

Norman Neuerburg Award Guidelines

1. The Norman Neuerburg Award honors the best book on California history that emphasizes the 19th century or earlier.
2. Current Norman Neuerburg Award Committee members are not eligible to apply.
3. The book must be a monograph based on original research in English. Anthologies and edited works are not eligible. The book must have been published in the two calendar years preceding the year the award is given. Books cannot be submitted a second time as paperbacks or new editions.
4. Applicants must submit the following to the selection committee:
 - a. A completed application form.
 - b. One copy of the entry for each committee member.
5. Members of the Norman Neuerburg Award Committee may nominate books that meet the criteria for consideration.
6. The Award Committee Members shall:
 - a. Be appointed by the President for a three-year term.
 - b. Have terms that are staggered in a three-year cycle. Each year a new committee member will be appointed. In case of an incomplete term of service, an appointment will be made to complete the term of service.
7. The Award Committee Chair shall:
 - a. Ideally have at least one-year experience on the particular committee prior to taking over the position of chair.
 - b. Be responsible in overseeing the work of the committee, including receipt and distribution of applications to committee members, timely determination of Award recipient(s), and notification of the decision to those applicants selected and not selected as well as the Executive Director.
 - c. Present, or appoint someone to present, the award to the winner.
 - d. Make a summary report to the Board of Directors at the annual meeting.
8. Each member of the committee shall review and rate each application. From their individual ratings, committee members shall reach a consensus on the recipient(s).
9. The Committee shall use the following criteria in selecting recipients:
 - a. Originality of conception and analysis.
 - b. Wide research and careful documentation.
 - c. Clarity of expression.
10. The award will be determined subject to funding availability and the applicant pool.
11. The award recipient(s) shall be announced at the annual meeting.