

Selection for the Myra L. McDaniel Writer's (MMWA) Award

1. Purpose. The Myra L. McDaniel Writer's Award (MMWA) was established to encourage professional writing that promotes the practice of Occupational Therapy. This SOP delineates the selection criteria and procedure to select the award recipient.
2. General. The MMWA is presented for past or pending publication in a professional journal. Writers nominated for this award must be certified and licensed occupational therapists or certified occupational therapy assistants (65A and 91WN3/COTA) who are members of the United States Army Active Component.
3. Selection Criteria. Articles nominated for this award will be evaluated on the following criteria:
 - a. Pertinence to OT practice, education, research, and/or administration.
 - b. Originality of thought and concepts.
 - c. Appropriate organization of content.
 - d. Reader interest and appeal.
 - e. Clarity.
4. Selection Process.
 - a. Policy:
 - (1) The award will be presented annually provided at least two nominations are submitted which meet the prescribed submission criteria.
 - (2) The award will be presented in April during Occupational Therapy Month.
 - b. Responsibilities: The Chief, Occupational Therapy Section (hereafter referred to as the administrator of the board) serves as the administrator of the governing board and the administrative officer for the award.

MCCS-CA
STANDING OPERATING PROCEDURE

c. Procedures:

(1) The administrator of the board will **call for nominations not later than 28 February**. This call will be made so as to reach a maximum number of Occupational Therapist and Occupational Therapy Assistants. Suggested mediums include email, the SP Corps home page and the SP Corps Medallion Newsletter.

(2) Writers may nominate themselves or they may be nominated by anyone with an interest in fulfilling the purpose of the award.

(3) Only recently published manuscripts (publication date is less than three (3) years from the date of the Award Committee's call for manuscripts) or manuscripts which have been accepted for publication (journal notification of acceptance should accompany submission) will be considered. Manuscripts previously considered for the MMWA are not eligible.

(4) Nominations are made by forwarding an original manuscript and four (4) copies to the chairperson of the ad hoc award committee representing the administrator of the board . The chairperson will be announced once the message is published.

(5) The selection panel will consist of three (3) members chosen by the administrator of the board. Members of the ad hoc committee will independently rate each application using the Myra McDaniel Writer's Award score sheet (Encl). Ad hoc members will return the nomination packets, in their entirety, to the chairperson.

(6) The chairperson will compile the scores from the MMWA score sheet and determine the order of merit list (OML). The chairperson will return the nomination packets, in their entirety, to the administrator of the board.

(7) The administrator of the board will confirm the MMWA winner after reviewing the nomination process and results will be announced at an appropriate function during the month of April.

(8) Evidence of the award is a Certification of Recognition and the inscription of the recipient's name will be placed on a perpetual plaque in the SP Corps Chief's offices.

Encl

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MYRA MCDANIEL WRITER'S AWARD

Please use the grading system below to make your recommendations. The final numeric score you ascribe will determine the order of merit and winner of this year's award. Please keep your scores confidential. Feel free to use the comments section as the bottom of the page. Comments will be helpful in the case of a tie. YOUR confidentiality will be maintained.

<u>Grading Scale:</u>	<u>Score:</u>
Superior	5
Excellent	4
Good	3
Fair	2
Poor	1
Not Applicable	0

TITLE: _____

AUTHOR: _____

Pertinence to OT Practice	_____
Pertinence to OT Education	_____
Pertinence to OT Research	_____
Pertinence to OT Administration	_____
Originality of thoughts and concepts	_____
Appropriate organization of content	_____
Readership interest and appeal	_____
Clarity	_____
TOTAL	_____

Comments: