

Authors' Guidelines for PFRA Biography Project

1. Each biography should be informative, accurate, and entertaining. It should be evaluative but objective.
2. The biographies should be 1,000 words or more in length. Shorter bios are acceptable if adequate information cannot be found.
3. The suggested maximum length is 4,000 words. This is not a hard cap, but the length must be justifiable. Exceptions may be granted.
4. Biographies should cover the subject's full life, including pre- and post-football life and career(s), family, heritage, occupations, subject's education, whatever helps give a full picture of the subject.
5. Include in the text the subject's birth and death dates and places, height and playing weight (for players), high school and colleges attended.
6. Format: The title will give the subject's name as commonly used (e.g. Jack Kemp). The opening paragraph(s) should identify the subject, provide the full name (e.g. John French Kemp), and describe his football role/significance (and non-football significance if it rivals or overshadows the football role—e.g. Kemp's political career).
7. The remainder of the biography should trace the subject's life chronologically, with evaluative commentary, telling quotes, and anecdotes/incidents that display the character, personality and significance of the subject.
8. Document the source of every direct quote, the source of uncommon information, and every interpretation drawn from others. The authorities for the subject's vital statistics and pro football stats are available on Pro-football-reference.com. If your research leads you to differ from this authority, explain why in a note accompanying your bio.
9. It is not necessary to give the subject's statistics for each year of his career. Work from the knowledge that in most cases, the subject's full statistical line is available elsewhere.
10. Avoid plagiarism, which includes not only unattributed quotation but also extended paraphrase.
11. Use endnotes to document your sources.
12. For sources that are not covered in the endnotes, a list incorporating standard bibliographical data should follow the text. The list should include all books, dissertations, theses, chapters and major articles about the subject, and all other books, articles, Internet resources, etc. which include important treatment of the subject.
13. Your writing should conform to standard American English diction and usage, and to the PFRA Publications Author Guidelines.
14. Each bio will be peer reviewed by another member of the PFRA.