

## CITATIONS FOR RDA AWARDS

RDA takes great care to ensure that selectors and judges are impartial. If they know a nominee, they will withdraw or abstain from judging the nomination concerned. This means that the citation is the only information about the nominee that the selectors or judges will have before them.

When preparing a citation, the following points may help:

### Step 1

Check the Terms of Reference of the Award/Guidelines to be sure that your nominee will meet the criteria required. If the Award does not seem quite right for your nominee, look at the criteria for another Award or contact National Office for advice.

### Step 2

Once you have selected the right Award for your nominee, assemble as much relevant information as you can about the nominee.

Check that dates and facts about the nominee are accurate.

### Step 3

Think about the structure of your citation within the Terms of Reference: for example -

- An opening paragraph to introduce the nominee.
- Description of the nominee's actions relating to the criteria for the Award.
- Identify who (an individual or a specific group) or what (RDA as a whole or specific Groups or areas of work) has benefited from the nominee's actions
- The effect(s) of the action.
- An endorsement of your nomination.
- Additional material if allowed, e.g. photographs or publications.

### A Few Tricks

To catch the judge's attention, keep the text "crisp" by:

- not repeating things;
- avoiding irrelevant information;
- write in active rather than passive mode (also usually saves words);
- keep sentences simple and paragraphs short;
- bullet points may not be elegant, but they are effective;
- key words in bold help draw the attention of the reader.

If you have exceeded the number of words allowed, you could consider the following suggestions when editing the citation:

- look at the structure of long sentences to see if simplification shortens them;
- don't use two words if there is one that says the same thing (adjectives and adverbs may not be necessary if you change the noun or verb):
- don't repeat the nominee's title unless it is absolutely necessary;
- a heading can convey a lot of information in the minimum number of words.