# **Procedure for JIVE press releases**

For press releases that only relate to the activity of researchers within JIVE, or with collaborators outside of the EVN, the following procedure is adopted.

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| **TIMING (minimum)** | **RESPONSIBILITY** | **INFORMATION** |
| As early as possible | Authors | Contact JIVE comms team to notify of upcoming publication |
|  | Authors | Notify JIVE comms team of embargo or publication date |
|  | Authors | Provide JIVE comms team with a copy of the publication |
|  | Authors and JIVE comms | Contact other organisations to coordinate with construction of press release  *If lead author is from an external organisation, the comms team there should lead the press release* |
| Two weeks to embargo | JIVE comms | If leading - provide authors with press release template or request details from study |
|  | JIVE comms | Source images/animations if authors or other organisations have not already done so |
|  | Authors and JIVE comms | If leading - agree final draft of press release |
| One week to embargo | JIVE comms | If leading - circulate press release to external organisations  *Edit existing press release from external organisation* |
|  | JIVE comms | Circulate associated materials e.g. images if not included in the original press release |
|  | JIVE comms | If leading circulate press release on appropriate lists (e.g. AAS) |
|  | JIVE comms and authors | Manage queries from press |
|  | JIVE comms | Schedule associated social media |
| Embargo date | JIVE comms | Release and publicise material |
|  | JIVE comms and authors | Manage queries from press |

When embarking on the process above it would be best if this were done in conjunction with Gina Maffey from the outset to ensure that information is circulated through the appropriate channels. However, if notifications on press releases, discussions on press releases, or anything of media interest, has already begun please ensure that [communications@jive.eu](mailto:communications@jive.eu) or [maffey@jive.eu](mailto:maffey@jive.eu) are included in the email list.

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