

# **GUIDELINES FOR TIL COMMITTEE CHAIRS**

## **GENERAL INSTRUCTIONS**

- Each committee will select one winner and two finalists for each Award; please capture and retain contact information for the winner and finalists including e-mail addresses, phone numbers, and mailing addresses ( the TIL President is responsible for contacting all winners and finalists )
- Chairs must determine the method to be used to evaluate individual entries and select winners for each award; this strategy may vary from committee to committee ( point systems and short-listing are frequently used)
- Chairs must strictly adhere to the specified deadline for entries
- Chairs must check each title to ensure that Copyright dates coincide with the year of award
- Chairs may contact and solicit entries from publishers for important or relevant books that have not been submitted to the committee
- Every two weeks the Chair should send to each committee member a list of entries received during this time period to ensure that each member has received all books to be considered; after the deadline has passed, the Chair should send the final, master list of all eligible entries received to each member of the committee
- Within one week after the deadline for submissions (1/09/06), the Chair is also required to send the TIL President the same complete list of all the eligible entries received by the committee ( the list must include the title, author, and publisher)
- Please select winners and finalists by February 6, 2006 and report your selections to the TIL President via e-mail ( again, please include all required contact information for winners and finalists )

## **SPECIFIC INSTRUCTIONS & UNUSUAL CIRCUMSTANCES**

- Chairs may request approval from the Council to vacate a competition if the committee determines that the entries submitted were unworthy or too few in number to honor the spirit of the Award; committees are not required to select two finalists for the reason stated above

- The Chair of the Translation award may hire, with the consent of the Council, a translator to certify the accuracy of a translation for entries in unique languages (eligible works must be from the genres of literature or belles lettres )
- Chairs must ensure that all short story and journalism entries must be appearing in print for the first time ( this requirement excludes any previously published story or article that is included in a new collected work )