POLICY ON ICGP PUBLICATIONS

This is to provide a guide on the details that should be included in any publications produced by the ICGP. Not all publications are the same and therefore only include what you deem necessary but ensure that the document can be clearly identified and referenced by others who use it.

PUBLICATION DETAILS

The following information should be included at a minimum:

      a. title,
      b. author(s) e.g. Dr Margaret O'Riordan,
      c. department e.g. Quality in Practice Committee,
      d. logo(s)
      e. Copyright and date of publication e.g. © May 2009,
      f. review date e.g. May 2012,
      g. publication and contact details for ICGP including the address, telephone, fax, e-mail and website,

Use the *'Checklist for ICGP Publications'* to ensure you have all the necessary information.

FOR JOINT PUBLICATIONS

Ensure that all logos appear and each organisation can be clearly identified.
Ensure that the main author/publisher is identified – who do the public contact to obtain a copy?

REFERENCING

Ensure that you are specific as possible and supply all the relevant details to the references used i.e. include Authors, Title, Publisher details, Year of Publication, or if a website then the complete web address.
Ensure you are consistent and stick with one Style of Referencing throughout the document.
Quality in Practice Guidelines use the Vancouver Style of Referencing – listed in numerical order as to how they first appeared in the document.
Refer to ICGP Library's handout on *'A Guide to Referencing'*.

Gillian Doran gillian.doran@icgp.ie and Trish Patton: patricia.patton@icgp.ie
Created: Jun 2009, Updated: Feb 2018

GENERIC INFORMATION ON THE COLLEGE

This generic information on the College should be included on the front inside cover.

About the Irish College of General Practitioners

The Irish College General Practitioners (ICGP) is the professional body for education, training, research and standards in general practice.

College Activities

Teaching, training and education at undergraduate and postgraduate levels.
Accreditation of specialist training programmes in general practice.
Operates a **Professional Competence Scheme** under arrangement with the Medical Council.
Examining body for **Membership in General Practice (MICGP)**.
Continuing **education, professional development**.
Research.
Practice management support - through training, advice and consultancy.
General practitioner health.
Public relations and media liaison on behalf of the profession.
General practice **publications, guidelines and protocols.**
Advice and support to members.
Advocacy on behalf of the profession with external agencies.

Contact Us

Irish College of General Practitioners
4-5 Lincoln Place, Dublin 2
Tel: 01 6763705, Fax: 01 6765850
Email: info@icgp.ie
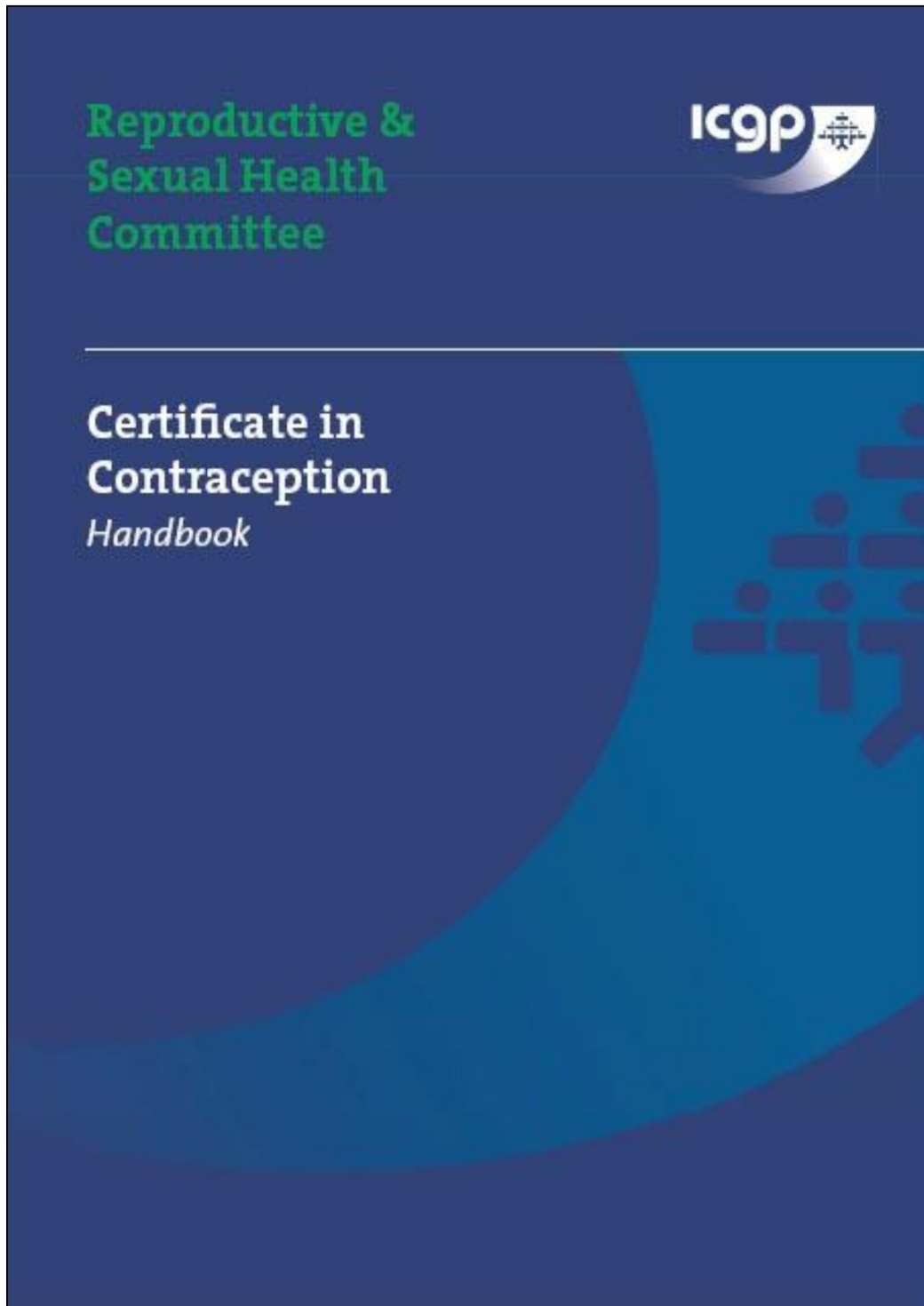Web: www.icgp.ie

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DESIGN AND FORMATTING

When feasible, Teresa Curtin is available to proof publications. This ensures that spelling and grammatical errors are corrected.

Teresa will also check the document for formatting and will apply the College style guide on publications to ensure consistency in College documents.
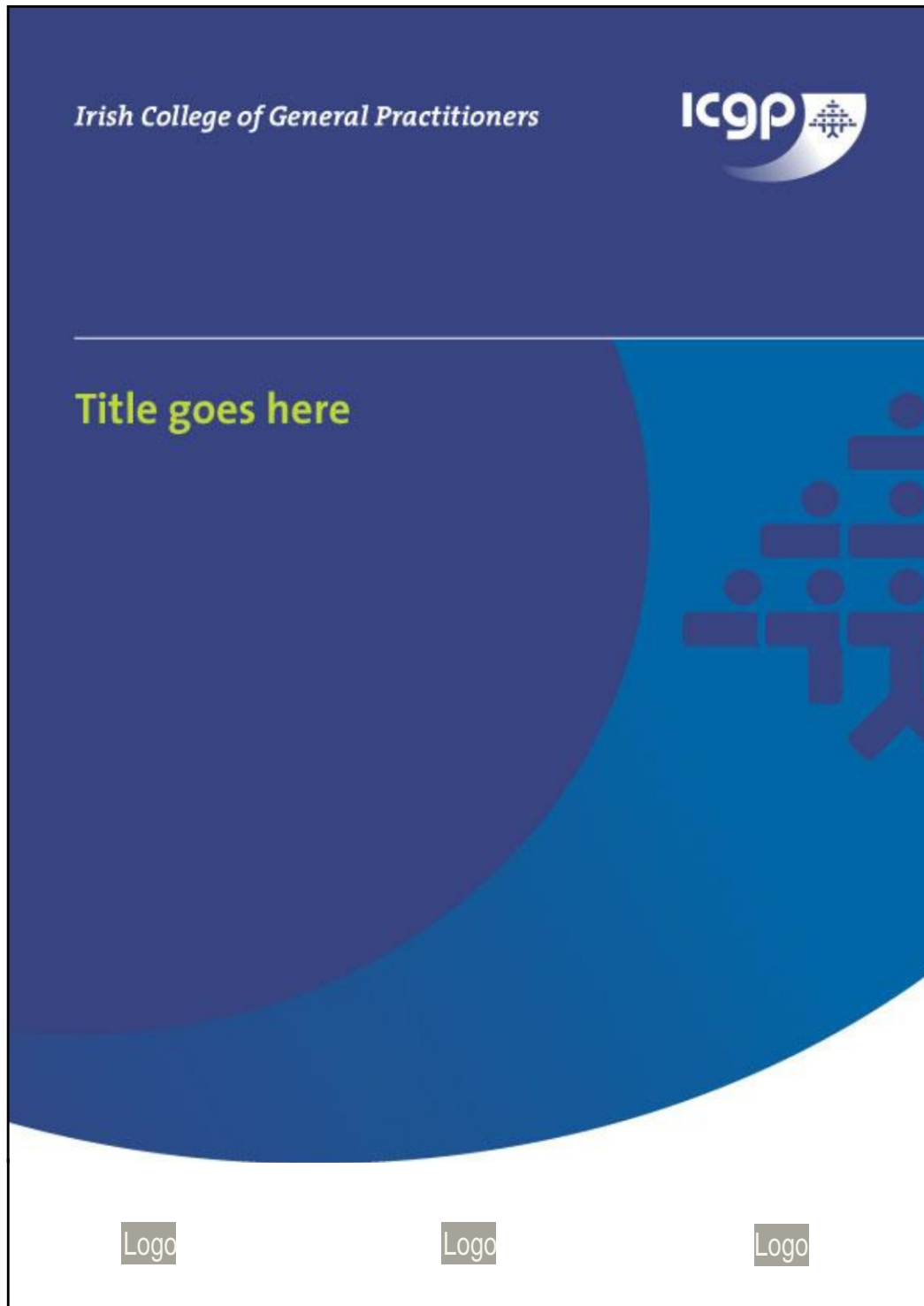
Sample of Front Cover Publication Where ICGP are Sole Publishers

**Reproductive &
Sexual Health
Committee**

ICGP

**Certificate in
Contraception**
Handbook

Gillian Doran gillian.doran@icgp.ie and Trish Patton: patricia.patton@icgp.ie
Created: Jun 2009, Updated: Feb 2018

Sample of Front Cover when ICGP not sole publishers. Ensure all organisation logos are included.

PROCEDURE

1. Inform the Library and Teresa: library@icgp.ie and teresa.curtin@icgp.ie about the publication, launch date, price (if any), number ordered, who they are being distributed to and any other relevant information. See New Publications Form below for details required.
2. Please note that publications must be <u>final</u> versions before proofing and design will begin.
3. Once the publication has been finalised, please email library@icgp.ie who will check referencing on the publication.
4. Once this work is completed, please email to teresa.curtin@icgp.ie who will proof the document for spelling, grammar and apply the ICGP style guide on language.
5. Once this is complete Teresa will format the documents. When this is complete, she will send to the author for one final check.
6. The document will then be ready to go online.

> **The written deadline should be a month before publication due date to allow for referencing, proofing, design and printing.**

THINGS TO THINK ABOUT

Publication – Please indicate if the publication is to be a web-only publication or if hard copies are to be distributed.

Storage – There is very limited storage space available in the College for surplus copies. The College library requires maximum 10 copies.

Contact Alan: alan.mceneff@icgp.ie if storage is required and discuss with him storage requirements including when publication will be delivered and the quantity.

Distribution – Think about how the publication is to be distributed .i.e. at a particular conference, mail-out or online only.

Timeframe - Please build in enough time to allow for proofing and design work. Referencing can take a week, proofing can take a week, design takes 1-2 weeks depending on length and complexity of content and printing usually takes 4-5 days.

NEW ICGP PUBLICATION FORM

Title:

Dept:

Launch Date:

Recommended Price (if applicable):

Accessible to: **Members Only [   ]   General Public [   ]**

Accessible to Specific Groups ONLY e.g. Trainers, Tutors, Level 1, Level 2?

Please list if ONLY for specific groups

Hard copy availability: Yes [   ]   No [   ]

Number of Print Copies to be printed if applicable:

Online availability: Yes [   ]   No [   ]