SCECSAL Author Awards

Guidelines

A. Goal

The SCECSAL constitution makes provision for the *SCECSAL Author of the Year Award* in form of a **plaque**. In addition, the *Best SCECSAL Conference Paper Awards,* inform of **certificates**, have been awarded by some member Associations at the conferences they had hosted, i.e. in 2000 (Namibia) and 2002 (South Africa).

The goal of the SCECSAL Author Awards is to honour and recognize individual works by library, information and knowledge professionals in the SCECSAL region and ultimately encourage and promote research and authorship in the library, information and knowledge field in the region.

B. SCECSAL Author of the Year Award:

Eligible Works

i) Works eligible must have been published in the past two calendar years before the year of the SCECCSAL Conference (i.e. SCECSAL XXIII in 2018 should consider works published from 1 January 2016 to 31 December 2017, and SCECSAL XXIV in 2020 works published from 1 January 2018 to 31 December 2019, etc.);

ii) Works should have been published as books or as articles in peer reviewed journal or as chapters in books;

iii) There shall be TWO categories for the Award – **Best Author (Journal Articles and Chapters in Books)** and **Best Author (Books)**;

iv) For purposes of determining the publication date of a paper or a chapter in a book, the date of publication of the journal or the book will be used;

v) Works should focus on any area or theme in the library, information and knowledge field/work in the SCECSAL region;

vi) The author(s) (or lead author in case of more than one author) must have resident status in a country in the SCECSAL region, be a bona fide member of a SCECSAL member Association and living at the time of the nomination;

vii) For works with more than one author, only the lead author with receive the award. Co-authors for all multiple authors works must confirm, in writing, that the lead author has done most of the work and taken the lead role in writing the work;

viii) Self-published works are not eligible;

ix) Edited works and anthologies are not eligible;

x) If no works are found to meet the selection criteria, no award will be given.

Nomination Process

i. The SCECSAL Secretariat, in collaboration with the SCECSAL member Association hosting the SCECSAL Conference at which the Awards will be given, shall issue a general call for nominations in the **first week of October** in the year preceding the year of the SCECSAL Conference.
ii. The deadline for submitting nominations shall be **31 December** in the same year of the call for nominations.
iii. Altogether, only **THREE** nominations can be submitted by a SCECSAL member Association and all nominations must be accompanied by the author's written consent.
iv. Nominated works with more than one author must be accompanied with the written confirmation from co-authors of works indicating that the lead author has done most of the work and taken the lead role in writing the work;
v. Only SCECSAL member Associations that are up to date with their dues to SCECSAL (by the date of the call for nominations) shall be eligible to nominate works/candidates for the Awards.
vi. Individual authors are also free to nominate themselves **THROUGH** their SCECSAL member Library and Information Associations.
vii. All nominations must be accompanied by copies (preferably digital copies) of the works being presented for the Awards. Submissions without the supporting copies will automatically be disqualified. [**Note**: Where copies of the works are available online and they can easily be accessed, i.e. without the need to subscribe to the works or requiring passwords, the web links (URLs) to the works should be sufficient for this purpose].

Awards Selection Committee

i. The winners for the Award shall be determined by the **SCECSAL Author Awards Selection Committee** made up of **FIVE** recognized authors in the library, information and knowledge or related field;
ii. Members of the Awards Selection Committee shall be nominated by the member Association to host the Awards Ceremony and they shall be endorsed by the SCECSAL General Council;
iii. For the purpose of endorsement of the Committee members, the member Association shall prepare and send a list of the nominated individuals indicating their names, highest qualification, field of specialization and a brief biography (not more than 100 words). Members of the General Council shall indicate their agreement or disagreement with the nominations.
iv. The Awards Selection Committee shall be led by a Chairperson, who should be based in the country where the Awards Ceremony will take place. He/she shall be expected to attend the Awards Ceremony and deliver a short speech regarding the process, quality of works submitted and any recommendations for improvement to the SCECSAL General Council.

Selection of Winners

v. The Awards Selection Committee shall conduct a quick review of all the submissions and produce a short list of THREE works, in each of the two categories, which shall be announced and published on the SCECSAL website by 31 March in the year the awards will be given. The SCECSAL Secretariat shall also inform the individual authors and their member Associations that their works/nominations have been shortlisted for the Awards.

vi. Works submitted for the Awards shall be individually reviewed and scored on a scale of **0 – 10** (where 0 is the lowest and 10 is the highest score) by each member of the Selection Committee on the criteria indicated in the evaluation form in Annex 1.

vii. The works shall be ranked according to their total scores and ONLY **the highest ranked work in its category shall be given the *SCECSAL Author Award*** –

- Best Author (Journal Articles and Chapters in Books
- Best Author (Books)

viii. In the event of two or more works receiving the same total score, the work which has the highest score in the highest weighted criteria will be given the award. If the works are still tied, the highest score in the second highest weighted criteria will be given the award, and so until a winner is found.

ix. The decision of the SCECSAL Author Awards Selection Committee shall be final.

C. Announcing the Winners

x. The names of the winners of each category of the Awards shall be made known to the President/Chairperson[1] of the SCECSAL General Council who shall announce them during the Awards Ceremony.

D. Best SCECSAL Conference Paper Awards:

Eligible Works

i) All papers to be presented at the SCECSAL Conference are eligible for the Awards;

ii) Works should be on any theme in the library, information and knowledge field/work in the SCECSAL region, and specifically very relevant to the theme or sub-themes of the conference;

iii) The author (or lead author in case of more than one author) must have resident status in a country in the SCECSAL region, and be a bona fide member of a SCECSAL member Association;

iv) The author or lead author **must** register for the conference and personally present the paper at the conference;

v) Invited or commissioned conference papers, including keynote papers, are not eligible for the awards;

vi) For papers with more than one author, only the lead author with receive the award. However, the co-authors should confirm[2] that the lead author has done most of the work and taken the lead role in writing the paper.

Awards Selection Committee

xi. The Editorial Committee or Programme Committee of the SCECSAL member Association hosting the Conference shall short-list **TEN** papers from among those accepted for presentation at the conference for the Awards.

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[1] The President/Chairperson of the General Council will liaise with the head of the SCECSAL Secretariat and/or the head of the Local Organizing Committee to ensure that the cash and certificates for the winners are ready by the time of the announcement of the winners.

[2] Once works have been nominated, authors for works with multiple authors should be asked to request all their co-authors to send a confirmation email to the Chairperson of the Awards Committee.

xii. The winners for the Awards shall be determined by the **SCECSAL Conference Paper Awards Selection Committee** made up of **FIVE** experts in the library, information and knowledge field selected from among the professionals attending the SCECSAL Conference at which the Awards will be given;

xiii. Members of the Awards Selection Committee shall be appointed by the member Association hosting the Awards Ceremony and should include at least **THREE members** from **other** SCECSAL member Associations;

xiv. The Awards Selection Committee shall be led by a Chairperson who will also be responsible for submitting the names of the winners and a brief report on the decision of the Committee. The Chairperson shall come from the member Association hosting the Awards Ceremony;

xv. All members of the Awards Selection Committee shall be asked to volunteer their time to review the works submitted for the Award.

Selection of Winners

xvi. Digital copies of the TEN shortlisted papers by the Conference Editorial Committee shall be made available to the Selection Committee at **least 60 days before** the SCECSAL Conference at which the Awards will be given.

xvii. The Selection Committee may decide to replace a maximum of **FOUR** papers recommended by the Editorial Committee with papers from among those to be presented at the conference.

xviii. Works submitted for the Awards shall be individually reviewed and scored on a scale of **0 – 10** (where 0 is the lowest and 10 is the highest score) by each member of the Selection Committee on the criteria indicated in the evaluation form in Annex 2.

xix. The papers shall be ranked according to their total scores and the highest ranked paper shall be given the *Best SCECSAL Conference Paper Award*. Awards shall also be awarded to the second (*2nd Best SCECSAL Conference Paper Award*) and third (*3rd Best SCECSAL Conference Paper Award*) ranked papers.

xx. In the event of two or more papers receiving the same total score, the paper which has the highest score in the highest weighted criteria will be given the award. If the papers are still tied, the highest score in the second highest weighted criteria will be given the award, and so until a winner is found.

xxi. The decision of the SCECSAL Conference Paper Awards Selection Committee shall be final

E. Announcing the Winners

xxii. The Chairperson of the Selection Committee shall make known the names of the winners to the President/Chairperson[3] of the member Association hosting the conference who shall announce them during the Awards Ceremony.

xxiii. The winners shall be announced at the Awards Ceremony starting from the 3rd Best Paper, 2nd Best Paper and finally the Best Paper winner.

Approved by the SCECSAL General Council on:
18 September 2017
Revised 23 April 2018

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[3] The President/Chairperson of the member Association will liaise with the head of the Local Organizing Committee to ensure that the certificates for the winners are ready by the time of the Awards Ceremony.

SCECSAL Conference Year
City, Country

SCECSAL Authors Awards

Evaluation Form

Paper Title: _____

Author(s): _____

Reviewer: _____

Criteria	Score [S] (0-10)	Weight [W]	Total [S x W]
<u>Originality:</u> originality of contribution to knowledge in the library, information and knowledge field, focusing on the paper's innovativeness in one or more of (i) theoretical development, (ii) empirical results or, (iii) policy development.		40%	
<u>Contribution:</u> societal or scientific significance of the topic or problem investigated, usefulness and relevance to the library, information or knowledge sector in the SCECSAL member country or SCECSAL regional level.		30%	
<u>Writing style</u>: accuracy, readability, language, organization and presentation of concepts, methods, facts, consistency and coherency of arguments, etc.		20%	
<u>Accessibility</u>: easy access to the work either because it is published in a journal that is easily accessible or is available in open access platforms.		10%	
		Total Score:	

SCECSAL Conference Year
City, Country

Best SCECSAL Conference Paper Awards

Evaluation Form

Paper Title: _____

Author(s): _____

Reviewer: _____

Criteria	Score [S] (0-10)	Weight [W]	Total [S x W]
Originality: originality of contribution to knowledge in the library, information and knowledge field, focusing on the paper's innovativeness in one or more of (i) theoretical development, (ii) empirical results or, (iii) policy development.		40%	
Contribution: societal or scientific significance of the topic or problem investigated, usefulness and relevance to the library, information or knowledge sector in the SCECSAL member country or SCECSAL regional level.		30%	
Writing style: accuracy, readability, language, organization and presentation of concepts, methods, facts, consistency and coherency of arguments, etc.		20%	
Paper presentation: effectiveness of the presenter's organization and flow of the presentation at the conference, clarity of the presentation, and ability to clearly answer questions from the conference participants.		10%	
		Total Score:	