

## CITATION GUIDELINES

When compiling information relating to your nomination, you will need to build a very detailed picture (but within a strict word count) that explains what it is that makes the nominee stand out from others doing similar work.

### Guidance for structuring a Citation

Whilst citations are subject to a strict word limit, you may wish to consider the following:

#### Structure

1. Please use the form provided for your citation – **480 words maximum**.
2. Paragraph 1 of the citation should highlight the person's scientific achievements.
3. Paragraph 2 should outline any additional contributions, outside their main line of work.
4. Whilst the 480 word citation is the main case for the individual to receive an honour, the rest of the form is considered by the Honours Committee and should be used to expand on examples and strengthen the case.

#### Providing evidence

5. Ensure that the citation provides as much information about the nominee as possible, highlighting what they have achieved over and above their normal duties
6. Remember, competition is fierce. Please concentrate on providing examples of your nominee's outstanding achievements e.g. why is it outstanding? What is the impact of their work?
7. If reference is made to the individual sitting on/chairing a committee, please include information highlighting the importance of this role; what did the committee achieve; what changed as a result of the committee; what was the nominee's contribution?
8. Quote numbers wherever possible – i.e. rather than 'Person x produced hundreds of papers', please consider, for example, 'Person x produced 334 papers'.
9. Include H index numbers, if relevant.
10. Most importantly, check your facts.

For further general information on the honours system, visit the Honours & Appointments website at <https://www.gov.uk/honours>