

Writing Citations for Awards



Citations being high quality and full of information is very important, this is because it is the only information the judging panel will have about the nominee.

Below are some helpful tricks which may help you to improve the quality of the citation and give the best possible case for your nominee to be recognised.

- 👤 Make sure that you are nominating them for the right award, check the award's criteria to make sure your citation and nominee meets all the requirements. If you do not think it is quite right, have a look at the other awards and see if there is a better match or contact National Office and they will be able to offer you some advice.
- 👤 Once you have selected the right award for your nominee, check your information and make sure you have the right facts and dates.
- 👤 The structure of your citation is important, ensure that it reads well, flows, and makes sense. Below are a few handy hints for you.
 - 🐾 Have an opening paragraph to introduce your nominee, what words best describe them?
 - 🐾 Describe the nominee's actions in relation to the criteria for the award.
 - 🐾 Identify who (an individual who or a specific Group) or what (RDA as a wider organisation or specific Groups or areas of work) has benefited from the nominee's actions.
 - 🐾 What was the impact of their actions?
 - 🐾 Additional materials, if they are allowed.
- 👤 Keep your citation interesting by avoiding repeating things and keeping all the information relevant. Another way is to write actively rather than passively, an example of an active sentence is 'the girl was riding the horse' compared to a passive sentence 'the horse was being ridden by the girl'.
There is also no harm in keeping sentences simple and the paragraphs short.

What if I go over the word count?

If you go over the word count there are some things you can do for your citation.

- 👤 Could you simplify your sentences?
- 👤 If you can change two words for one if they mean/say the same thing.
- 👤 Try to avoid repeating nominee's name unless it is absolutely necessary.

President's Award Citations

These citations are slightly different, you need to include everything they have done over their time with RDA. Make sure you include their length of service and any key dates or milestones they have had. Another key thing for this award is to include any recognition they have, try to create the picture of the person you are nominating, there isn't a detail or achievement too small for these citations.

Make sure these are sent to your Regional Chair for endorsement before submitting it to National Office.