

Morecambe Bay Medical Journal



Step 1

- ❖ Collate submissions
- ❖ Advise
- ❖ Accept
- ❖ Reject
- ❖ Peer review



Step 2

- ❖ Proof read the submissions

Format	Grammar
Spelling	Accuracy
References	
- ❖ Check the final proof before sending for printing



Step 3

- ❖ Disseminate
 - ✓ Post to individuals and departments within the Trust; local GPs; dentists; universities and the British Library
 - ✓ Email PDF to numerous circulation lists – internal and external
 - ✓ Copies in the libraries



Step 4

- ❖ Promotion
 - ✓ Social media especially Twitter
 - ✓ Advertise in Trust newsletter
 - ✓ Handout at staff inductions
 - ✓ Host on library website



Step 5

- ❖ Archive
 - ✓ Stored electronically on library website
 - ✓ Hard copies held in the library
 - ✓ Full editions can be supplied or individual articles



Step 6

- ❖ The future
 - ✓ Publish online using a dedicated journal publishing platform such as Open Journal Systems by the Public Knowledge Project
 - ✓ Assign DOIs to each article
 - ✓ Apply for indexing to Medline and other medical databases.

