



Guidelines for Letters in Support of Fellow Nominations

Established by the H&A Committee 11/10/17

- Most letters submitted are one to four pages long. The most effective, however, tend to be the ones that are just one or two pages.
- You may choose to provide information on your qualifications to write such a letter. If so, this should be kept to one short paragraph. If the letter-writer is a Fellow of the ANS or similar society, this may be a good thing to mention.
- A discussion of your relationship to the nominee is valuable. How do you know the nominee, and for how long? In particular, if one has collaborated with the nominee this should be mentioned as it provides more weight than if one knows the nominee only by reputation. If the nominee's contributions have influenced your own work this should be discussed.
- Particular emphasis should be placed on the significance of the nominee's contributions. For example, if the nominee has developed some method or process that is widely-used, that should be highlighted. If the nominee as a teacher or leader has had a large influence on others' standing as outstanding leaders, that should be highlighted.
- Do not merely repeat information that is included on the nomination form. Emphasize your own personal knowledge of the nominee and his/her contributions.
- Fellow nominations fall into various categories that are indicated on the nomination form. Insure that the primary emphasis of your letter corresponds to the correct category. For example, if a professor is being nominated for research rather than teaching then your letter should emphasize the nominee's research.
- Keep in mind that the Honors and Awards Committee members are a diverse group that represent all areas of interest to the Society. As such, many – maybe most – will not be very familiar with the area the nominee is known for. It is thus helpful to supply some background information and context for the nominee's contributions.