



Citation Hints and Tips

If you want to nominate someone for an honour, here are a few handy hints and tips to help you write a great citation.

Do:

- Start with a **strong opening paragraph** to grab the readers attention.
- Describe the **impact** and **difference** the individual has made.
- Consider what they have contributed **above and beyond** their day-to-day job.
- Include **evidence** and **measurables** of the individual's achievements to demonstrate how they have made a difference.
- Explain why the individual's achievements are **special and unique**.
- Use effective **nouns** and **adjectives** such as:
 - Determination, Respect, Sustainability, Commitment, Drive, Recognition
 - Dedicated, Trusted, Exemplar, Passionate, Resourceful, Inspirational.

Don't:

- Include an extended CV.
- Include a list of educational achievements.
- Include a list of appointments, awards or posts.
- Include a job description:
 - **None** of the above demonstrate or describe the **achievements, impact** or measurable **contribution(s)** you want the person to be recognised for.
- Include quotation marks, bold or underlined text.
- Go over the **2700** character count (**including spaces**).

Try to answer the following questions when writing your citation:

- What was the situation before they began?
- What is the situation now? How have things changed?
- What makes your nominee different from others doing the same thing?

If you'd like any further assistance regarding your citation, please contact **honours@gov.wales**