

ANNIBEL JENKINS ARTICLE PRIZE COMMITTEE

Description of the Prize: A \$500 prize awarded to the best article on the subject of Theatre and Performance History in the Eighteenth Century.

I. Charge: To solicit articles for submission, select the article most worthy of receiving the prize, and notify the winner, the President, the Treasurer, and the editor of *The Gazette*, the SEASECS newsletter.

II. Term: Three years, on staggered terms. In the event that a member fails to serve the entire three-year term, the President will appoint a replacement to complete the term.

III. Membership: The Committee shall consist of three members. The President will confirm the two members held over from the previous year, and will appoint one new member. These three members should represent three different disciplines. The senior member shall serve as chair.

IV. Duties (in chronological order):

In March:

1. Prepare and send out announcements to newsletters, journals, and other venues, and update the call on the SEASECS website. The announcement must state that the prize will be \$500, that the authors must be or become members of SEASECS, that the article must have been published between September 1 and August 31 of the year prior to the meeting at which the prize is to be awarded in either a scholarly journal or a collection of essays, and that submissions in part or in whole in a language other than English must be accompanied by translations into English. Essays must be submitted as pdf files or as links to the database or website where the essay may be found. The call for submissions may be repeated in the fall. The deadline for submissions is November 15th. The deadline may be extended.

In November:

2. Essays are forwarded to the committee members as they arrive. After the deadline for submission has passed, the chair will send the other committee members a list of the articles that have been received and request that the committee members read and rank them. This process may have to be repeated before a winner can be determined. If, in the opinion of the committee, no article worthy of the prize has been submitted, no prize need be awarded.

In January:

3. Inform the other committee members, the President, the Treasurer, and the editor of *The Gazette* of the name of the recipient and the title of the winning article.

4. Inform the prize-winner, and invite him or her to be present at the luncheon of the SEASECS meeting where an announcement letter and check will be presented. The author will be a guest of the Society at the luncheon. If the author cannot attend,

mail the check and letter at the conclusion of the meeting.

In January/February:

5. Compose a report that identifies the winning author and article and the authors and titles of submissions. Include a paragraph that describes the merits of the winning article. Also included should be the names, institutional affiliations, and disciplines of committee members. Send the report to the President in time for inclusion with the materials to be sent to the Executive Board prior to the meeting.

In February/March:

6. Attend the annual meeting, and present your report to the Executive Board and the Business Meeting. Forward the information to the Editor of the *Gazette* if that person is not present at the meeting. At the luncheon, present the award to the winner if he or she is present, and whether or not the winner is present, detail the merits of the winning article.

7. Present this list to your successor as chair of the Committee, along with any suggestions for improvement you may have.

8. A copy of all materials, including copies of the essays and copies of your report, should be deposited with the SEASECS archivist.