

MANCHESTER LEARNING DISABILITY PARTNERSHIP

PROTOCOL FOR SUBMITTING CONTRIBUTIONS TO THE WEBSITE

**The web masters for MLDP are Manmedia personnel.
The web administrator is Andrew Shuttleworth.**

- The deadline for submitting contributions to the MLDP web-site is the last day of every month.
- All submissions require senior management approval. Name of approving manager to be supplied and will be recorded by the web administrator.
- Texts should be submitted as Microsoft Word (versions 95 onwards) documents.
- All documents should be submitted as final documents;- this includes lay-out, titles etc. The web administrator will not be responsible for content and format, or any editing of documents.
- Reports should provide a list of contents on page 1.
- All reports/papers written by MLDP staff should have the copyright symbol marked.
- Images should be supplied, if possible, at 72 dots per inch and rgb colour. Please note; permission to use certain images may be required. It is the responsibility of the contributor to seek permission/consent .
- 'Consent for Use' forms to be used and submitted with accompanying images.
- Forms available from Manmedia. Administrator will advise on appropriate form, dependent upon type of 'consent for use' sought.
- All contributions should be marked with date for removal from the website.
- If a link to another website is required please provide details of what this other site provides together with the full web address.
- All material can be submitted via email to Andrew@manmedia.co.uk, please cc admin@manmedia.co.uk.
- Floppy discs and CD's should be sent to: Manmedia, Oakwood Resource Centre, 177 Longley Lane, Northenden, Manchester M22 4HY.

Protocol agreed 13th September 2006

To be reviewed September 2007.

Originators: Manmedia and Quality, Research and Service Development Team.