*The SPARK* Newsletter: Protocol – April 2015

*Responsibility and accountability:*

The President and the Secretary are the Editors-in-Chief. They are responsible for editorial decisions, and final sign off for each issue is required from one of these officers. Each shall serve as the other’s vacation cover in relation to the duties of the Editor-in-Chief or they may delegate this responsibility from time to time to another member (or members) of the branch Executive.

There will be an outline plan of the main articles to be included in each issue of Spark for the next year. This will ensure that articles are published at the optimal time for the UCU calendar, and will allow the balance of articles over time to be monitored. The Exec and members of ROC will also be canvassed for items before each issue.

A draft in proof stage will be circulated to all members of the Exec prior to publication (ideally 5 working days) for information.

*Editorial Principles:*

Spark will be produced in online format, with attention to ease of reading and ability for members to reproduce using alternative methods, including hard copy (e.g. sans serif font, 11pt or above; ease of converting to large print).

Spark will be sent to all members of the branch as well as available on the website Spark will be used in close conjunction with the branch website and readers will be directed to further information available there as appropriate

Spark will accept and encourage articles from diverse viewpoints, and it will strive at all times to place these within the context of fair and accurate reporting. This will include accurate representation of branch and National UCU policies. Spark will not publish personal or *ad hominem* attacks on individuals.

At the editor’s discretion, Spark will provide space for response (normally in a future issue) as requested by those mentioned in a Spark item or having an obvious direct interest in its contents.

*Editorial Operations:*

Spark will appear roughly every 2 months with occasional Special Issues. Guest or issue editors will be appointed by the Editors-in-Chief, for example to highlight particular themes or campaigns.

The length of Spark will normally be the equivalent of 5 printed pages or less.

Articles in Spark may be up to 250 words for campaign updates and up to 200 words only for ordinary articles, except by special permission of the issue’s editor. (Longer material should be placed on the website and summarized in Spark.)

Volunteer copy-editors and proof-readers will be sought from the membership. Each issue will be copy-edited and proofread thoroughly prior to circulation.

**OU UCU Recruitment & Organisation Committee**