Citations for your platinum ACCEA application

Please note the following important instructions:

- Contact a suitable colleague who you feel would be able to write in your support. You may need to let them have a copy of your completed AACEA form, so please send this to them at the same time.

- Ask them to email to complete the attached citation form which has been supplied to us from AOMRC.

- In case of any doubt about what is required, the citation is a brief summary used in support of your application. It is a tool to highlight and emphasise in relatively few words your contribution. There is no set formula, and I will not be able to provide models or examples. In short it is a brief statement and can be sent to me as one or more paragraphs of text as long as it remains within the total character limit.

- There is a character limit for the citation (characters – letters, including spaces, etc – not words) of 1350 characters, which is not much. The attached form has a work

- If any are longer than 1350 characters (including spaces) we will have to edit them and this may be arbitrary (I won’t have time to refer them back and the ACCEA system won’t accept them otherwise). You can economise by referring, for example to ‘he’ or ‘she’ rather than ‘Professor Bloggs’. Layout and paragraphs don’t really matter but the words and what they say do.

- It disadvantages a candidate if they have 2 identical citations sent from different sources in support of their application. ACCEA has commented on this and it does not help them to assess the candidate. It can even be counter-productive; so please make sure that what you send us will not be used by another nominating body.

- Citations should not be written by a colleague working in the same institution.

- Citations should not just repeat the content of your ACCEA form, but should highlight what makes the candidate’s work special. Bear in mind that a large proportion of the central ACCEA committee are lay members, or managers, or consultants in other specialties, so the significance of an ACCEA form’s content might not always be obvious, hence the citation.

- You should not introduce new material into the citation if it isn’t on your ACCEA form – to do so raises doubt.

- Even if it is not possible for us to provide support, the citation can still be submitted by the individual writer in support of you as a candidate, as you can apply direct to ACCEA we are not able to support you.
Please note if we do not receive the citation text then it might not be possible to lend support even if you make it to the AoMRC shortlist – THEY cannot put nominations forward unless they have a citation.

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