Workflow for processing and publishing articles

Introduction

According to the terms of reference, the editorial role is split between two members of the editorial group. These roles are allocated on a rotational basis as set out in the terms of reference. For the purpose of this guide, the two roles are called **Administrator** and **Editor**.

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. The **Editor** is responsible for writing the Northern Lights editorial. 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 and sending out 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.

All articles should be submitted to northernlights@lksnorth.nhs.uk

1. **Editor:** send out acknowledgment email (Appendix 1).
2. **Editor**: 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
3. **Editor**: check to see if the article is suitable for publication. They may check with other member of the group when making this decision.
4. **Editor**: if the article is **rejected**, then email the author informing them of the group's decision.
5. **Editor**: if the article is **accepted** then make any necessary change to the article to ensure it meets our standards.
6. **Editor:** once the article had been edited then send the finished article to the **Administrator**.
7. **Administrator**: upload the article to the Northern website blog.
8. **Administrator**: notify the **Editor** that the article has been uploaded.
9. **Editor**: email Gil Young to inform her that the article has been loaded so that she can create the Twitter link.
10. **Editor**: send out conformation email to the author(s) so that they know there article has been uploaded (Appendix 1).
11. **Editor**: write the editorial for Northern Lights at the quarter end. Send the editorial to the **Administrator**.

12. **Administrator**: put the editorial into the newsletter format and then send a copy to the editor for approval.
13. **Editor**: approve the newsletter
14. **Administrator**: send out the newsletter.
15. **Administrator**: add the editorial to the archive.

Appendix 1

Call for papers

The deadline for the next issue of Northern Lights is **[Enter date]**.

You can write about any topic you think will be of interest to health library staff and knowledge services staff. We need to share our experiences, especially now as we seek to adapt our services to COVID-19. Northern Lights can be a way for you to share good practice, lessons learned, etc. 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

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 publish it on the Northern Blog as soon as the Editorial Board has approved it and we'll tell you when we've published it.

Once a quarter we produce an e-bulletin. This e-bulletin is a round-up of all the articles that have been published on the blog up to two weeks beforehand.

You can find out our publication dates – and some guidelines for authors on our Author Guidelines page.

Confirmation that article has been uploaded

"We have now uploaded your article to the Northern blog – you can find it at [link]. We produce an e-bulletin once a quarter – a round-up of all the articles published in the blog, up to two weeks beforehand. The next publication date is [date]. If you think we've got your details wrong please let us know by emailing us at [address]"