

### Referee guidelines

Referee reports are due by midnight 24:00 (AEST) 1 June and should be uploaded to the Academy website. Further instructions are provided in the referee invitation emails that are sent after nominations have been submitted.

Details on each award can be found on the individual award's webpage, located at <http://www.science.org.au/awards>.

In addition to addressing the criteria for the specific award, it is helpful if referees:

- indicate the interactions they have had with the candidate;
- comment on the standing of the candidate in the field; and
- explain the impact of the candidate's research on the development of the field.
  - Specific examples of the scale of the nominee's research achievements, and of the extent of their influence (anticipated or demonstrated) upon the direction of the research discipline, are much more useful in evaluation of the nomination than general commentary.
  - If candidates have worked in a collaborative capacity with other scientists, we would appreciate the referees opinion of the candidate's contribution to the body of work.

Referees are reminded that, because of differing publication and citation practices in different sub-fields of science, a simple publication or citation count is usually not a helpful indicator of either standing or impact.

Referee's assessment should also consider achievement relative to opportunity, including late commencement in career or any career breaks. Candidates should not be disadvantaged because they have had fewer years in research for valid reasons including, but not limited to; their age, family or caring responsibilities and/or opportunity to travel extensively.

Referee reports are confidential and access to reports is restricted to the appropriate Awards Committees, members of the Academy's Council and the Awards Team in the Secretariat. The candidate will be aware that reports will be requested from referees as part of the award process. To assist referees in preparing their evaluations, the candidate's supporting documentation can be accessed by following the instructions sent to referees in their invitation email. We request that referees do not distribute the candidate's information.

As a guide, we request that reports be up to two pages in length. If referees are unable to provide an assessment, or if they wish to request an extension in time, they can email the Awards Team at [awards@science.org.au](mailto:awards@science.org.au).

If referees have not received the referee invitation email after the nomination has been submitted, it is advised to first check email junk inboxes and spam filters before contacting the nominator to request that the email be sent again.