Writing a citation for ACCEA

Citation writers and the applicants whose form they are supporting should not normally be employed in the same organisation.

The citation should include information that goes beyond what is written on the application form and stresses the impact of the applicant’s contributions. It is likely that applicants will have several citations.

We cannot submit our list until every ranked applicant has a properly completed citation. Equally, if the citation is too long or incomplete, the whole process stalls until this is corrected. The citation will be attributed to you and will identify what status you have in being asked to submit a citation. In this instance you are writing it on behalf of the BSI rather than in any other capacity, however we will still need to submit your full name and title.

The practical aspects of writing a citation include:

• Knowing the applicant and their contributions well.

• Being able to count – there is a strict character limitation.

• Avoiding acronyms and superlatives.

• Being very specific about what the applicant’s contribution has been in the area that the body submitting the form is representing – ACCEA are looking for ‘impact factor’.

• Understanding the scoring system in detail – what counts for 6 or 10 points for instance is essential knowledge. The scoring system is explained in the Guide for Nominators and, in more detail, in the Guide for Assessors, which will become available here shortly: Advisory Committee on Clinical Excellence Awards (ACCEA).

Usually you will have detailed knowledge of what they have done that is clearly over and above any expectation within their contract. You must have a copy of the CVQ they intend to submit. Make a list of their claims and how they match what you know already, and balance this against their job plan. Make sure that what you say is clear to a lay reader. Finally, be sure that what they claim is current and since their last award if they are already a national award holder. ACCEA has stated that an application may be compared with the applicant’s last successful application for possible duplication.

The standard 1350 characters including spaces is the maximum you can include. It is better to use line spacing and short words for obvious reasons. We recommend that you limit a citation to 1200 characters including spaces to allow space for your name and the capacity in which you are writing the citation – these are all included in the character count.

Be very careful to stick to the specific area of support that you are expanding on and provide examples if possible. Make sure that they are at national level, or above, and whenever possible provide numbers, this gives a context within which the lay reader can understand how great an achievement this is.

The scoring system for each domain gives examples of what level of activity scores most highly and, just as importantly, where one type of activity scores best. It is recommended that you cover every domain in the citation if possible, but certainly emphasise any aspect that is scoring at 6 or above.