

Editors Meeting Minutes – September 18th 2008

Present – Vishaal, Kene, Ragulan, Aadarsh, Efun, Rachael G, Rachel S, Zaneta, Tom R, Katharine, Katie, Lucy, Melania, Natasha, Davina

1. Apologies - Michael, Neal, Elena

2. Magazine Update

- Over summer we received about 15 articles which are in various stages of proofreading. We have 7 articles of 1500+ words in length and then shorter articles.
- Joel is working on our website. It will go up on the internet for the public to see on Monday 22nd September. If you want to see it now the link is <http://www.uclmedsin.org/home.htm> The website will allow students download a PDF file of the magazine.
- The provisional release date of the magazine is October 25th at the Medsin UCL conference.
- Deadline for 2nd draft of articles is Monday 22nd September

3. Printing and Funding

- At the moment we have quotes for 500 copies of a 32 page A4 magazine double stitched, 130 gsm, gloss, full colour. The printers will need the magazine in a PDF file
- There is a 1 week turnaround time for printing 500 copies so we must have the magazine fully ready by Friday 17th October
- The best quote so far is £850 and we have been given a UCL grant to cover printing costs. Need to start thinking about funding for second issue though

4. Section Updates (in brackets is how many pages each section will take up)

- **Letters** – Neal Russell is away until mid-October so the rest of the editors will collectively have to edit his letters. They are fairly short and do not need much work. Idea of this page is to encourage readers to comment on the previous issue of the magazine, so this section will work better from next issue onwards! (1 page)

- **Global Health Calendar** – will include mainly Medsin UCL events and then also Medsin London events and other Global Health events (half page)
- **Interview** – we have an interview with Melissa from the STEPS centre in Brighton which Rachel is writing up (one page)
- **Foreign Student Articles** – we have a couple of articles written by foreign students recruited through IFMSA. None of the articles are giving a foreign perspective on healthcare really and we need to address for the second issue. Let me know if anyone has any contacts
- **Global Health Careers** – we have the Village Aid article to go here (one page)
- **Power and Politics** – many articles could come under this umbrella. We decided that we do not need to promote this theme too much on the front cover (as The Lancet magazine is already doing that) but we could just write after each “Power and Politics” article that for further reading look at Medsin UCL conference lectures on www.uclmedsin.org (our website)
- **Reviews** – we have 3-4 reviews and decided that we can include reviews of old books and films but just make it clear that is section is not always reviewing the latest media. We also decided that we should not include bad reviews unless they were constructive. For the next issue we need to have a report on the Medsin UCL conference (2 pages)
- **Current Affairs** – We have received 2 articles on this section so far. We decided we wanted the section to be like the Tidbits section of the Juxtaposition magazine which contains many short articles (3 pages)
- **Feature Length Articles** – there about 7 articles 1500+ words as of now. Not all can be included and Kene and Rachael along with core editors need to decide which to include. All need to made shorter and I am still waiting on second drafts. General consensus was have 2-4 long articles (10-15 pages)
- **Light Relief** – Natasha is going to put together a page at the back of magazine with global health related fun facts and puzzles etc to end magazine on a light note (one page)
- **Trips Abroad** – This section still needs a lot of work. We decided the aim of the section was for students to reflect on their experiences and inspire

others to go abroad and volunteer. Details of how to do this should also be included in each report
(3-4 pages)

- **Medsin Adverts** – the various projects/campaigns of Medsin UCL will need space to advertise in the magazine. We may need to design/format these adverts ourselves
(5-6 pages)

5. Allocate Articles

- Some section editors already have 3-4 articles to perfect and are in touch with the authors about these. A few of you have not got many/all the articles you need so I will send these to you to proofread. It was decided the final perfected copy of the articles should be sent in by section editors 2 weeks before the printing deadline, so **Friday 3rd October**
- When proofreading articles, editors should also think about suitable titles, headlines and pictures for the articles

6. Art and Design

- We need to think of a name/logo for magazine. If anyone has any ideas let me know
- The art and design team met just before this meeting (see minutes) and so progress is being made on that front
- Please see other student-run global health magazines such as Juxtaposition to get an idea of what we are aiming for. I will give you appropriate links in the Action Points

7. Publicity

- We need to make a big effort to publicise the magazine at the start of term, especially to the Freshers. We need to recruit writers for the magazine and also promote the magazine so people will read it.
- We will promote magazine via the Medsin stall at Freshers Fayre and also put up posters in various departments. Try to promote the magazine to your course mates

8. Magazine Distribution

- It was decided that we will release the magazine at the conference on October 25th but we will not give a copy to every delegate. Instead we will set-up a stall and if students want a copy they can have one.
- We will then place the magazines in various departments on Monday 27th October. We will also hopefully set-up a stall on Monday 27th October to distribute magazine. We provisionally plan to have 500 copies but we may need to increase this number

9. Other Items

- **Referencing** – we decided that all authors should use the Vancouver system
- **Turnitin.org** – we may need to check articles for plagiarism though this is unlikely
- **Copyrighting** – for some images we use we may need to get permission from the source

10. Next Meeting

- From now on meetings will be in much smaller groups with just section editors of particular section. There will lots of contact via email so check your email regularly