

PERCY ADAMS ARTICLE PRIZE COMMITTEE

I. Charge: To solicit articles for submission, select the article most worthy of receiving the prize, and notify the winner, the President, and the editor of *The Gazette*, the SEASECS newsletter.

II. Term: Three years. In the event that a member fails to serve the entire three year term, the President will appoint a replacement to complete the term.

III. Membership: The Committee shall consist of three members. The President will confirm the two members held over from the previous year, and will appoint one new member. These three members should represent three different disciplines. The senior member shall serve as chair.

IV. Duties (in chronological order):

In March:

1. Prepare and send out announcements to newsletters, journals, and other venues. The announcement must state that the prize will be \$500, that the authors must be or become members of SEASECS, that the article must have been published between September 1 and August 31 of the year prior to the meeting at which the prize is to be awarded in either a scholarly journal or a collection of essays, and that submissions in part or in whole in a language other than English must be accompanied by translations into English. The deadline for submissions is November 15th.

In November:

2. After the deadline for submission has passed, circulate all articles to the members of the committee, with a cover sheet listing the author and title of each submission and a place to rank the articles, with room for comments on each submission. If the articles were not distributed electronically, the committee members may choose to keep the articles, but should return the ranking sheets to the chair. This process may have to be repeated before a winner can be determined. If, in the opinion of the committee, no article worthy of the prize has been submitted, no prize need be awarded.

In December:

3. Inform the other committee members, the President, and the editor of *The Gazette* of the name of the recipient and the title of the winning article.

4. Inform the prize winner, and invite him or her to be present at the luncheon of the SEASECS meeting where a certificate and check will be presented. The author will be a guest of the Society at the luncheon. If the author cannot attend, mail the check and certificate at the conclusion of the meeting.

In January/February:

5. Compose a report which identifies the winning author and article, and the authors and titles of submissions. Include in the report the distribution by geographical area [state/country], discipline, and gender for all submissions. Also included should be the names, institutional affiliations, and disciplines of committee members. Send the report to the President in time for inclusion with the materials to be sent to the Executive Board prior to the meeting.

In March:

6. Attend the annual meeting, and present your report to the Executive Board and the Business Meeting. At the luncheon, present the award to the winner if he or she is present, and whether or not the winner is present, detail the merits of the winning article.

7. Present this list to your successor as chair of the Committee, along with any suggestions for improvement you may have.

8. Immediately after the annual meeting, if your institution has not covered the costs of the Committee's activities, send an account of expenses to the Treasurer for reimbursement.

9. A copy of all materials, including correspondence among committee members and with the authors, copies of the papers, and copies of your report, should be deposited with the SEASECS archivist.