

# Publishing Guidance

15/03/2021 – Dr R. Namaghi, P&I Officer



This is a summary of how to get things published and the appropriate procedures to go through.

## News Articles

BCA officers can simply email the content in an article form to [publications@bca-caving.org.uk](mailto:publications@bca-caving.org.uk). It may be more appropriate for your content to go in the newsletter.

Note that posts can be scheduled so if a specific time or a reminder need to be set then this can be done in advance and we would recommend using this facility. The stories will go out on UKCaving, BCA's Twitter and Facebook pages and can be emailed to the council list.

Featured images are used for every story and if there is an infographic or a photo with the necessary permissions and credits (on the photo) then that can be used as well. If given enough heads up our graphics team may be able to design custom works for a series of articles.

For event promoters/other organisations then please email with a query, the BCA is there to support and promote caving, and so will consider it.

## Documents

In order to facilitate prompt BCA documentation minutes from working groups/standing committees should be uploaded onto their own section of the website and using the standard format found in the Manual of Operations. If you are unable to access that part of the website then please contact [it@bca-caving.org.uk](mailto:it@bca-caving.org.uk). Please be aware that it is the responsibility of the executive (and council) to oversee this. Please note that letters/communications using working group headings should be sent from BCA email addresses and are also subject to this process.

Other documents to be published by BCA have to go through a process to ensure that they are not harmful to a constituent interest/open up the organisation to liability or copyright infringement.

It can be summarised by the following process:



*This more specifically means:*

- *Plan:* Say you are going to do it at a council meeting
- *Draft:* Write a draft
- *Consult:* Send it to the P&I Officer
- *Develop:* They will send it to relevant parties and make formatting/proof reading changes.
- *Approve:* They send it back to you to see if you agree
- *Publish:* If both are broadly happy

The process in detail from the 'Consult' stage:

The work should be sent to [publications@bca-caving.org.uk](mailto:publications@bca-caving.org.uk) in an appropriate format with the file name being the date of creation in a numerical yyymmdd prefix and file title subsequently e.g. 20210315-PublicationsGuidance.pdf

It will then be checked to see if it complies with formatting, and reviewed within Publications and Information. Relevant parties for consultation are to be identified by the P&I Officer and asked for feedback (note that an appropriate timeline will be set). The changes to a document will then be sent back to the original party and published if they agree.

This is more formally set out at:

<https://manual.british-caving.org.uk/wiki/doku.php?id=general:publishing>

Note that the Manual of Operations guidance recommends formal minuting of acceptance, this can be done by council when they approve the creation of a document (i.e. formally accepting a plan in a report) and by the appointed Convenors/Officers using **official email addresses** with P&I should their Terms of Reference allow. It does not need to take over a year to publish a document.

If multiple things are to be published in a series then a process will be negotiated provided the parties can demonstrate a robust process for quality control and gathering feedback.

Please note that the Qualifications Management Committee have an extensive process and publish through this independently:

- Draft (watermarked) documents disseminated to QMC, Training committee convenor and Equipment & Techniques convenor
- Circulated by convenors, as a confidential document, to Training Assessors, Training Committee members and Equipment & Techniques committee members. Strictly, not to be shared with third parties. Feedback must be delivered to convenor within 14 days and then the document deleted.
- Convenors to consolidate responses and feed back to QMC.

The current formatting is set as the default standard in Word: Calibri and base text size 11.

## Other Media and Surveys

With P&I's Podcasts and the possible future use of video, it is important to consider these forms of media as well. We are here to quality control and assist publishing and so involving P&I at every stage of the process is a good idea. Diversifying the way we communicate with members and the public is a good idea.

We have a dedicated survey team that send a survey out once a year to collect useful information to inform the BCA on its business. It follows a simple process: relevant questions are identified, P&I gather the data, it is then analysed and a report is produced. Context and sampling biases are included and related to existing documents/data. Please note that personal identifiers are not collected and the data is not kept beyond the date of analysis.

## Social Media

Social Media has become a fundamental part of the way we communicate and the BCA does not exist to limit members speech. Posting through official accounts is permitted and overseen by the Executive and Council. Personal accounts that comment on topics involving BCA should:

- Be transparent and disclose your position in BCA
- Make it expressly clear that you are expressing your own view and not that of the organisation (even if you are trying to change that!)
- Not share confidential information
- Not use terms of racial, ethnic, religious or sexual slurs that may offend (i.e. comply with our Equality and Diversity Policy).

Remember, do not be frightened to genuinely engage – we are all passionate about making caving better and it can be easy to overstep but a prompt apology and being polite goes a long way. A good rule of thumb is to speak to people online as you would in the real world and remember that it all gets recorded!

## Current Digital Stationary for Working Groups

This is due to expand and open to development.





**British Caving Association  
Equipment & Techniques**