



## REFERENCE OUTLINE

### Format

- References should be in PDF format
- References should take the form of a letter, addressed to the Hilda Martindale Trustees
- References should include a letterhead and a footer (the full name and position of the person giving the reference), unless the reference is given in a personal capacity.

### Content

The Hilda Martindale Educational Trust was established through the generosity of the late Miss Hilda Martindale CBE, (1875-1952), with the object of helping 'Women of the British Isles whose intention it is to fit themselves for some profession or career likely to be of use or value to the community'.

1. The referee should be cognizant of the statement above regarding the object of the Trust.
2. The reference should give the name and job title (if made in a professional capacity) of the referee.
3. It should explain how the referee knows the applicant.
4. Where it is an academic reference, the referee should comment on the below, as appropriate:
  - The applicant's academic achievements
  - The applicant's commitment to the field
  - The underrepresentation of women in the field
5. The reference should close with a recommendation that the applicant be considered for an award from the Trust.

### Transmission

References can be sent to the Trust directly (to [hildamartindaletrust@rhul.ac.uk](mailto:hildamartindaletrust@rhul.ac.uk)) or can be transferred to the applicant to upload alongside their application.

Any queries regarding references can be sent to the Secretary of the Hilda Martindale Trust:  
[hildamartindaletrust@rhul.ac.uk](mailto:hildamartindaletrust@rhul.ac.uk).

August 2024