



Department for  
Communities and  
Local Government

# Honours – How to draft a citation



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## **Citation, a definition:**

Noun: any award or commendation, as for outstanding service, hard work, or devotion to duty, especially a formal letter or statement recounting a person's achievements.

- a note accompanying an award, describing the reasons for it: a Nobel citation
- Synonyms: official praise; award; honour, laurel, reward, kudos.

## **How is a citation used?**

An honour is a unique form of national recognition. It is a distinctive way of acknowledging someone's impact on UK life, whether someone who fundraises for a local cause or volunteers at the local school; or someone who promotes the economy or supports one of the Government's particular priorities. There is considerable competition for honours, each nomination faces rigorous evaluation and decisions are based on the information contained on the citation form. It is very important that your citation gives the committees the information they need to consider the case fully and in context.

Within the Department, citation forms are used by the Honours Sub-Committee and the Senior Management Team to decide which nominations should go forward to the Cabinet Office to be further considered by Independent Sector Committee. You can view the membership of the sector committees at <https://www.gov.uk/honours-committees>

Once final decisions have been made by the committees, the citations are used to prepare briefing for the Prime Minister and Her Majesty the Queen, and to provide briefing for the press when the final Honours list is announced.

## **What makes a good citation?**

The quality of the citation is the key to the success of the nominee. You may go to great lengths to identify a good nominee, who could then be unsuccessful if the citation is not well written.

The citation is the only evidence that most people involved in the process will see about your nominee. In most cases the person you are nominating won't be personally known to those making the decisions about them.

A citation should not simply be an extended CV, a list of educational achievements, appointments, awards or posts, or a job description showing what the person has done. Because poor citations often list these things, a frequent complaint is that the person recommended is "doing no more than their paid job". Instead, your citation should describe what is

special about your nominee's achievements and show memorably and persuasively how and where they have made a difference.

Honours committees actively look for evidence of those nominees who have gone above and beyond. Committees are pragmatic about this; evidence that the nominee is giving back to society or to their profession will strengthen a case. This is particularly the case for business people and State(Civil) Servants. Committees regularly discount citations which do not demonstrate this kind of wider commitment: competition for honours is so strong that this is often the dividing line between a successful and unsuccessful nomination. You must make it clear whether someone's activities are part of their paid job or extra to it – if the committee is unsure, they will assume that what is being described is paid activity.

## **The grounds for the recommendation:**

The key questions that a citation is trying to answer are:

- Why the individual is being recommended
- Why they are being nominated at this particular time

Citations should be ordered to start with major achievements, then supporting facts and career details last and should tell the story of what your nominee has done.

The citation sets out the grounds for the recommendation and should concentrate only on the nominee's main achievements. When drafting a citation you should consider why you are making the nomination now. It should be clear within the first few lines why a nomination is being made, and the rest of the text should be used to provide evidence to substantiate this. The citation should highlight how the person's contribution has impacted on the organisation or community concerned and the outcomes of his/her activity.

It is important that the details given are accurate. The nominee may take some time to come through the Departmental selection process and be considered on more than one occasion. The information given in the citation must therefore be checked regularly and updated where necessary as it may be needed to contact the nominee or, in the case of the short citation, used in publicity material.

## **Who are we looking for?**

We are looking for people who have made a significant contribution and have added extra value to their roles. They are people who are:

- Exceeding their objectives and targets.

- Proactively engaging with their colleagues, peers and the community.
- Making a contribution that can be described and recorded on paper.
- Going 'the extra mile' in whatever field they are active.

### **Establish the facts about your nominee:**

If you don't collect all the information about your nominee before drafting a citation, you will make your task much harder. It should take no more than 2 hours to complete the one page citation form used by the Department. If you are struggling to write a citation after that you should consider:

- Is there enough information about the nominee?
- Is the nomination appropriate?
- Are you the right person to write the citation, could there be someone better placed to write it?

There is a myth that honours nominations cannot be discussed. In fact you can (and should) contact people who know your nominee, such as the people at the organisation they work for, or their previous managers. As long as you say that your conversation is in confidence and that nothing can be guaranteed in terms of an award, feel free to speak to who ever you need to get the right information to enable you to present the strongest possible case for the person you are nominating. The only person you shouldn't talk to is the person that you are nominating.

When gathering your information, you should think about:

#### **Who are they?**

- What is their job title or role (which may not be related to the reason for the nomination)?
- What is their full name?
- Where do they live and work?
- Do you know them? If not, who could offer assistance?

#### **Who is making the nomination?**

- Is it being put forward by a reputable body or person?
- Is it supported by anyone prominent or respected in the field?
- Has it the support of their peers?
- Is there any support missing? If a charity volunteer is being nominated, it would be unusual for the charity not to formally support the nomination.

### **What should they be doing?**

Establish what the person is paid to do, or should do as part of their normal role. For volunteers, this could be taken as the 'average' level of involvement undertaken by their peers.

### **What do they actually do?**

Identify what it is you are nominating the individual for; this may be an enhanced version of their paid role, or it may be in another field entirely. Look for specific achievements wherever possible, but if the subject area is specialised or outside your own expertise, be aware of implied achievements; a short general statement about running a committee or completing a planning project may be hiding a large amount of work.

### **Why have they done this work?**

Double check why they have carried out the work and roles they are being nominated. This could be as simple as searching the internet or discussing the nominee with their peers. Think about their motivation and if they have taken the initiative to implement a project or a piece of work. This is something that could turn a good nomination into an excellent one; for example think about:

- did they volunteer?
- were they asked to carry the work out?
- do all their peers do this kind of activity?
- did their predecessor do similar work, etc?

You are trying to identify what makes this person different from others in the same or similar field.

### **Where do they do the work?**

For honours nominations, it's important to reference how geographically widely they are active. This helps to determine the level of any award. Consider if:

- The work is Local/Regional/National/International.
- Do they have an impact at a higher level? A local volunteer may also mentor people on a regional or national level.

### **When did they do the work?**

Look for any dates or indications of how recent the achievements were carried out. For honours, work carried out more than 3-5 years ago is probably too long ago. Unless it is part of a consistent sustained activity, that is the basis of the nomination. A lack of dates may indicate that the work was several years (or decades) ago.

## **How did they do the work?**

This is the most important area, incorporating most of the elements above. For most nominations, the form should give you enough to clearly see the reason they were put forward. Even if the evidence isn't included, there should be enough of an outline to make an initial assessment. If they don't stand out and you can't see why they were nominated, it probably means that they shouldn't go forward.

## **What information should I include?**

The most important thing is to provide evidence of what they've done and how they've made things better for others. Every citation is different, but it must tell the story of what your nominee has done and put it into context for a reader who won't necessarily have detailed knowledge of the subject.

A good opening sentence that summarises the case is helpful. What's the one thing the committee need to know about the individual?

Give examples of how they have demonstrated outstanding quality. Show how your Nominee has:

- contributed in a distinctive way to improving the lot of those less able to help themselves
- devoted themselves to sustained and selfless voluntary service
- shown innovation or creativity in delivering lasting results.

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 things better?
- what makes your nominee different from others doing the same thing?
- 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?)

Give details to support these claims. Show how your nominee has:

- earned the respect of their peers and become 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.

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.

## **The Rules for writing a citation:**

You only have 3000 characters (including spaces) for the long citation, so only include important and relevant information.

Your citation should be in full sentences and should not use bullet points.

Your citation should be written in the third person – i.e. it should not refer to I or we. You also do not need to keep referring to your nominee by name: use she or he throughout – which handily saves space.

Talk about the individual personally, not their organisation/team: just like a job application, you're trying to show that this is the right person to choose out of many. The successes of their organisation/team might be relevant – particularly if your nominee has had a leading role – but the citation should be about the individual not the group effort. What have they, as an individual, done?

You should also avoid jargon or technical language. It's fine to use acronyms – they save space – but unless they are very common (like BBC or MP) you should always explain what they are the first time you use them. If a committee member can't understand what you're talking about, they won't spend a lot of time considering your nominee.

Only include information about the nominee's education or earlier life if it's strictly relevant to the nomination. It's fine to talk about their earlier career or activities if this gives context or demonstrates sustained contribution, but the committee doesn't need to know what school someone attended.

Give examples of how this outstanding quality has been demonstrated. Show how your nominee has:

- contributed in a distinctive way to improving the lot of those less able to help themselves
- devoted themselves to sustained and selfless voluntary service;
- shown innovation or creativity in delivering lasting results.



A good citation should also describe as vividly and precisely as possible the difference their contribution has made.

- How were things before they began?
- How are they now?

Give details to support these claims. Show how your nominee has:

- earned the respect of their peers and become 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.
- Made significant achievements by using examples of what they have done; however, do not use more than 3-4 current examples that are no more than 5 years old to demonstrate your nominees achievements. This is to avoid the citation looking like a CV and failing because of that.
- Make an impact, include an impact statement in the citation that shows what effect your nominee's achievements have had on the local community. This is because citations that lack impact are often unsuccessful.

Your citation should describe what is special about your nominee's achievements and show memorably and persuasively how and where they have made a difference.

## **What shouldn't I do?**

You shouldn't just write:

- an extended CV;
- list educational achievements;
- list appointments, awards or posts;
- write a job description showing what the person is paid to do.

Because poor citations often list these things, a frequent complaint from committees is that the person recommended is "doing no more than their job" or "doing nothing that stands out".

## **Top ten tips for drafting a citation:**

### **Be direct**

Say what you mean and mean what you say. Always talk about the achievements your nominee has made rather than the achievements of the organisation.

### **Write as one human being to another**

Citations are considered by people who make decisions based on what you have written.

### **Write like a normal person**

The people who read the citations you draft do not necessarily know the person or what they do, so you need to be clear about why they should receive a honour. Archaic and pompous language won't do your nominee any favours.

### **Don't assume people know everything about what your nominee does**

Put what you are saying in context. Use real life examples and use figures that people can relate to.

### **Be transparent**

Would someone who doesn't work with the nominee understand what you were trying to say? Would you see that word or phrase in a newspaper? If not, change it.

### **Spell out acronyms and avoid jargon**

Where you need to use technical terms, you can. They're not jargon. You just need to explain what they mean the first time you use them but always explain them in plain English.

### **Be clear about what you want to say**

Do your research so you know what you want to say. If you have a clear idea about why you are nominating someone for an honour before you start to write the citation, it will be much easier to get it down on paper.

### **Keep your sentences short**

Most experts agree that clear sentences are no more than 15 to 20 words long.

### **Look over your work carefully**

Check for basic grammar or spelling mistakes. Don't allow flabby or redundant phrases to stay. Be ruthless. Trim as much as you can; you only have 3000 characters in which to tell a compelling story about your nominee.

### **And finally...**

Follow George Orwell's rules and you won't go far wrong:

- never use a metaphor, simile, or other figure of speech which you are used to seeing in print
- never use a long word where a short one will do
- if it is possible to cut a word out, always cut it out
- never use the passive where you can use the active
- never use a foreign phrase, a scientific word, or jargon if you can think of an everyday English equivalent

## **Helpful Hints:**

### **DO**

- Start with a strong sentence that immediately sets the scene.
- Make sure that the information is relevant.
- Highlight the person's individual achievement starting with the most recent and important achievement.
- Make sure that the information is factual and specifics such as dates, job titles and actions they are explicitly linked to the impact the person has had.
- Take full advantage of the limited space to provide as much information as possible.
- Highlight the nominee's personal contribution referring to substantial achievements wherever possible.
- Set out the grounds for the nomination and be consistent with the short citation.
- Include, where appropriate, mention of the individual's influence on the practices of colleagues, or on good practice across their community or profession.
- Where relevant, include a small amount of background on the nominee's organisation if this gives some weight to the scope of the work completed.
- Include dates wherever possible.
- Make sure the form is fully completed

### **DO NOT**

- Start the citation with "xxx has been with the organisation for x number of years". This lacks impact and isn't relevant, if it must be included, make it the last sentence.
- Use paragraphs, bullet points, acronyms, flowery language, change the font or send the text in on a separate page.
- Include information about the nominee's education and early career unless it is directly relevant to the nomination.
- Include team achievements such as "he and his team" the committees in the Department and at the Cabinet Office only want information about what the individual did.
- List posts held without an indication of the nominee's contribution to them
- Include unsubstantiated comments on performance or other "padding"
- Use the nominee's name; he or she is adequate and will save space.
- Use acronyms or abbreviations unless they are obvious eg DfT/DCLG.
- Use such unnecessary comments as "an Honour would be most appropriate recognition of his efforts" - If this were not the case, the nomination should not be put forward. In most cases, there is no need to include a summarising statement at the end of the citation

## How do I find the right words?

Effective citations often include nouns such as:

determination	commitment	respect
drive	sustainability	recognition
innovation	creativity	selflessness
impact	zeal	performance
ambassador		

and adjectives such as:

trusted	unstinting	conscientious
wise	inspirational	peerless
persuasive	passionate	exemplary
resourceful	enthusiastic	fair
tenacious	sympathetic	admired
unflustered	supportive	vibrant
dogged	articulate	diligent
dedicated		

and phrases such as:

making a difference going the extra mile  
role model overcoming obstacles  
head and shoulders above the rest

## **Examples of extracts from persuasive citations:**

“She has devoted most of her spare time to running a social club for elderly people with learning difficulties. She says such people are sadly neglected in society and, although she is in full-time employment in a Tesco store, she runs this club with two helpers, a small budget and a lot of hard graft. Over the past five years, more than 200 people have benefited from the facilities, as well as their carers who have been given valuable respite from their responsibilities.”

“He lived on an estate with high numbers of single mothers and disaffected young people but, instead of moaning about the youth of today, he started to listen to them and, as a result, started a club with sporting activities and facilities for mothers and their children. This is now used by 500 local teenagers. He had to work hard to gain the support of police and other agencies but was determined to succeed. Now, a once crime-ridden, hugely unpopular estate, is thriving with a real sense of purpose and achievement and crime rates have plummeted.”

“She has transformed the agency from an organisation troubled by high profile technical operational challenges into a highly effective body with 96% of customers satisfied with the services her staff provide. The IT system is user friendly and a model of good practice.”

“He found that the charity was wasting over a £1m a year on time-consuming inefficient administration and had no effective PR. He altered procedures, reduced staff and adopted a ‘can do’ approach by putting the people the organisation was supposed to be helping at the top of his priority list, rather than at the bottom.”

“When she took over the company it was running at an annual loss of £4.2m and it took her five years to produce a healthy profit of £2.5m. She has maintained a steady increase in profits since 2001 with a £.7.2m profit in year ended March 2006. Employees have increased from 356 to 870 in her time, in an area of high unemployment following the closure of the local car plant”

“For over 40 years he has been a prolific fundraiser in the community. Since 1970 he has stood outside the local supermarket every Saturday in all weathers rattling his tin for good causes. He has during this time raised around £40,000 for the local hospice and the Old Rectory Club for disabled people. On retirement in 1990 he began to organise bingo nights three times a week at three different village halls and also arranges a monthly dance. These activities have brought the community together and have helped to raise over £15,000 for several local charities.”

“She is unusual because she is a black woman farmer in a rural county but she is keen to rid the world of stereotypes and uses her status to promote diversity and encourage women from non-British ethnic backgrounds to try

different careers, particularly in male dominated industries like agriculture.”

“Although in full-time employment in local government, he gives up two evenings a week and all day Sunday to helping in the hospice. He has managed their very complex finances and is prepared to help behind the scenes or on the frontline, wherever he is most needed. He has contributed his services consistently for the last 32 years.”

“She has been the under-16s football team coach for 15 years. During the season she gives up every Tuesday evening for training and every Sunday for matches against other local teams. It is a testament to her success as a coach that there are now enough junior members for two boys’ and a girls’ team. She has undertaken all manner of tasks to support the club, from mowing the pitch to acting as club secretary. She organised several fundraising tournaments to raise £4,000 towards renovation of the football pitch and clubhouse, a facility now used by the whole community for village events.”

# The Citation Form:

## HONOURS CITATION FORM

Dept (A-L)				Dept (M-Z)			
Surname				Forename(s)			
Title		Post Noms		Preferred Name		AKA	
Voluntary		Public	Gender		Nationality		Foreign
Nominee's Origin				Nominator's Origin			
List		Award	Rating	Date of Birth		Approx DoB	Age
Committee				Category			
Length of Service		In Current Post		In Grade		Leaving Post	
Prev Hons & Dates				Prev Recs & Dates			
Short Citation							
Long Citation							
<p><u>Voluntary and Charitable Services-</u></p>							
Support from other Depts							
Building		No. & Street		Village			
Town		County		Postcode			
Country		Telephone		Secure Address?			
Recommended							
Supported by							
COMMENTS (Honours and Appointments Secretariat only)							



## **Instructions for completing the form:**

The citation form is designed to provide the committee's with relevant information in a manageable format. It is therefore very important to complete the form as instructed. Failing to do so will affect your nominee's chances of success.

Certain fields are mandatory and if significant information is missing then the nominee could be held back until the next list. Help and advice are available from the Reward Team.

### **Factual information**

#### **Department**

This will either be Department for Communities and Local Government or Department for Transport. If your organisation isn't sponsored by or does not have a relationship with either of these Departments, please contact the Reward Team for further advice.

#### **Title**

If you know your nominee has a particular title (Doctor, Professor, Captain etc.) please list it. Otherwise please select Mr. or Ms. and the Secretariat will confirm the correct title with the nominee if they are successful.

#### **Name, AKA and Preferred name**

It is very important that the nominee's full name is included so that the Reward Team can carry out appropriate administrative checks, such as determining whether the nominee has been nominated on a previous occasion. Please particularly consider whether the nominee is known by:

- a different forename name from their first one;
- a first name which is a shortening of a first or middle name e.g. Jim for James or Betty for Elizabeth. This should be listed under "preferred name" but you should still list their full name in the forename box.
- if the person is known by a completely separate name from their real one or has a different maiden/married name by which they are also known, this should be listed in the AKA box.

It is often possible to find information about nominees' full names with a little investigation. The internet and reference books like Who's Who and Debrett's are particularly useful for the higher-level or more well-known nominee's.

## Post-nominals

If your nominee already has an honour which gives post-nominal letters, please include them here. In addition, please use this box to indicate any decorations, professional memberships or appointments held by the nominee. The following is a list of post-nominal letters which may be used:

AM	–	Member of the Welsh Assembly Government
DL	–	Deputy Lieutenant
FBA	–	Fellow of the British Academy
FREng	–	Fellow of the Royal Society of Engineering
FRS	–	Fellow of the Royal Society
FRSE	–	Fellow of the Royal Society of Edinburgh
JP	–	Justice of the Peace
MLA	–	Member of the Legislative Assembly (NI)
MP	–	Member of (UK) Parliament
MSP	–	Member of the Scottish Parliament
QC	–	Queen’s Counsel
QFSM	–	Queen’s Fire Service Medal
QPM	–	Queen’s Police Medal
TD	–	Territorial Efficiency Decoration

In each case these should be listed after any existing honour, in the following format:

- Any post-nominal indicating that someone holds a decoration (medal) comes next – so CBE TD.
- Any post-nominal indicating that someone holds an appointment from/on behalf of the Queen comes next – so CBE TD QPM.
- Any post-nominal indicating that someone is a member of a professional body comes after an honour – so CBE TD QPM FRS.
- Any post-nominal indicating that someone is appointed to an office – e.g. a member of a parliament of the UK – comes after any other post-nominals – so CBE TD QPM FRS MP.

Other post-nominal letters included on the citation form will be removed by the Reward Team.

## Voluntary

Please tick this box only if your nominee has done something which can truly be called voluntary. Most obviously this will be if they are being nominated for community or charitable work. In the context of paid employment, a voluntary contribution is something which goes beyond the expectations of their paid work – such as a contribution to their wider profession or industry. There must be tangible evidence to support the claim of a voluntary contribution.

## **Public**

This box should be ticked if the nomination originated from a member of the public. It may also be ticked if there is a public support element in a nomination made by an organisation as part of a Departmental trawl. The box should not be ticked if the nomination has come from within the Department, from another Department or from a Minister.

## **Foreign Nationality**

The Sovereign may honour any of Her own subjects. For foreign nationals, however the UK must have the agreement of their Government before an award can be made to one of their citizens. Failure to obtain such clearance could cause an international incident.

General rules relating to nationality are as follows:

- UK citizens receive substantive awards;
- dual nationals (with UK nationality) who are resident in the UK receive substantive awards. The Government of the other country whose nationality they hold is informed of the award;
- dual nationals (with UK nationality) who are resident in their non UK country of nationality receive substantive awards but the country (of their second nationality) must approve the award before it is offered;
- nationals of Commonwealth countries of which The Sovereign is Head of State receive substantive awards. Awards usually have to be cleared with the Commonwealth Government concerned;
- nationals of Commonwealth countries of which The Sovereign is not Head of State may be considered for honorary awards. Awards usually have to be cleared with the foreign Government concerned; and
- nationals of non-Commonwealth countries may also be considered for honorary awards. Again these awards usually have to be cleared with the foreign Government concerned.

If in doubt about whether a nominee should receive a substantive or honorary award, please contact the Reward Team.

## **Nominee origin, Nominator origin**

These fields are to track the ethnicity of people making and being nominated for honours. Most public nominations will contain a diversity monitoring form and you should include information from this when possible. But if you don't know the answer to either question, please mark it "not known" rather than make a guess. The information is solely used for monitoring how representative the honours system is in reflecting the UK's population and has no bearing on whether your nominee is selected.

## **Date of birth**

Please include a date of birth if you have it. The Honours and Appointments Secretariat at the Cabinet Office uses this information to help identify individuals (for example, whether they have already received an honour) and for subsequent checks throughout the process. We appreciate you will not always be able to provide a date, but in that case please always suggest an approximate age instead.

## **Committee**

In most cases, it will be obvious which committee your nominee should be assessed by and you should indicate this on the form. If you are unsure, seek advice from the Reward Team. As a last resort, you can select “don’t know” but our strong preference is that you make a guess at the right committee. You may also think that your nominee should be seen by more than one committee if their activities cut across fields. In this case you should let the Reward Team know by email so that they are aware of this when submitting to forms to the Cabinet Office.

## **Award**

The level of the award proposed should be filled in. The Committee may decide that a different level of award is appropriate, but you should make a suggestion. Guidance on levels is available from the Reward Team.

## **Rating**

The Reward Team will complete this for you when final decisions about the Department’s honours list have been taken.

## **Length of service, In current post, In grade**

It is useful for committees to know over what period of time someone has provided service. The “Length of service” box should indicate the span of someone’s activities or career. The “In current post” box should refer to the time period in the person’s current job or role and should be left blank if the individual is involved in a number of equally significant endeavours or is generally involved in community/voluntary work. The “In grade” box should be completed only when nominating a civil servant.

## **Leaving post**

The nominee should be actively engaged in the activity for which they have been nominated, or have only very recently stopped the activity. There is leeway to nominate someone for about 6 months after the activity has stopped, but a longer period of inactivity may result in the nominee being considered out of time. If you are aware that the nominee will soon retire, leave their post or is in ill health, please mention it on the form.

Remember that it takes several months for your citation to go through the system, so don't leave it too late to put your nominee forward.

### **Previous honours and dates**

This applies only to honours awarded by HM The Queen – awards in the Royal Victorian Order, the Order of the Bath, the Order of St. Michael and St. George, the Order of the British Empire plus the Order of Merit and the Companion of Honour. You may also note if the nominee holds a Queen's Police Medal or a Queen's Fir Service Medal. You should indicate on which list the honour was received.

### **Previous recommendations**

If you know your nominee has previously been submitted to the Cabinet Office for an honour, please indicate which honours round and the level at which the nomination was made. There is no need to complete this box if the nominee has only been considered internally within the Department.

### **Short citation**

The short citation is what is published alongside a recipient's name to indicate the reason they have received an award. Short citations need to be succinct but, at the same time, informative. There should be no more than two sentences in the short citation. It should not include adjectives ("outstanding service", for example).

### **Non-State nominees**

The citation should include the nominee's job title (where this is relevant to the nomination), but should also go further by setting out a brief reason for any prospective award. The following would be a typical example:

Chief Executive, Fulchester Borough Council. For services to Local Government

or:

Fundraiser, Riversdale Branch, MENCAP. For services to People with Learning Disabilities in Greater Fulchester

If someone is involved in a variety of activities, something like the following might be appropriate:

For voluntary service to the community in Bassetshire.

The term "For charitable services" may be used where appropriate, for example when someone is a prolific fundraiser.

### **State (Civil) Servants**

Short citations should begin with a job title, but then briefly explain what the individual has achieved. Significant voluntary contributions should always be referenced.

Each significant word in the short citation should be capitalised (the exceptions are “voluntary” and “charitable” which should be lower case).

### **Support from other Department’s.**

This box should list only Government Departments or agencies which support the nomination, not other sources of support such as Ministers, MPs or Lord Lieutenants. Departmental names should be spelt out in full. The Reward Team will collect support from other Departments if it is needed.

### **Address**

A full postal address of the nominee, preferably their home address is required. The Honours and Appointments Secretariat at the Cabinet Office needs to be able to write to the nominee if selected to ask them if they wish to accept the award. The timetable at this stage of the process is usually very tight and allows no time to find an address when one has not already been provided. Home addresses are preferable because the offer of an honour is made in complete confidence. It is not usually appropriate to provide an organisation’s address, at which post might be opened by someone other than the recipient.

### **Secure address**

The secure address box should be ticked only if your nominee carries out work which may affect their personal safety or that of their family. Examples include nominees involved in some types of policing and security work or particular professions such as biomedical research. Ticking the box will ensure that the nominee will be listed publicly under a cover location in the regional breakdown. This box should not be used simply to protect the nominee’s privacy: only people within the Honours and Appointments Secretariat directly involved in the processing of nominations have access to address information and such information is securely held.

### **Recommended by, Supported by**

The information in these boxes does not appear in the honours committee booklets. If you wish to indicate to the committee that your nominee has support from a significant source, please ensure the information is included within the long citation. The Reward Team use it to keep a track of the nominator and supporters.

### **The long citation**

This is the section in which the case to award the nominee should be made. When complete, the whole thing should fit onto one page – otherwise it will be too long to fit into a committee booklet. As a guide to length, the higher the award, the more detailed a nomination should be: a nomination at knight, dame or CBE level should certainly fill the page. A BEM citation, by contrast, might be only half a page. If the address field at the bottom of the page has been pushed onto a second page, the citation is too long and should be shortened. Citations which are submitted overlong will be edited by the Reward Team by removing the final sentences until they are the correct length.

### **Voluntary and charitable contribution**

The final section of the citation form should describe your nominee's charitable or voluntary contribution. The Prime Minister's strategic priority for the honours system is to recognise people who are helping to build stronger, more integrated communities and who "give back" beyond the call of duty. Exemplar achievements will still be recognised but a wider contribution will make a strong case even more compelling.

If your nominee's case is entirely about their voluntary or charitable contribution, please indicate this on the citation form by moving that heading to the top of the long citation before completing it.

## Contact details:

The Reward Team will be happy to give advice about drafting citations and approaching people for more information if you ask for it.

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