

**IP**Ed.

Institute of  
Professional Editors

# JANET MACKENZIE MEDAL

## NOMINATION INSTRUCTIONS 2024

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# NOMINATION GUIDELINES

The Janet Mackenzie Medal ('the Mackenzie') is IPEd's highest award. It is given to an outstanding professional editor who has lifted the standard of the editing profession and/or given exemplary service to IPEd. Any member of IPEd can nominate another member. The award consists of a medal, an electronic rendering of the medal for use by the recipient and Honorary Life Membership of IPEd (if the recipient is not already an HLM).

The award honours Janet Mackenzie DE (1947–2018). Janet was an Honorary Life Member and founding member of Editors Victoria (1970) and served IPEd in many capacities over many years. Janet was passionate about the editing profession, as attested to in her book, *The Editor's Companion*, and was a strong advocate for the establishment of IPEd and its Accreditation Board, often leading the work involved. She served on the first Standards Working Group (1998–2001) and she was also a member of the Style Manual 7th Edition Steering Group, from which she resigned only weeks before her death in September 2018.

The Janet Mackenzie Medal is awarded annually; however, IPEd reserves the right to not award the medal in any year if, in the opinion of the judges and IPEd, there is no candidate of sufficient merit to justify this award. Judges will remain anonymous; their decision will be final and no appeals will be entered into.

## 1. ELIGIBILITY

1. Nominees must be current Professional Members of IPEd, including Honorary Life Members.
2. Nominators must be IPEd members, professional or associate.
3. Current members of the IPEd Board, IPEd employees, award judges and administrators (including those serving during the nomination period of the award) are not eligible for this award.
4. Current members of the Standing Committee on Awards and Prizes (SCAP) are not eligible to nominate a person for this award or be nominated; neither are they eligible to provide a reference for a nominee for this award.
5. The previous year's Janet Mackenzie Medal winner is not eligible to nominate or provide a reference for a nominee in the current year's nomination and judging period.

## 2. SELECTION CRITERIA

Nominations will be judged against selection criterion 1 shown in the table below and either criteria (2) or (3) or both depending on what the nominator deems as the best fit for the nominee. Some examples of the evidence that can be provided to support the nomination are also given in the table below. This is not an exhaustive list.

| Selection criteria                  | Some examples of evidence to support nomination  |
|-------------------------------------|--|
| <b>1. Professional excellence</b>   | <ul style="list-style-type: none"> <li>● Evidence that the nominee meets the standards included in <i>Australian Standards for Editing Practice</i></li> <li>● Formal qualifications and/or IPEd accreditation</li> <li>● Editing experience</li> <li>● Editing portfolio</li> <li>● Experience in editing-related fields that contribute to the editing profession</li> </ul> |
| <b>2. Advancing the profession</b>  | <ul style="list-style-type: none"> <li>● Publishing instructive editing texts</li> <li>● Mentoring editors</li> <li>● Teaching editing or related skills</li> <li>● Advocating for the profession</li> </ul>   |
| <b>3. Exemplary service to IPEd</b> | IPEd committee roles, including at branch level  |

### 3. NOMINATION PROCESS

The **nomination process is confidential** and should not be discussed with anyone outside of the nominee/nominator/referee nomination team, or with members of IPEd and/or SCAP administration. Judges will remain anonymous. For clarification of the Nomination Guidelines or nomination process, please email queries to [secretary@iped-editors.org](mailto:secretary@iped-editors.org).

Nominations must include the following:

1. A brief profile of the nominee, which provides a short summary of the nominee’s career history and achievements (250 words). This may be used for promotional purposes.
2. A nomination statement (600–1000 words) that addresses selection criterion 1 and either 2 or 3, or both.
3. Three referee letters of support: one from a member of IPEd, professional or associate; the second an industry representative (editing or publishing); and the third either an IPEd member or an industry representative.
4. A maximum three-page CV for the nominee tailored to the selection criteria. This can include URLs to external sites.

### 4. SUBMISSION PROCESS

1. Nominators are encouraged to email a Notice of Intent to Nominate two weeks prior to the award submission deadline. Include in the body of this email the names of the nominator, nominee and the three referees. Send emails to [secretary@iped-editors.org](mailto:secretary@iped-editors.org).
2. For the submission, signatures are required from:
  - a. the nominee to acknowledge support of their nomination for the Janet Mackenzie Medal
  - b. the nominee and nominator to confirm that the nomination form is complete and accurate
  - c. the referees to acknowledge that they have read and support the nomination.

3. Documents required for the submission:
  - a. the nomination form (remove Nomination Guidelines)
  - b. a CV for the nominee (max. 3 pages), tailored to the selection criteria (for IPEd service, including at Branch level, list roles, dates, contributions and achievements)
4. Combine the completed nomination form (excluding the guidelines) and the 3-page CV and convert into one pdf document. Name the file as follows:  
[full name of nominee]\_MackenzieMedal2024\_nomination  
(e.g. Rose Petal\_MackenzieMedal2024\_nomination).
5. Email the completed and signed (electronic signatures will be accepted) submission to the secretary@iped-editors.org by **31 October 2023, 6 pm AEDT**.
6. Finalists and winners will be notified by email under embargo prior to public announcement.

## 5. IMPORTANT DATES

|                           |                 |
|---------------------------|-----------------|
| Nominations open          | 1 August 2023   |
| Notice of Intent deadline | 17 October 2023 |
| Nominations close         | 31 October 2023 |
| Winner announced          | April 2024      |

Contact the IPEd Secretary at [secretary@iped-editors.org](mailto:secretary@iped-editors.org) with any queries about the nomination process.

# JANET MACKENZIE MEDAL 2024 NOMINATION FORM

| 1. Nominee Details   |  |           |  |
|--|--|-----------|--|
| Title  |  |           |  |
| First Name(s)  |  | Last Name |  |
| Postal address   |  |           |  |
| Telephone no.  |  | Email     |  |
| IPEd membership no.  |  |           |  |
| Signature  |  |           |  |
| <b>Profile (maximum 250 words)</b>   |  |           |  |
| A short summary of the nominee's career history and achievements. This may be used for promotional purposes. |  |           |  |
|  |  |           |  |

| 2. Nominator Details  |                              |                                     |  |
|---|------------------------------|-------------------------------------|--|
| Title   |                              |                                     |  |
| First Name(s)   |                              | Last Name                           |  |
| Postal address  |                              |                                     |  |
| Telephone no.   |                              | Email                               |  |
| Relationship to nominee   |                              |                                     |  |
| IPEd membership no.   |                              |                                     |  |
| Signature   |                              | Date                                |  |
| Please check at least 2 selection criteria for this nomination (1 plus 2 and/or 3)  | 1. Professional excellence   | <input checked="" type="checkbox"/> |  |
|   | 2. Advancing the profession  | <input type="checkbox"/>            |  |
|   | 3. Exemplary service to IPEd | <input type="checkbox"/>            |  |
| <p><b>Statement of nomination (600–1000 words)</b></p> <p>Provide a statement on (i) why you consider the nominee to be an outstanding professional editor. In addition, comment how the nominee has (ii) advanced the profession, and/or (iii) provided exemplary service to IPEd. Provide evidence to support your comment.</p> |                              |                                     |  |
|   |                              |                                     |  |

### 3. Referee Letter of Support 1 – IPEd Member

|                         |  |           |  |
|-------------------------|--|-----------|--|
| Title                   |  |           |  |
| First Name(s)           |  | Last Name |  |
| Telephone no.           |  | Email     |  |
| Relationship to nominee |  |           |  |
| IPEd membership no.     |  |           |  |
| Signature               |  | Date      |  |

**Provide a brief statement explaining why you are supporting the nomination (maximum 500 words).**

|  |
|--|
|  |
|--|



**4. Referee Letter of Support 2 – Industry Representative**

|  |  |           |  |
|--|--|-----------|--|
| Title                                  |  |           |  |
| First Name(s)                          |  | Last Name |  |
| Telephone no.                          |  | Email     |  |
| Relationship to nominee                |  |           |  |
| IPEd membership no.<br>(if applicable) |  |           |  |
| Signature                              |  | Date      |  |

**Provide a brief statement explaining why you are supporting the nomination (maximum 500 words).**

**5. Referee Letter of Support 3 – IPEd Member or Industry Representative**

|  |  |           |  |
|--|--|-----------|--|
| Title                                  |  |           |  |
| First Name(s)                          |  | Last Name |  |
| Telephone no.                          |  | Email     |  |
| Relationship to nominee                |  |           |  |
| IPEd membership no.<br>(if applicable) |  |           |  |
| Signature                              |  | Date      |  |

**Provide a brief statement explaining why you are supporting the nomination (maximum 500 words).**