

Being on the Readers Panel

What will I be expected to do as a member?

As a member of the Readers Panel you will be sent proof copies of leaflets and booklets which are ready to be proofread. We can't give a figure for the number of leaflets you will be sent or how often we will send them but we only send a maximum of three leaflets at a time, and there should be a week or two between deliveries – maybe a bit longer.

- When you are proofreading items you need to look out for mistakes in spelling, punctuation and grammar.
- You will also need to read the leaflet to see if you – as a lay person – understand what is being said. If something is confusing, too technical or ambiguous it will need to be reworded. You can either suggest a rewording yourself or just indicate the offending phrase or sentence and leave it to the author to reword.
- In addition, there are words and phrases which the Trust wishes to avoid using in its publications. These are listed on the next page along with things which should be included.

When you receive a batch of proof items to read there will be a memo which will contain a table of the leaflet titles. Below that table is a similar one which you need to fill in – after you have read the items – to say whether you have made any comments or not. **You need to send the memo back with the proofs.**

To keep the production process ticking along we need you to **return the proofs within seven days** – please use the pre-paid envelope which will be with the proofs.

If you are going to be unable to do any proofreading for a while please contact Design Services on **01473 702132** to let us know so we don't send items to you during that period.

Watch out for...

In addition to looking out for spelling, punctuation, grammar and whether the wording is clear, the following are things to look out for.

Either alter or highlight instances of these when proofreading patient information leaflets or booklets.

Look for	
The essentials	Does the item have: The Ipswich Hospital logo; a contact number for the issuing department; the hospital's telephone number, postal address and website address; a copyright symbol with date and a DMI reference number?
Overall look	Does the layout of the leaflet make it easy to read?
Font	Is it big enough? Is the difference between headings and normal text obvious enough?
Content	Does the item contain information about the risks, benefits and alternatives to treatment? Does the leaflet contain simple, easy-to-understand, non-technical language? Does the item contain details of a contact point for further advice?
Full stops used in abbreviations	There should not be any full stops in abbreviations.
Eg and ie	Should be replaced with a suitable English alternative.
Italic font	We should use bold font for emphasis.
Times	These should be in 12-hour clock (for example: 8.30 am or 4.45 pm)
Numbers	We should use numerals for 10 and above. We should use words for numbers less than 10, except for: measurements, time, ranges (for example: 5 km, 8 pm, 2–4 weeks).
Trust's website address	Should end with nhs.uk not org.uk.
'Painkiller'	Change to pain reliever or pain relief medication.
'Do not hesitate to'	Cross through.
General practitioner	We don't write this in full so it should be GP.
Illustrations and maps	Are these clear and easy to understand?