

## Workflow for processing and publishing articles

### Introduction

The Terms of Reference state that one member of the Editorial Group will usually be responsible for producing a single issue of Northern Lights. Two people can publish an issue of Northern Lights, depending on the current makeup of the Editorial Group or circumstances. This document, therefore, divides the task of publishing an issue of Northern Lights into two roles: the administrator role and the editor role. This document refers to these two roles as **Administrator** and **Editor**. However, under normal circumstances, the roles of **Administrator** and **Editor** will be carried out by a **single member** of the Editorial Group. There is a rota that shows the member of the Editorial Group currently responsible for producing the latest issue of Northern Lights.

The **Editor** is responsible for checking that the submitted article meets the required standard as set out in the **instruction to authors**. They are also responsible for determining whether the article's content is suitable for publication in Northern Lights. They can consult with other members of the group when making these decisions. If an article is rejected they are responsible for informing the authors. The Editor is also responsible for regularly sending out call for papers via the Northern list; the schedule for this can be found at Northern Lights - Author Guidelines - LKS North. The wording for the call for papers can be found in Appendix 1.

**The Administrator** is responsible for uploading the articles to the Northern Blog, keeping a record of the articles submitted, acknowledging receipt of the articles, and informing the author that their article has been uploaded. They are also responsible for uploading and publishing the Northern Lights Newsletter.

### Workflow

The following workflow provides an outline for how the two members of the group carry out the process of publishing a submitted article and indicates their respective roles. At the beginning of each line

1. **Editor:** Send out the call for papers email (see appendix 1). You can find the dates for sending out the calls for papers emails and reminder emails on the instructions for authors page: <https://www.lksnorth.nhs.uk/newsletters/northern-lights-author-guidelines/>
2. All articles should be submitted to [northernlights@lksnorth.nhs.uk](mailto:northernlights@lksnorth.nhs.uk)
3. **Administrator:** Send out acknowledgment email (see appendix 1).
4. **Administrator:** Record the article and note the issue of Northern Lights that it is to be published in. This will help when writing the editorial as you will not need to search for the relevant articles
5. **Administrator:** Forward the article to the **Editor**.
6. **Editor:** Check to see if the article is suitable for publication. They may check with other members of the group when making this decision.
7. **Editor:** If the article is **rejected**, then email the author informing them of the group's decision. Make sure that the **Administrator** is informed of the decision so they can update their records.

8. **Editor:** If the article is accepted then the article is to be checked and edited to make sure the article meets the standards as set out in the author guidelines.
9. **Editor:** Once the article had been edited then send the finished article to the **Administrator**.
10. **Administrator:** Upload the article to the LKS North Blog and publish as a draft (see guide). Add relevant tags and categories need to be added (see guide).
11. **Administrator:** Send out conformation email to the author(s) so that they know there article has been accepted for publication (see Appendix 1).
12. **Editor:** Write the editorial for Northern Lights at the end of each quarter. Send editorial to the **Administrator**.
13. **Administrator:** Upload the Northern Lights Editorial (see guide) and then send a test copy to the editor for approval.
14. **Editor:** Approve the newsletter.
15. **Administrator:** Send out Newsletter.
16. **Administrator:** Forward copy of the Northern Lights Newsletter to the Northern List: [northlks@lksnorth.nhs.uk](mailto:northlks@lksnorth.nhs.uk)
17. **Administrator:** Notify Gil Young so that she can Tweet about Northern Lights.
18. **Administrator:** Add the editorial to the archive.

## Appendix 1

### *Call for papers*

The deadline for the next issue of Northern Lights is [date]. If you are part of the North Health Library and Knowledge Networks (i.e. Yorkshire and Humber; North East and North West) and work in the health field we are interested in having your perspective. This includes members of North Health Library and Knowledge Networks who do not work directly for NHS organisation.

You can write about any topic you think will be of interest to health library staff and knowledge services staff. Your article does not have to be a long one: perhaps only a few paragraphs, if that is all that is needed to convey your message.

By the way, did you know that writing an article for Northern Lights can help with Outcome Five of the Quality and Improvement Outcomes Framework? If you have had a service issue, whether that was as a result of COVID-19 or any other cause, writing about how you resolved and sharing it via Northern Light can count towards your Level Two compliance.

Please send all articles to [northernlights@lksnorth.nhs.uk](mailto:northernlights@lksnorth.nhs.uk)

Instructions to authors can be found at <https://www.lksnorth.nhs.uk/newsletters/northern-lights-author-guidelines/>

If you need any further information, then please contact me.

### *Acknowledgment Email*

Thank you for submitting your article for *Northern Lights*. We will inform you once you article has been accepted for publication.

Once a quarter we produce an e-bulletin. This e-bulletin is a round-up of all the articles that have been receive d up to two weeks before the date of publication.

You can find out our publication dates and some guidelines for authors on our Author Guidelines page: <https://www.lksnorth.nhs.uk/newsletters/northern-lights-author-guidelines/>

***Confirmation that your article has been accepted for publication in Northern Lights***

Your article has now been accepted for publication. Your article will be published to the LKS North Blog on [date] and will be linked to from the Northern Lights email newsletter, which will be published the same day. If you think we've got your details wrong please let us know by emailing us at [address]