



## Guide for submission of materials to the BHRHS website

This guide has been produced for BHRHS members to outline the submission process and procedure to be followed, for those willing to contribute and share materials with the BHRHS membership via the BHRHS website. All materials are welcome including educational articles, journal summaries, presentations, local standard operation policies and guidelines. Please be aware that the BHRHS council will check to ensure content submitted for uploading is fit for publication. However, it is the authors and not the BHRHS responsibility to maintain that documents are up to date.

### Submission process

If you would like to submit materials to the BHRHS site please follow these steps;

- Send your material for sharing to BHRHS admin [admin@BHRHS.com](mailto:admin@BHRHS.com)
- Include the subject heading 'Members only website submission' on the email and ensure that you include your name, job title, place of work and section where you would like the item uploaded.
- Send the material in its original form as a word document or PowerPoint presentation, as these files can be amended if necessary, and converted to a pdf if approved for the site.
- Send any images as a separate item in a jpeg format

### Review process

- BHRHS admin will distribute the material to an appropriate professional lead for review

Professional leads include;

Dr John Paisey (Consultant Cardiologist)  
Mr Jason Collinson (Cardiac Physiologist)  
Ms Angela Hall (Arrhythmia nurse specialist)

- Materials will be reviewed to ensure they are fit for publication (time scale within two weeks)
- Leads will send back material to BHRHS admin with an instruction (agree to publish, decline publishing with comment)
- The author will be informed by BHRHS admin of the decision.
- If the material is accepted for publication the author will be reminded that the material is their responsibility and if the document requires updating or removing, they will need to email BHRHS admin of this request, otherwise it will remain without further review.

Please note for editorial article submissions these should be sent to the Editorial programme editor Ben Wiles [benedict.wiles@uhs.nhs.uk](mailto:benedict.wiles@uhs.nhs.uk)