Tips for Anonymizing Nominations

The goal of an anonymized nomination is to eliminate identifiable details—such as names, gender, specific job titles, institutions, or any other information that could directly or indirectly reveal the nominee's identity.

Below are some best practices to consider when writing an anonymized nomination.

- Focus on Achievements: Highlight specific accomplishments, skills, and contributions of the nominee without naming them.
 - Example: The candidate has been serving as an editor for >10 academic journals and a reviewer for >60 peer-reviewed journals. The candidate has received various editorial awards to recognize their contributions to scientific society.
- **Use Neutral Language**: Use language that is neutral and non-specific. Avoid mentioning age, gender, ethnicity, or any other identifiable characteristics.
 - Example: Their work with various stakeholders, including scientists, governments, and institutions worldwide, has been instrumental in building a more connected and cooperative scientific environment.
- **Generalize Roles:** Use broad titles or descriptions (e.g., "team leader," "volunteer coordinator") instead of specific job titles.
 - Example: The candidate holds a leadership position at a prominent United States national laboratory, playing a pivotal role in shaping significant science policies and action plans implemented by several states and the US Government in water policy and management.
- **Avoid Specific Locations:** Steer clear of mentioning particular places or organizations. Instead, use general terms (e.g., "a local organization").
 - Example: Early in their career, they were selected by a US federal agency as Project Scientist for a large biogeochemistry and remote sensing project with a foreign national research agency.
- **Broad Categories:** Refer to departments or functions without naming them (e.g., "a department focused on community outreach").
 - Example: They also served as the national agency's representative to the topmost-level government commission focused on eliminating barriers that historically black colleges and universities face.

- **Avoid Specific Dates:** Instead of providing specific time frames, use terms like "recently" or "over the past few years."
 - Example: In prior roles, the nominee served over a decade at a national agency where they led programs in special education and support for undergraduate and graduate teachers.
- Remove Identifying Context: If the nominee is associated with specific organizations or communities, consider how you can reframe these references to keep them generic.
 - **Example:** The candidate has been invited to serve on many international, national, and regional advisory committees related to climate change.
- **Focus on Roles and Responsibilities**: Highlight the nominee's contributions to projects or initiatives instead of personal details. For example, you can mention their role in projects (e.g., "led a community initiative") while keeping the language general enough to maintain anonymity.
 - Example: The nominee has led or co-lead several major palaeoceanographic synthesis projects, participated in and led major reports or studies sponsored by national and international scientific or political entities, and has had important leadership roles in scientific societies.
- **Review for Identifiers:** After writing, thoroughly review the nomination to ensure no potentially identifying information remains. Consider asking a trusted colleague to help catch any overlooked details.