

FBMH News – guidelines and best practice

All news stories submitted for publication should be sent to the [Faculty Internal Communications Team](#), who will consider whether items are suitable for publication. If the story is not suitable for FBMH News, alternative internal communications channels will be considered.

Aim of communication

Inform the audience of relevant and recent news and events from across the Faculty of Biology, Medicine and Health (FBMH). This will include any non-urgent items, i.e. key staff appointments and departures, policy changes, staff successes, staff training, building or estates news, changes to processes, etc.

Audience

All University of Manchester and NHS staff directly employed by or affiliated to the FBMH.

As some affiliated staff will not use a university login, the blog will remain open to allow access to external users. Content will be considerate to this open nature, refraining from publishing any confidential or personal information (unless agreed previously with the individual).

Style

The blog will deliver news items in a concise manner, using plain English. For more information on the University house style visit the [University brand website](#).

A strict word count will be adhered to >200 but <500. If more detailed information is needed, then the subject should be considered as a running feature, or as numerous articles in the same edition.

The Faculty Internal Communications Team will decide what submitted news is published and reserves the right to edit any information received, especially those exceeding the word limit.

Deadline for submissions is one week before publication.

Photographs

All articles will be submitted alongside a relevant image. Photographs should be submitted with the article to bmhcommunications@manchester.ac.uk as .jpeg or .png files and sized 360x 215 pixels.

Evaluation

The Faculty Internal Communications Team will regularly monitor the usefulness and popularity of FBMH News through detailed analytics and feedback. Information gathered will be used to inform improvements and developments to ensure the blog remains relevant to staff.

Frequency

FBMH News will be circulated fortnightly on a Thursday via an email with the option to click through to the [blog](#) for more information.