluations have been expressed and to stress the different ways in which the person has been evaluated in different periods.

#### **2.2.5.3. Overall evaluation**

The overall evaluation of the person's work and life consists, on the one hand, in the importance he/she had for the society in which he/she had lived and acted, and, on the other hand, in his/her place in history and collective memory. It goes without saying that all evaluations of a moral and ideological character have no place here.

### **2.3. Chronological table**

The landmarks of a person's life are presented concisely and in chronological order.

### **2.4. List of works**

When the person has left behind him/her a body of work (material or intellectual), a list of these is appended to the entry. The list is organized in thematic units (e.g. poetry, rhetoric, historiography) and follows in chronological order. For each work a separate reference, general presentation and evaluation is made. If the work has been presented and evaluated in the main entry, there should only be a simple reference in the list of works. The list of works need not necessarily be exhaustive. If a person has produced a large amount of work, the most important parts are presented separately, whereas the rest are presented as a whole. If a person's work is not considered particularly important, the list of works is presented in its entirety. It is essential, in so far as the sources allow, that no reference should be made to an individual work or group of works without a corresponding presentation and evaluation in the main entry or list of works, no matter how brief the relevant treatment may be.