

CITATION GUIDELINES

When compiling information relating to your nomination, you will need to build a very detailed case (**maximum of 480 words**) that explains what it is that makes the nominee stand out from others doing similar work. Four elements provide the structure for the citation:

1. Summary

The citation should begin with a compelling reason for why a person has been nominated. For a science honour, this may be for:

- making a scientific or technological breakthrough;
- having an outstanding impact in their field of expertise and beyond;
- being a widely recognised leader in their field;
- taking on a significant responsibility far beyond the traditional scope of their role;
- a long career of outstanding achievement.

2. Contribution

The citation should be clear about why the contribution made by the nominee is exceptional and what outcomes have been achieved as a result. Nominators should include information about the **personal** impact of the nominee, and explain what difference they have made. Give examples of how your nominee has demonstrated outstanding quality and show how:

- they have contributed in a distinctive way over and above the normal expectation of someone in their job doing it very well;
- they have devoted themselves to sustained and selfless voluntary service;
- they have shown innovation or creativity in delivering lasting results.

3. Clear examples

The citation should include examples of achievement/s, avoiding abstract and nebulous description of the nominee's success. It should reference verifiable facts, figures, publications (H index numbers if relevant) and other evidence of impact. Show how the person:

- earned the respect of their peers and became a role model in their field
- produced, perhaps against the odds, sustained achievement which has required moral courage, vision, the ability to make tough choices or determined application and hard work.

4. Wider contribution

The citation should reference any wider contributions to society made by the nominee, including voluntary or other charity work.

5. Language in a citation

As long as they are accurate, do not be afraid of using superlatives in citations. Honours exist specifically to recognise superlative achievement. But remember that superlatives without an explanation are just hot air. Take care always to support any assertions with hard evidence. Do not just say that an achievement has had a widespread effect: describe what that effect has been and show why it has been important. Examples listed below:

'Dr Y pursued an exceptional career in materials science. She developed a series of novel alloys and in partnership with company X, advanced manufacturing capabilities to enable the application of these important materials in products ranging from saucepans to satellites. DR Y made sustained contributions to the education and training of future generations of materials scientists, including a relentless commitment to public engagement. For example, there is evidence that ... participating in TV programmes ... on engineering; she enthused a new generation of young engineers. Applications for materials science and engineering degree courses increased by 300% around the country and the diversity imbalances in participation in these courses is being redressed.'

'In the past 15 years, Professor Z's company funded and supported more than 80 young companies. He had a hand in launching three companies that were valued at more than £500m. These extraordinary achievements led to him becoming highly influential in the development of innovation policy and as a leader and role model for other technology entrepreneurs and funders.'

Things to bear in mind:

6. A good nomination should also describe as vividly and precisely as possible the difference their contribution has made. Try to answer the following questions:
 - how were things before they began?
 - how are they now? Why are they better?
 - what makes your candidate different from others doing the same things?
 - what has the impact been?
 - when did they carry out the activity and why should they be recognised now? (And particularly: is there a time factor involved – an anniversary, a launch, a dissolution of the organisation, a particular target reached or some other success?)

7. What your citation should not be is:
 - an extended CV
 - a list of educational achievements
 - a list of appointments, awards or posts
 - a job description showing what the person is meant to do

8. The citation should be written in the third person and once the nominee is named you can use he or she afterwards.

9. Write about the individual personally and only list the successes of their team if the nominee took a leading role.

10. Avoid using jargon and when using acronyms, explain what they are the first time they are used.

11. Only use a nominee's earlier educational life or career if it's strictly relevant to the nomination.

For further general information on the honours system, visit [Honours: science and technology nomination form and guidance](#).