

## **Northern Lights Editorial Board**

### **Welcome to the Northern Lights Editorial Board Page**

The Northern Lights Editorial Board is a Northern Libraries and Knowledge Service Network Group.

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Purpose: The Editorial Board's purpose will be to edit and publish Northern Lights: the pan-north newsletter for the North Library and Knowledge Service Networks (LIHNN, YOHLNet, and HLN)

#### **The group aims:**

- The group aim is to publish Northern Lights via email four times a year
- Northern Lights will be published as an email newsletter
- Articles will be added to the Northern Blog as and when submitted after approval by the editorial board
- Encourage contributions from new authors

#### **Membership and group:**

- Membership is open to any members of the Northern Network
- There should be at least one representative from each of the three regions
- Membership should include at least one person from the Healthcare Libraries Unit North (HCLU)
- When appropriate, and after consultation with the members, the group may wish to co-opt additional members because of their expertise and/or experience.

#### **Members of the Editorial Board**

We would be pleased to "mentor" new writers and provide access on what makes a good and readable contribution.

**Andrew Craig (Chair):** Lancashire Teaching Hospitals NHS Foundation Trust (NW)

**John Gale:** Mid Cheshire Hospitals NHS Foundation Trust (NW)

**Sarah Gardner:** Doncaster and Bassetlaw Teaching Hospitals NHS Foundation Trust (Yorkshire and the Humber)

**Samantha Gavagham:** Tees, Esk, and Wear Valleys NHS Foundation Trust (NE)

**Matt Holland:** NW Ambulance Service NHS Trust (NW)

**Katie Nicholas:** Health Education England

**Hugh Hanchard:** South Tees Hospitals NHS Foundation Trust (NE)

**Gil Young:** Health Education England

**Maria Simões:** Leeds Community Healthcare NHS Trust (Yorkshire and the Humber)

**Chris Lawton:** Northern Lincolnshire and Goole NHS Foundation Trust (Yorkshire and the Humber)

### **Ways of working**

- This group will consist of an Editorial Board.
- The group will be chaired by one of the members.
- The writing of editorials for each issue will be rotated around the Board members.
- Members of the Editorial Board will share the work of gathering articles
- Editors will share the work of publishing to the blog.
  - Workload will be shared between two members of the editorial board at any one time. One member will be responsible for proof reading and editing copy and another member of the editorial board will be responsible for uploading items to the Northern Blog.
  - Proof reading and editing responsibilities can be rotated or the responsibility of a single member of the group. This will be decided by members of the editorial group and periodically reviewed.
  - The member of the editorial board currently responsible for writing the Northern Lights editorial will also be responsible for ensuring that all submissions have been uploaded to the Northern Blog and correctly categorised as a Northern Lights publication. They will also be responsible for acknowledging receipt of articles and sending out an email confirming that the article has been published to the Northern Blog.
  - The current Chair and another nominated member will act as a backup to publishing duties.
- The Chair will serve for one year with an option of a further term.
- The group will conduct its business by email and teleconferences.
- All health libraries staffs in the North Library and Knowledge Networks are encouraged to submit articles for inclusion in Northern Lights Newsletter by sending their articles to [northernlights@lksnorth.nhs.uk](mailto:northernlights@lksnorth.nhs.uk).
- Guidance on what can be submitted and how to submit articles is available on the [Author guidelines](#) page.
- Group members will act as commissioners of articles.

*Agreed March 2020*