**Checklist for Authors**

1. Getting started

I have identified a topic to author content about.

I have selected the appropriate template.

1. Writing content

I have completed the template and attached frontsheet.

Ensured images are royalty free

I have sent the completed template to [PortalTopics@combined@nhs.net](mailto:PortalTopics@combined@nhs.net) .

1. Checking content

Once notified, I have reviewed the topic as it appears on the portal (as a **private view page** for **new** content or as the **live page** for **annually reviewing** content).

I have checked:

Topic tile (if a standard or custom topic template)

Clinically correct?

Links work and go to right place?

Spelling, punctuation, and grammar

I have made any changes to the template and updated the frontsheet.

I have emailed the latest template to [PortalTopics@combined@nhs.net](mailto:PortalTopics@combined@nhs.net) and notified any changes made along with any additional required changes.

1. Peer review

I have sent my peer(s) the link to review my topic on the portal.

They have also checked:

Topic tile (if a standard or custom topic template)

Clinically correct?

Links work and go to right place?

Spelling, punctuation, and grammar

I have taken the content to my wider team to get sign-off.

I have made any changes to the template and updated the frontsheet.

I have emailed the latest template to [PortalTopics@combined@nhs.net](mailto:PortalTopics@combined@nhs.net) and notified any changes made along with any additional required changes, and confirmed that the content can be sent for governance.

1. Finalising content

Once notified, I have reviewed the content that has been published / updated and is available for the public to view.

I have notified [PortalTopics@combined@nhs.net](mailto:PortalTopics@combined@nhs.net) if changes are required or not.

After your content has been published for 12 months, you will be notified that your content needs to be reviewed again. This is to ensure that content is still up to date and clinically relevant and that all links are still working. The review process will entail repeating these same process steps again, except you can start at step 3. You only need to complete this annual review when notified by [PortalTopics@combined@nhs.net](mailto:PortalTopics@combined@nhs.net) .