

## **Procedure for the annual CITAC nomination and awarding the most interesting/important papers on Metrology in Chemistry**

### **Eligibility Criteria**

The aim of the nomination is to highlight three interesting/important papers in the field of Metrology in Chemistry published in a peer reviewed journal, that are worthwhile to draw attention to because of their important scientific content.

### **Nomination Procedure**

- The nomination is coordinated by the CITAC Vice-Chair, henceforth called "CITAC best paper award coordinator" (Coordinator), elected for three years.
- All nominated papers must have been published within the calendar year for which the award is made.
- A CITAC member-nominator should explain in the nomination letter to the Coordinator the reason of his/her choice (brief justification of 5-10 lines).
- Self-nomination is permitted but not self-voting.
- The nomination is for a single paper. If there is a sequence of papers of the same author or group, a single paper from them should be nominated and accompanied with a pertinent letter of nomination.
- Each CITAC member can nominate up to three papers per year.
- The nomination should include a pdf file of the nominated paper and a nomination letter. If the publication is in a language other than English, a translation in English needs to be attached. A nomination can be sent to the Coordinator by e-mail at any time of the year, but the deadline for the nomination is December 31 of the year for which the award is made.

### **Selection Procedure**

The Coordinator should send a list of the nominated papers, the papers as the pdf files along with the nomination letters to the CITAC members by e-mail for voting by January 15. CITAC members inform the Coordinator of their choice via e-mail by February 1.

- A member that is either an author of one of the nominated papers, or have any vested interest in a specific paper, should inform the Coordinator and abstain from voting.

- The Coordinator is responsible for ensuring that the selection process is fair and unbiased and that any possible conflicts of interests are handled appropriately.
- The Coordinator summarizes the voting results, ranking the papers from 1 to 'n' based on their voting merits\*, and informs the CITAC Executive Committee within a week after the deadline about the names of the three award recipients having the maximal voting ranks.

\*Details are described in Annex to this document.

### **Awards**

After adoption of the award results by the Executive Committee, it is the duty of the Coordinator to properly file these results, so they are available for later consultations if necessary.

- The Coordinator prepares and sends by e-mail congratulatory letters to the corresponding authors of the won papers and invites them to the close annual CITAC meeting to receive the awards and to give short lectures-presentations of the papers. The deadline for the letters is February 15.
- The CITAC Secretary announces by e-mail the CITAC members about the award results by February 15 also.

### **Certificates**

Appropriate certificates, prepared by the Coordinator, are presented to the authors of the won three papers at the close annual CITAC meeting.

### **Publication**

- The awardees should submit a summary of their papers (each summary of about 2000 words) to the CITAC News Editor for publication by March 1.
- The CITAC News Editor sends to the authors of the winning papers electronic as well as hard copies (if available) of the CITAC News containing their summaries. The number of the hard copies for each corresponding author is to be according to his/her request (up to 50).

### **Annex. Evaluation of the voting results**

An algorithm has to be adopted for evaluation of the voting results depending on the merits provided for each nominated paper by the voters. Typically, not all voters give a ranking for each nominated paper. Ensuring that no merits are given to papers not voted for, the following scoring system was adopted:

- Each member should vote for a maximum number of three papers. The papers receive the score 3, 2 and 1;
- The most favorable (best) is the paper which gets the maximum of 3 scoring points.
- The second-best paper gets 2 points,
- The third-best paper gets 1.
- The three award winners are the papers with the three largest number of scoring points.