Distinguished Book Awards Committee
Guidelines for Chair

I. Committee Responsibilities
The Distinguished Book Awards Committee is charged with selecting the winners of each year’s four book awards that are announced and presented at the Annual Meeting of the Society for Military History.

II. Duties of Chair
The duties of the Chair of the Distinguished Book Awards Committee include writing the annual book awards announcement, contacting and corresponding with publishers, overseeing the selection process, forwarding names of winning titles to the Society for Military History for approval, and presenting the awards at the Annual Meeting. The Chair shall also maintain all records in the committee’s box.com account.

III. Committee Composition
The Distinguished Book Awards Committee is comprised of five members. Each shall be chosen by the official procedures of the Nominations Committee. Each shall serve a three-year term; with annual turnover of membership being staggered rather than in full. It is preferred that the Chair be a 2nd or 3rd-year member of the committee.

IV. Book Awards

V. Committee Records
Recent committee records (since 2013) are accessible via its box.com account. Each committee member has access to the account, with the Chair holding administrative privileges. No other repository exists at this time.
VI. Procedures

A. Announcing and Receiving Submissions

1. Each year by the end of June the Chair must compose and submit a Book Awards Announcement and submit it to the Society for Military History’s Executive Director for review. The webmaster than posts it online. The announcement should follow closely the previous year’s announcement (available in box.com) with changes being made to dates and committee membership/contact information (if needed).

2. In July the Chair should send a batch email to all publishers on the master list found in box.com. Any changes of editorial contact/emails should be made at this time to ensure the most up-to-date email list.

3. It is good practice to email the announcement once again in September, as a reminder. This insures maximum submissions.

4. The Chair should keep a master list of titles submitted in Excel format and organized by award category and submit it to the membership on a monthly basis until the end of the submission period (October 31). This is critical to insuring that all members get copies of all submissions. It is the responsibility of the publishers to send copies of their submissions to every committee member.

   It is the Chair’s duty to make sure the submission meet the criteria outlined in the announcement. Proofs and e-books are not acceptable submissions.

5. After the submission deadline (October 31), the Chair should finalize the submission list and insure that all members have the books under consideration. The Chair should also indicate that the selection of winners will begin in mid-December.

B. Selecting Winners

1. The Chair controls the process of selecting winners. In mid-December all members should submit their “short list” of titles for each category. A “short list” is defined as 3-4 titles ranked. Once everyone’s lists are submitted the following formula should be followed as it insures the greatest transparency by quantifying the results.

   The top ranked title in each member’s list gets 4 points; 2nd ranked 3 points; 3rd ranked 2 points; and 4th ranked 1 point.

   Criteria used to determine a short list include, but are not limited to the following:

   a. Overall scholarly merit: significance of argument and contribution to the field and range of sources used (archival and otherwise)
   b. Originality: does the work offer something new or novel concerning a well-trodden subject; is it a new study of neglected or overlooked topics and figures (biography), or a novel and effective compilation of sources/materials (for reference category)?
c. Breadth of readership and appeal: does it appeal to readers beyond its narrowly defined sub-field; if a synthesis does it offer a new paradigm that challenges standard interpretations?

2. Add all the points that each title wins and then make a cumulative ranking for each title based on points. The winner then is the title with the most points, unless other titles also have the same or near same number of points. In that case the contending titles must be submitted for an up and down vote (5 votes) by the committee. Any debate for or against a book should be allowed via email at this time. The winner of the vote wins the category.

3. Submit the four winners to the committee for approval.

4. Send along the winners to the Executive Director of the Society for Military History for approval by mid-January. Note: it is the Executive Director who then contacts the winners and posts them on the SMH website. The Committee must refrain from contacting winners in any way before they are officially posted.

5. The Chair should assign one title to each member and ask them to write short blurb for the wards Luncheon brochure. These blurbs should be forwarded to the Executive Director by the end of January.

6. Last, the Chair must write a committee report and submit it to the Executive Director prior to the Annual Meeting. If attending the meeting the Chair is requested to attend the annual business meeting of the SMH.

C. Awarding the Prizes at the Annual Meeting

1. Committee members may attend the awards luncheon and receive a free lunch.

2. The Chair presents the Awards at the luncheon and reads a short description of each winning title.

D. Maintaining Records

It is the responsibility of the Chair to upload and maintain all documents concerning the book awards in the box.com account and set up a file for the next year's competition.

Each year's file folder should contain the following: Awards Announcement, Publisher’s Email List, a Final Book Submission List, voting tallies associated with the awards process, a List of that year’s winners, the Final Committee Report, and a copy of these Guidelines.

If a Chair is leaving the committee it is their duty to contact the new Chair and provide assistance when needed and transfer control of the box.com account.
CHECKLIST

1. Compose awards announcement and send to Executive Director (by July 1)
2. Send email with announcement to publishers. Update and maintain list. (by mid-July)
3. Re-send announcement to publishers (mid-September)
4. Send master list of submission to committee members (November 1)
5. Chose winners for each category (by early January)
6. Send winners to Executive Director (by mid-January)
7. Write final committee report and secure short blurbs for each winning title and send to the Executive Director (by early February)
8. Make sure all documents are uploaded into box.com and a new folder for the next year’s competition created.
9. Transfer administrative rights to new Chari (if applicable) and ask them to delete you are a member of the committee (if applicable)