

IPEd.

Institute of
Professional Editors

JANET MACKENZIE MEDAL

NOMINATION INSTRUCTIONS 2025

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NOMINATION GUIDELINES

The Janet Mackenzie Medal (“the Mackenzie”) is IPEd’s highest award. It is IPEd’s most prestigious award and can be thought of as a lifetime achievement award in professional editing practice and in generous service to the editing profession (often in an unpaid capacity). 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 or AE Members of IPEd, including Honorary Life Members.
2. Nominators must be IPEd members: professional, AE 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
1. Professional excellence It is expected that the nominee is an outstanding professional editor of, at a minimum, 11+ years of regular (not occasional) editing practice (ideally, 20+ years)	<ul style="list-style-type: none"> ● Evidence that the nominee meets the standards included in <i>Australian Standards for Editing Practice</i> ● Formal qualifications and/or IPEd accreditation ● Editing experience ● Editing portfolio
For criteria 2 and 3: Please see Tips file.	
2. Advancing the profession	<ul style="list-style-type: none"> ● Publishing instructive editing texts ● Mentoring editors ● Teaching editing or related skills ● Advocating for the profession
3. Exemplary service to IPEd	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.

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. (provided by the nominee)
2. A nomination statement (600–1000 words) that addresses selection criterion 1 and either 2 or 3, or both. (provided by the nominator)
3. Three referee letters of support: one from a member of IPEd, professional, AE or associate; the second from an industry representative (editing or publishing); and the third from either an IPEd member, professional, AE or associate, or an industry representative. (provided by three different referees)
4. A maximum three-page CV for the nominee tailored to the selection criteria. This can include URLs to external sites. (provided by the nominee)

4. SUBMISSION PROCESS

1. **Nominators are required to email a Notice of Intent to Nominate (NOI) three weeks prior to the award submission deadline (by COB, 14 October 2024).** Include in the body of this email the names of the nominator, nominee and the three referees. Send emails to 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 from 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. Ginger Lee-Kowboski_MackenzieMedal2024_nomination). [See Tips file.](#)
5. Email the completed and signed (electronic signatures will be accepted) submission to the secretary@iped-editors.org by **6 pm AEDT, 4 November 2024**.
6. The winner will be notified by email under embargo prior to the public announcement.

5. IMPORTANT DATES

Nominations open	2 September 2024
Notice of Intent deadline	COB, 14 October 2024
Nominations close	6pm AEDT, 4 November 2024
Winner announced	April–May 2025

Contact the IPEd Secretary at secretary@iped-editors.org with any queries about the nomination process.

JANET MACKENZIE MEDAL 2025 NOMINATION FORM

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

2. Nominator Details (to be completed by the Nominator)			
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"/>	
Statement of nomination (600–1000 words)			
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.			

3. Referee Letter of Support 1 – IPEd Member (to be completed by a Professional, AE or Associate 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).

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4. Referee Letter of Support 2 – Industry Representative (to be completed by an Industry Rep.)

Title			
First Name(s)		Last Name	
Telephone no.		Email	
Relationship to nominee			
IPEd membership no. (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 (to be completed by either an Industry Representative or an IPEd Professional, AE or Associate Member)

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

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