

## GUIDELINES FOR THE OUTSTANDING PAPER AWARD COMMITTEE

**To be placed on the HIST website and distributed by the HIST Secretary every year to the Committee members and to HIST's Chair, Chair-Elect, Program Chair, Historian and Archivist**

### TERMS OF THE OUTSTANDING PAPER AWARD

The Outstanding Paper Award is given annually by the Division of the History of Chemistry at the Fall National Meeting of the ACS and consists of a plaque, a check for \$250, and the right to select books from the current catalog of the *Science History Institute* (or whatever publisher has agreed to be the award co-sponsor) to the extent provided by that co-sponsor. The awardee is selected by the committee from among the papers published in the *Bulletin for the History of Chemistry* for the year of the award and the previous two years. Previous awardees are eligible for additional awards for other publications in the *Bulletin*.

1. The Outstanding Paper Award Committee shall consist of three members. An individual appointment is for a period of three calendar years. The terms of the three members are each staggered by a year.
2. The outgoing (i.e., current) Chair of HIST makes new appointments effective as of 1 January of the next calendar year.
3. The names of the committee members shall be a matter of public record and shall be placed on the HIST website.
4. A committee member shall serve as Chair of the committee during the third year of his/her term of appointment.

Responsibilities shall include:

#### **31 January:**

- a. The Editor of the *Bulletin of the History of Chemistry* will make available to each committee member a complete set of issues of the *Bulletin* for the three years of award eligibility.
- b. Each committee member will maintain the issues of the *Bulletin* during the period of service and, at the request of the *Bulletin* Editor, either return the issues at the completion of their appointment or forward them on to the next committee member.

**31 March:** Determination of that year's awardee.

Each committee may determine its own method for selecting the OPA awardee for that year. One recommended process is as follows:

The Editor of the *Bulletin* provides each member with a full set of issues containing the eligible papers. Every member of the committee reads and evaluates all papers that are eligible for the award. The Chair sends a tabulated listing of the eligible papers to each committee member who then ranks the papers, 10 points for their number one choice, 9 points for their number two choice, etc. The votes are tallied, and the highest vote recipient is the awardee. Should there not be an unambiguous awardee, the two or three nominees with the highest point totals are selected for a "short list" and the voting process is repeated. If possible, the entire process is carried out by e-mail.

Other responsibilities are as follows:

- a. **The Chair of the Division** will write the letter of congratulations to the awardee.
- b. **The Program Chair** will make all arrangements for the Award to be presented as part of the HIST Award Luncheon/Dinner at the Fall National Meeting. As part of these arrangements, the Program Chair will inform the awardee of the time and location of the luncheon/dinner and make the necessary arrangements if the awardee indicates that he or she will attend. The Division covers only the cost of a one-day registration and the luncheon/dinner for the awardee and their guest.
- c. **The Secretary-Treasurer will** make arrangements for the award check and plaque to be made available at the Awards Luncheon/Dinner.
- d. **The Science History Institute** or whatever publisher is willing to be a co-sponsor will make arrangements for the selection of free books. The Secretary-Treasurer will provide the contact information to the awardee.
- e. **The HIST Historian or his/her assignee** will request a photograph and vita of the awardee and will prepare a biography for the HIST website. The HIST Historian or the OPA Chair will communicate an appropriate announcement of the award to the media listed below. The announcement will also be printed in the *Bulletin for the History of Chemistry*.

**1 July:** **The HIST Historian or his/her assignee** will arrange for a formal statement of presentation to be read at the Awards Luncheon/Dinner outlining the reasons for the Committee's selection. The actual presenter may be a member of the committee or the HIST Archivist/Historian or the Chair or his/her designee. The

choice of the presenter should be communicated to the Program Chair. The Chair of the OPA Committee is also responsible for providing the information for the award plaque to HIST's Secretary-Treasurer or HIST's Award Committee Chair and ensuring that it is available for presentation at the Awards Luncheon or is mailed to the awardee.

**1 December:** The Chair of the OPA Committee will give to the incoming Chair copies of all documents relating to the selection of that year's awardee, including the list of eligible papers, all form letters, information on how to order the award plaque, and a copy of the committee's procedures. The outgoing Chair shall also deposit with the Division Historian all of the materials from the previous year's award which were received from the previous Chair upon assuming office in January.

## Notes

Publicity. The HIST Awards Chair or Secretary-Treasurer should place notices about the OPA and the OPA awardees in the *Bulletin*, on the HIST website, and in appropriate communications with HIST members.

Notices may also be possible in the following:

*HIST Newsletter* - [nvt@mail.smu.edu](mailto:nvt@mail.smu.edu); Nicolay Tsarevsky, HIST program chair

*Chemical and Engineering News* - Dorea Reeser, Executive Editor, [d\\_reeser@acs.org](mailto:d_reeser@acs.org)

*Bulletin for the History of Chemistry* - [giunta@lemoyne.edu](mailto:giunta@lemoyne.edu)

*Ambix* - Prof. Bruce Moran (emeritus), University of Nevada, Reno, USA;

Email: [moran@unr.edu](mailto:moran@unr.edu)

*Science History Institute* – Clay Cansler, Editor, *Distillations*;

[ccansler@sciencehistory.org](mailto:ccansler@sciencehistory.org) Caitlin Martin, Director of Communications;

[cmartin@sciencehistory.org](mailto:cmartin@sciencehistory.org)

*The Journal of Chemical Education* – Thomas J Holme, Iowa State Univ., Editor-in-Chief; [eic@jce.acs.org](mailto:eic@jce.acs.org)

*History of Science Society Newsletter*, John Paul Gutierrez, Executive Director - [jp@hsonline.org](mailto:jp@hsonline.org)

*Mitteilungen Fachgruppe Geschichte der Chemie, Gesellschaft Deutscher Chemiker* - [j.herr@gdch.de](mailto:j.herr@gdch.de) (Dr. Jasmin Herr); NOTE: For GDCh press releases, Dr. Karin Schmitz, [k.schmitz@gdch.de](mailto:k.schmitz@gdch.de), would be the right contact.

British Society for History Science Newsletter *Viewpoint* - [rebekah.higgitt@gmail.com](mailto:rebekah.higgitt@gmail.com) (Rebekah Higgitt)

*Substantia* - Pierandrea Lo Nostro, Substantia Editor-in-Chief, [substantia@unifi.it](mailto:substantia@unifi.it)

The websites of appropriate organizations, including the CHEM-HIST listserv at: [chem-hist@mailman.uni-regensburg.de](mailto:chem-hist@mailman.uni-regensburg.de)

*The ACS Cut & Paste and the Leading Together newsletters*

And other journals as the Committee and HIST sees fit.

**Email List:**

[nvt@mail.smu.edu](mailto:nvt@mail.smu.edu); [d\\_reeser@acs.org](mailto:d_reeser@acs.org); [giunta@lemoyne.edu](mailto:giunta@lemoyne.edu); [moran@unr.edu](mailto:moran@unr.edu);  
[ccansler@sciencehistory.org](mailto:ccansler@sciencehistory.org); [cmartin@sciencehistory.org](mailto:cmartin@sciencehistory.org) ; [eic@jce.acs.org](mailto:eic@jce.acs.org);  
[jp@hssonline.org](mailto:jp@hssonline.org); [j.herr@gdch.de](mailto:j.herr@gdch.de); [rebekah.higgitt@gmail.com](mailto:rebekah.higgitt@gmail.com); [substantia@unifi.it](mailto:substantia@unifi.it)

Changes to the Original Guidelines made by:

9/20/13 – HIST OPA Committee for 2012 Award

5/16/14 – Vera Mainz

6/5/14 – Final corrections made by John B. Sharkey

9/1/2022 – HIST Ex Comm approves the current Guidelines, including not excluding previous winners from consideration of future awards. The contact persons for the Press Release/Publicity list was updated.