

Guidance note for coordinating team

The majority of notes on style, the remit of the Risk Bulletin and editorial points are in the guidance note for contributors, but may also be of relevance to the coordination team. This note is here for reference, and the GI-TOC Editorial Style Guide is [here](#) and in the GI-Ops manual for reference. This note covers some of the more specific points on the timeline of the RB issues and pointers from the editorial and design teams which will make the process smoother.

Timeline

Evolution: draft stories → consolidated draft → edited consolidated draft → laid out and formatted final document
→ in-house proofread → internal circulation → publication

ACTION	WHEN
Authors agree topics and schedule for stories with Geneva	Ongoing (spreadsheet which tracks topic and schedule here)
Authors submit draft stories and raw data for graphics	End of 1st week of the month
Geneva send consolidated drafts of each article for author checking. Authors respond preferably same or next day (but will let us know if any issues)	End of 2nd week
Geneva sends graphics to design for first mock up	End of 2nd week; call in-house meeting to discuss illustration needs and allocate tasks
Geneva compiles author responses and submits draft to copy of all stories to editor (Amanda)	Third week of the month
Geneva sends editor queries to authors (if necessary) and authors respond	Third week of the month
Editor reviews changes, sends draft for layout	Last week of the month
Send for DFID approval	End of last week of the month
Publication (subject to DFID approval)	End of the month / 1st week of the following month
Distribution via social media, the GI-TOC website, and through email distribution list	List of sign-ups for the distribution list is on the spreadsheet tracking

Notes on editorial and visuals for the coordinating team

Check the Style Guide for the overall GI-TOC style to make sure all the referencing is correct etc. (referencing in particular is important) and the Guidance Note for contributors for the specific points which have come up in previous issues.



One point to raise for the coordination team is on the issue of citing research conducted for the RB. Instead of simply stating 'our research', 'our findings' etc, we've decided to opt for an opening phrase, such as, '**research or investigations conducted for this Risk Bulletin found ...**' (or similar), citing the research as specifically linked to this publication and conducted by non-named researchers in the ESA Observatory. Thereafter, we can simplify to 'our research' or 'our investigations' or 'our interviews' etc.

Figures, captions and placement

This is the information which should accompany any graphic:

- **Graphs and pie charts:** Please supply all 'make-up' files e.g. Excel sheets
- **General diagrams:** Please supply any initial 'make-up' files for these too (Excel, Powerpoint, Adobe Illustrator etc.). Allows us to 'capture' the text, labelling easily, and obtain a visual of proposed requirements. Alternatively, a detailed brief will do.
- **Infographics:** Provide a detailed brief of what the infographic requires based on understanding of editorial content. Any rudimentary diagrams or sketches are welcome.
- **Maps:** Provide a detailed brief. Brief should include place name labelling requirements, information on specific content requirements, suggested level of overall detail etc. Again, rough sketches or annotations on an existing map for more complex requirements can help.

A jpeg 'image' pasted in an MS Word document is insufficient (for various reasons) for publishing requirements. Please also note that the graphic content creation takes more time than the final edit of the text and the layout of the publication. With this in mind, a design brief for any finalised visuals should be passed on to the design team as early as possible. Maps and infographics take a lot longer to produce than the graphs and diagrams.

In the Google Drive folder for each issue, label each figure/diagram with story name and figure number so the design team know where to place them during layout (eg 'Wildlife networks', Fig 1, fig 2; 'Uganda human trafficking' fig 1, etc.). Insert when submitting the consolidated text for design the position of figs and draft the captions please.

Final note on data

While the contributors will be submitting their own data, we need to consider how to integrate work on the pricing surveys into the Risk Bulletin. In advance of having data from the field ready to be included in the bulletins, try to think about how we can display different types of pricing data (e.g. retail market prices, livelihoods pricing data, trade chain prices) and discuss with the team members working on this as to the infographics which we can include.