Best Practice for writing a citation:

Citations should be a summation of the qualities described in the letters of support focusing on the characteristics for which the nominee has been nominated. (The Citations become the public record).

Text should clearly address – with statements and examples – the category for which the member is being nominated.

Text should be no more than 250 words.

**Do:**
- Back up statements with relevant and concrete examples
- Provide dates where appropriate
- Choose the most significant examples
- Double-check facts
- Focus on accomplishment, not personality
- Ensure that names of projects, organizations, reports, etc. are spelled out in full and correctly
- Speak to accomplishments beyond dates and quantities

**Avoid:**
- Clichés (“worked tirelessly”)
- Acronyms (Canada Green Building Council, not CaGBC)
- Exaggeration
- Unnecessary adverbs / adjectives
- The use of “worked on” - provide a more accurate description of the role, where relevant.
- Lists