

Judging Process

This document sets out, in brief, the judging process, including the timeline and judging criteria, for the three BACLS prizes: the Monograph Prize; the Edited Collection Prize; and the Postgraduate Essay Prize.

Up-to-date information regarding the submission process and date for a given year can be found at the BACLS Prizes page: <https://www.bacls.org/prizes/calls-for-submissions/>

1. Prize Coordinators and Judges

1 coordinator for each of the prizes shall be nominated from the BACLS Executive Committee. They are responsible for encouraging, organizing and distributing submissions for judging for their particular prize.

For the purposes of judging, the prize co-ordinator will be joined by at least one other Executive Committee Member.

2. Conflicts of Interest

All judges are required to declare any conflict of interest when nominations are received, and to stand down from the judging process if impartiality is compromised. No judge may sit on a committee for a prize for which they have also been nominated.

Additionally, the BACLS Chair and Vice-Chair are not permitted to make a submission for any BACLS prize whilst in post.

3. Judging Timeline

The following provides an approximate timeline of dates and actions for the judging of the BACLS prizes. For years in which the BACLS conferences takes place, the timeline will be arranged so that the prize announcements can be made at the conference.

Date	Action
End of January	Prize Submission Deadline
Early February	Prize Coordinators to collate entries & check entrant details (BACLS Membership, PG Status, etc.)
Mid-February	Entries to be distributed by Prize Coordinators to judging panel members
Early/Mid-May	Judging to be finalised and scoring forms returned to Prize Coordinator for collation of scores
End of May/Early June	Conference Call – judging panel members to confer and confirm results
Following Conference Call	Confirmed Results sent to Chair & Secretary
BACLS Conference*	Prize Winners Announced
Immediately Following the Conference	Results to be emailed to all entrants by Chair; prize winners to be listed on BACLS website
* Non-Conference Year	Winners Announced via BACLS Newsletter & Twitter. Results to be emailed to all entrants by Chair. Prize winners to be listed on BACLS website

4. Judging Criteria and Report Form

For judging purposes, judges score all entries based on the criteria set out in the following judging form.

Judges enter a score out of 10 for each criterion, which leads to an overall score out of 50. Judges also make comments under each criterion and may make further comments at the end.

Once the judging process is complete, the judges produce a 300-500 word report on the winning entry. Their report may also include comments on the overall field of entries and any other submissions of note.

Author, Title & Publication Details
1) Original Contribution to Knowledge: /10
2) Rigour of Approach: /10
3) Quality of Scholarship: /10
4) Quality of Writing: /10
5) Significance of Topic to Contemporary Literary Studies: /10
6) Any Further Comments:
7) Total Score: /50
Please print your name(s) in the box below (as a declaration that there is no conflict of interest involved in your role in judging the prize) and return the form to [email address] by [date]

5. Further Questions

If you have any questions regarding the judging process itself, please email the relevant Prize Coordinator.

Please note, however, that no member of the BACLS Executive Committee is permitted to discuss the judging of any particular prize or entry.

The results of the prize will be officially announced as indicated on the timeline and not before, or in any other fashion.