



## Awards & Recognition Program

---

### Christine Zanotti Award for Excellence in Non-Serial Publications

#### **GENERAL**

The Christine Zanotti Award for Excellence in Non-Serial Publications is given to recognize certain exceptional contributions in the field of literature for the records and information management profession.

The award is named after the late Christine Zanotti, CRM, who was the ARMA International Director of Publications and Technical Services until her untimely death in July 1995.

#### **ELIGIBILITY**

Types of educational and research publications eligible include, but are not limited to, book, video, CD-ROM, CD multimedia, and computer-assisted instruction software.

#### **NOMINATION PROCESS**

This award is made on the basis of approved nominations rather than on an annual application. No more than one award is approved in any one fiscal year. A person may not self-apply for this award; others must nominate him or her.

Nominations for this award must be received at ARMA Headquarters **c/o Awards Task Force** no later than May 15 for consideration.

#### **Process:**

This is not an award for which you apply. A nominator familiar with both the author and the publication must submit a letter of nomination to the Awards Task Force, noting the reason(s) for the nomination.

The nominator must:

1. Have read, viewed, or used the item being nominated prior to making the nomination;
2. Address in the letter of nomination the five (5) Objective Criteria listed below, thereby assuring the Awards Task Force that the item nominated meets these minimum criteria to warrant further evaluation;
3. Indicate explicitly in the nominating letter why this item deserves consideration for this award.

Once the Objective Criteria provided by the nominator have been verified, the Awards Task Force appoints a three-person jury for the Christine Zanotti Award. Jurors must be free of bias for or against the nominator, author, or publisher of the item nominated. Each juror must be capable of analytical and critical thought and committed to the idea of quality standards for publications. The three jury members must, in the estimation of the Awards Task Force Liaison, have a pattern of generally accepted respectable contribution to the records and information management literature field. Each juror thoroughly reviews a copy of the nominated work in light of the criteria provided below. Additional quality criteria may need to be developed as appropriate to the media or form of the nominated publication. The criteria should be agreed to by the jury.

If the three members of the jury agree that the award should be given, one of the jury members will be asked to provide to the Awards Task Force a brief (no more than 150 words) rationale, or explanation, of the jury's findings and why it recommends the award to be given. Based on the jury's written recommendation, the Awards Task Force makes the final decision on the award.

#### **Objective Criteria:**

To be given preliminary consideration for the Christine Zanotti Award (prior to convening a jury), a publication will meet the following objective criteria:

1. It will be on (a) topic(s) of widely recognized worth and value to many in the records and information management field. (It will have a wide audience rather than be directed



## Awards & Recognition Program

---

- toward a site-specific group, a very narrow subset of the field, or be of interest to only one industry-specific audience.) Items with narrow audiences, e.g., site-specific training manuals, consultant's reports, are not eligible.
2. It may be a textbook, video, or computer-based item intended for use by practitioners, use in the classroom, or other related uses. It may also be a reference publication, e.g., dictionary, bibliography, bibliographic database. If it is a new edition of an older work, it must represent a clearly significant revision or updating of the work previously published.
  3. If a book, it must be more than 100 pages.
  4. It must be published by a reputable commercial, trade, or association publisher. It cannot be self-published or issued by a vanity press.
  5. To be considered, the publication nominated must have an imprint or production date which is no more than two years earlier than the year during which the book is being considered for the award.

### **Attestation:**

The nominator attests to items 1-5 above in the letter of nomination, and the jury chair verifies them prior to beginning the jury process.

### **Qualitative Appraisal:**

In the jury's appraisal, the publication must:

1. Be "excellent" or "distinguished" – not merely "a nice job."
2. Display clear evidence of credibility and appropriateness, such as:
  - a) Evidence of research of the extant literature if a book or monograph;
  - b) Use of such resources and integration of them with other areas of text if a book – or available information if a video or film;
  - c) Documentation of sources, e.g., use of end-notes or footnotes and bibliography if a print item, credits if a video or film;
  - d) Be appropriate and present a coherent approach or methodology, whatever the medium;
  - e) Have effective organization/structure, sequencing and direction, whatever the medium;
  - f) Have effective style if print or video and appropriate to the medium;
  - g) Make effective use of the medium in which the work is cast, e.g., employment of a "talking head" throughout a film or video is not an effective use of these media;
  - h) Contain content that is made general enough to meet the needs of its assumed audience (e.g., a book which is little more than a personal or egocentric account – "my thoughts after 30 years in reports management" -- is not valuable to the needs of most audiences); and
  - i) Be developed for an educated professional-level audience of practitioners. It should be clearly and effectively presented, therefore, for the person with a good grounding in records and information management if not necessarily in the specific area(s) addressed by the work.

These and other criteria employed, if any, shall be as objective as possible. The jury and/or the Awards Task Force may need to develop additional standards of quality for use in the process, particularly if the item is in a non-print, computer program, CD, or audiovisual format.