

MANAGEMENT BOOKS OF THE YEAR 2021

Rules & Regulations.

ELIGIBILITY

1. To be eligible for the competition, entries must be full-length books predominantly about management and leadership, published or distributed in the United Kingdom. The book must be available to UK customers, either in shops or from an internet retailer with a UK domain name. The book and all and any rights in it and any part of it must not be the subject of any dispute. If submitting the entry, the party must have authority to enter the book into the competition.
2. For the purposes of the award, a management and leadership book is one that, in the opinion of the judges, falls within the judging criteria for books entered into the competition (see section 3).
3. Entries must be in the English language or in English translation.
4. All books entered for the competition must have been published between 1st January 2020 and 31st December 2020.
5. Second and subsequent editions of previously published books will be accepted as entries for the competition provided that the text of the original has been meaningfully revised and/or updated. Reprints, paperback editions or digital versions of texts published before the defined publication period will not be eligible.

ENTRY & JUDGING PROCESS

6. Books can be entered for the competition by publishers, authors and/or their agent or representative. CMI will also shortlist those books they feel are of the required standard.
7. In 2020 there is an overarching theme for the Competition, which is described in Section 3 below.
8. The closing date for submitting entries is **Monday 30th November**.
9. Ebooks and print copy will be accepted.
10. Eight print copies of each book must be supplied at the point of entry. Bound proofs may be submitted for review and judging on the condition that hard copies are supplied on publication, and these must be received before 30th November 2020. **All eight copies must be sent to Rosie Gailor, Think Publishing, 8th floor, Capital House, Chapel Street, London NW1 5DH. One copy will be added to the British Library's collection.**
11. The 2020/21 competition focuses on books that address the transformation of management and leadership, in line with CMI's 'Management Transformed' project (see section 3).
12. Publishers may enter any number of full-length books. Self-published books are not eligible.
13. For publicity purposes, publishers must submit a digital cover image in high resolution (at least 300 dpi).

Submitting a sample chapter is recommended but optional.

14. Once entered by the publishers, a book cannot be withdrawn and copies will not be returned. Please note that copies of any ineligible books entered for the competition will not be returned. The competition organisers shall not be responsible for any entries that are lost, mislaid, damaged or delayed in transit.
15. Publishers and authors and their agents/representatives submitting entries for the CMI Management Book of the Year will be automatically bound by the competition rules.

COMPETITION SUBJECT: THE FUTURE OF MANAGEMENT & LEADERSHIP

16. The competition is looking to recognise books that deliver a compelling, enjoyable, insightful read on an issue, or issues, directly related to the transformation of management and leadership. For the overall winner, we will look for a book that offers original and valuable insights into how management, leadership and the world of work is changing, providing managers with the skills or knowledge to handle change and disruption.
17. As a broad indication, the competition organisers might include the following types of book, though this is not an exclusive list. Further information can be provided directly by the competition organisers, if required:

Technology

- Books about the impact of technology, AI and automation on the workplace, and how management and leadership skills and practices need to adapt and evolve.
- Books about disruptive leaders and disruptive businesses, especially those enabled by the growth of technology.

People

- Books about developing the next generation of managers, and about the expectations of millennials and Gen Z when it comes to work. This might include books which challenge the stereotyping of the different generations in the workplace or explore how the psychological contract is changing.
- Books about how the workforce is changing and what this means for managers and employers. Issues covered here might include how future managers and leaders might build diverse and inclusive workplaces (including how technology can help), intergenerational working, and managing mental health and wellbeing.

Governance

- Books on the future of the board.
- Books on new leadership styles and practices.
- Books on retraining, reskilling, lifelong learning – with a focus on how workplace disruption, AI, automation and technology may accelerate the need for widespread retraining and reskilling.

Socio-economic change

- Books about workplace disruption and the new management and leadership skills and behaviours that are required in 'the new post-Covid normal'.

18. **For the purposes of this competition the definition of the purpose of management and leadership is to: provide direction, gain commitment, facilitate change and achieve results through the efficient, creative and responsible deployment of people and other resources.**

JUDGING

19. A longlist of books will be selected by a panel, which includes independent experts, CMI members and representatives from the competition organisers and partners. This process will take place in early 2021.
20. Several smaller panels of assessors, each again including independent experts, CMI members and representatives from the competition organisers and partners, will then select a shortlist of approximately four books for consideration. Scoring sheets will be provided for the assessor panels with weighting given to key criteria such as originality; quality of writing; potential for positive impact of the book's central idea. CMI will retain discretionary oversight on the final shortlist.
21. A judging committee will meet in Spring 2021 to discuss and agree the overall winner of the CMI Management Book of the Year from the shortlisted books. This will be the entry that, in the opinion of the judges, is the most inspiring, innovative and useful management book of the year. If managers or students of management were to read only one book about the future of management and leadership, this, in the opinion of the judges, is the one they should choose.
22. In the case that their submitted book is either longlisted, shortlisted or wins the overall competition, publishers are encouraged to incorporate a **CMI Management Book of the Year** roundel on the cover of any subsequent reprints, paperback editions or e-book editions of the book. CMI will provide such approved promotional assets to publishers.
23. In the case that their submitted book is shortlisted, publishers will be asked to supply additional hard copies of the book, for the use of assessors and judges. Please note that at the end of the judging process any surplus books will be disposed of to the benefit of the competition.
24. Publishers are required to immediately advise the competition organisers if they become aware of any actual or potential dispute affecting any entries, for example intellectual property issues, which could affect the reputation of the book or the competition. Such books will be withdrawn from the Competition.
25. The shortlisted books and the overall winner of the CMI Management Book of the Year will be recognised and announced in Spring/Summer 2021. We would encourage the shortlisted author/s or a representative from the publisher (up to a maximum of 2 people per shortlisted book) to be available to attend any awards ceremony. (Please note that the actual awards event may be subject to change.)

EXCLUSIONS

26. The Chartered Management Institute, its affiliates, subsidiaries, and their respective employees, officers, directors, representatives, agents, consultants, contractors and their family members are not eligible to participate and will be disqualified.
27. The British Library, its affiliates, subsidiaries, and their respective employees, officers, directors, representatives, agents, consultants, contractors and their family members are not eligible to participate and will be disqualified.
28. Judges cannot enter books into the competition and final panel judges should not judge books by colleagues from their own institution.
29. The CMI's decisions on all matters concerning the competition, including the acceptance of entries, the nomination of the winner/s and any other matters, will be final and binding. No correspondence or discussion will be entered into.