

Guidance for writing supporting statements

If you are standing for election, please use this guidance when writing your supporting statement to avoid some common mistakes.

- **Word Count**

There is a word limit for statements which depends on the position you are applying for:

Honorary Officers, Chair, Vice-Chair or Financial Officer: 500 words

Executive Committee Member or Education and Training Committee

Representative: 200 words

These limits will be strictly adhered to as it ensures fairness for all candidates. Even one word over the limit can't be accepted.

Tips to stay within the word count:

Don't repeat your job title and Trust in your statement as this will appear with your name and isn't included in the word count.

Don't leave spaces before punctuation such as full stops, e.g. "spaces before full stops ." as this increases the word count unnecessarily.

- **Acronyms**

Acronyms should be avoided as much as possible in your statement. This is because not everyone will be familiar with what the acronyms mean. If there is something you need to refer to more than once, spell it out the first time and put the acronym in brackets so that later you can just use the acronym and it will be clear what you mean.

- **Listing publications**

If you want to say that you have published articles, book chapters etc., you should always specify the number of publications, and for articles specify whether these are peer-reviewed journals or not.

- **Making things clear**

Remember that not everyone in the electorate will work in the same specialty as you, even if you're standing for a Faculty position, so don't assume that people will be familiar with things you're referring to. The electorate can range from trainees to retired members. Also, unless you're standing for an English Division or UK Devolved Nation position, bear in mind that some members who will vote are not based in the same country as you.

- **Submitting your statement**

When you submit your nomination paperwork, please send your statement as a Word document. This means that we can check the word count and copy and paste the text to collate statements.

What happens next?

If the election goes to a vote, your statement will be checked by the College's Scrutineers. They will check that your statement is suitable to be circulated and doesn't contain any confusing or unsubstantiated information or any acronyms that are not explained. The Scrutineers will *not* check spelling and grammar; these are your responsibility so please proofread your statement carefully.

If the Scrutineers request any amendments to your statement, it will be sent back to you to amend as we won't amend the statement for you.