

Reader Panel Guide

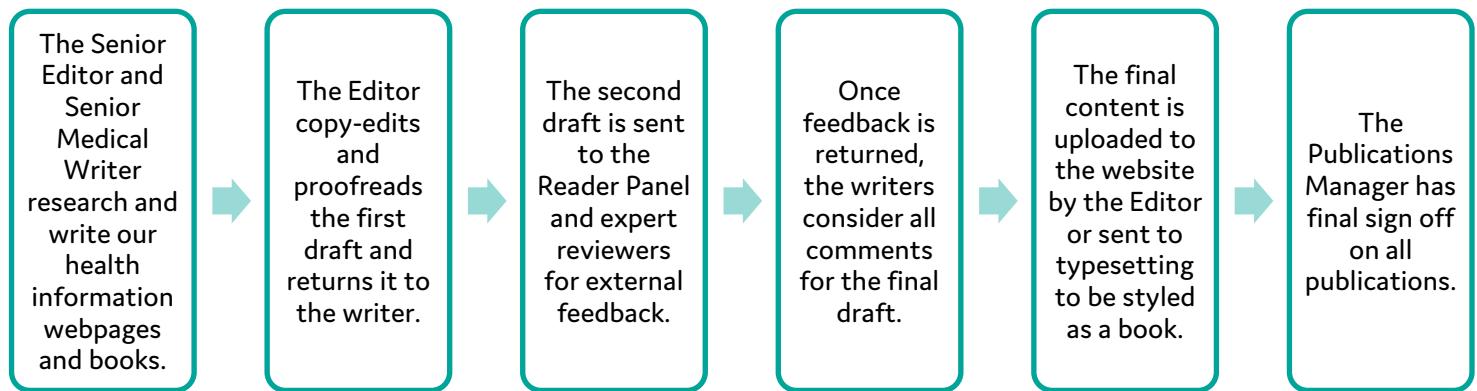
This guide summarises how Lymphoma Action's health information is produced by the Publications Team. It describes the format of the Word document drafts you receive for review. This updated guide now also includes FAQs.

Publications Team and process

The Lymphoma Action Publications Team:

- Anne Hook, Publications Manager
- Lauren Lakritz, Senior Editor
- Vicki Gregory, Senior Medical Writer
- Athena McCallum, Editor.

In 2019, our most-viewed webpage, *Symptoms of lymphoma*, had 409,771 unique views online.



The Editor works with the Reader Panel to complete the lay-review of our publications. For each publication, four members of the Reader Panel are emailed to ask if they are available to review. We require feedback from at least three Reader Panel members for each publication.

A little more detail...

For those of you who want to understand more about why we work in the way we do:

At the time of writing, we produce 15 books and over 150 webpages over the 3 years.

Following best practice, we review all of our health information at least every 3 years. This means we have an ongoing schedule of webpages and books. Seeking external feedback is an important part of our publication process. It means our information is checked by medical professionals for accuracy, and also by non-medical 'lay' people for ease of understanding.

We start researching books 7 months before they are due to be published. On average, a book takes 45 hours to research and write, 25 hours to edit and publish, plus an extra 25 hours of production (typesetting and printing).

Webpages are started 4 months before they are due to be published. A typical webpage takes 15 to 20 hours of writing and 15 to 20 hours of editing and publishing. This doesn't include the time put in by the Reader Panel or our expert reviewers.

We work to a digital first format, meaning most of our publications are designed to go on our website as this is where most people come to access our information. We know that some people are not able to access the internet, however, so the webpages are also available as printable PDFs. Our printed books are available on our website as PDFs too.

The PDFs can be downloaded on the website from the [Books and information webpage](#) and from the 'Downloads' section on the left-hand side of each information page. Printed copies can be ordered free of charge from the online [Lymphoma Action Shop](#) by members of the public, including health professionals who hand them out to their patients in clinic.

In 2019, the Reader Panel collectively spent over 130 hours reviewing publications!

Draft publication format

We draft our publications in Microsoft Word. If we are working on a webpage, once the draft is final, it is uploaded to the website and also turned into a printable PDF. If it's a book, it's sent to a typesetter who styles it. To make this process smooth, the draft publication you review is formatted in a certain way and has extra information on it.

Some of this formatting and extra information is for the online webpage only and some is for the printable PDF only. We include it all in the draft as it is much easier to work from one Word document rather than several – but don't worry about it too much. Most of this is for us to use, but we thought we should explain it so that you understand. **The most important thing for you to review is the health information.** Most of this extra information appears at the end of the document.

To put all of this into some context, see screenshots below to show how these formats are presented on the website. The table on the following page explains what the different formatting means.

Webpage showing review dates ('Details'), downloadable PDFs, acknowledgements and the feedback request, plus 'Back to top' bottom at end of section:

Home About lymphoma Types of lymphoma Support for you Healthcare professionals Get involved [Donate](#)

DETAILS

Last reviewed
January 2018

Next planned review
January 2021

DOWNLOADS

[Living with lymphoma booklet](#)
[Chemotherapy Information sheet](#)

ACKNOWLEDGEMENTS

■ Nirmala Karanjeet, Chemotherapy Pharmacist, Frimley Health NHS Foundation Trust
■ Dr Robin Prestwich, Consultant Clinical Oncologist, Leeds Teaching Hospitals NHS Trust
■ Gill Stewart, Lymphoma Association Clinical Nurse Specialist, Leeds Teaching Hospitals NHS Trust
■ We would also like to thank the members of our Reader Panel who gave their time to review this information


The Information Standard Certified Member

FEEDBACK

Did you find this page useful?

[Send us feedback](#)



Quick overview

Chemotherapy is treatment that uses drugs to kill cancer cells.

What is the aim of chemotherapy?

Many people with lymphoma have chemotherapy, but not everyone does. The aim of chemotherapy depends on the exact type of lymphoma you have. Some types of lymphoma can be cured with chemotherapy while others can be effectively controlled with chemotherapy.

How often do I have treatment and how long does a course last?

A course of chemotherapy usually involves several treatments ('cycles'). A rest period follows each cycle. Your doctor decides how many cycles you should have. A whole course of treatment can vary from several weeks to a number of months.

How is chemotherapy given?

Different chemotherapy drugs for lymphoma are given in different ways:

- orally – by mouth
- intravenously (IV) – into a vein
- intrathecally – into the cerebrospinal fluid (CSF), which surrounds the brain and spine.

Is chemotherapy painful?

Having chemotherapy is not painful. There might be times when you feel some discomfort, for example, in your arm if you have intravenous chemotherapy given into a vein in your arm.

What are the side effects of chemotherapy?

Side effects can vary a lot from person-to-person and depend on the exact chemotherapy drugs you are given.

Your medical team should talk to you about the side effects you might have. The following side effects are quite common after chemotherapy, however you are unlikely to have all of them:

- increased risk of infection
- nausea
- hair loss or thinning
- sore mouth and mouth ulcers
- change in taste – foods can taste different, unpleasant or metallic
- fatigue – extreme tiredness
- nail changes – your nails can become brittle and ridged.

Less common side effects depend on the particular type of chemotherapy drug you have.

[Back to top](#)

Bottom of webpage showing references (as an unopened drop down list here), further reading and related content:

Further reading

Related content

Further information and support

If you would like further information or would like to talk about any aspect of your lymphoma, please contact us.

Support groups

Our support groups offer a safe environment where people can help each other through the day to day issues of living with and beyond lymphoma.

Macmillan Cancer Support

Macmillan Cancer Support has useful information on chemotherapy in general, and on specific chemotherapy regimens.

Item on the draft	What this means	Does this appear on the webpage?	Does this appear on the PDF?
Teal, bold text	Represents hyperlinks. Most links go to other pages on our website; sometimes they will go to other websites. This reduces the need to duplicate information on every page.	Yes	Yes – and we have added the following sentence: We have separate information about the topics in bold, teal font . Please get in touch if you'd like to request copies or if you would like further information about any aspect of lymphoma. Phone 0808 808 5555 or email information@lymphoma-action.org.uk .
Back to top	Signifies a button on the webpage that goes at the end of each section to aid navigation.	Yes	No
About	A sentence summarising the page for use elsewhere.	No	No
Downloads	Lists the PDFs to be included on the webpage.	Yes	No
Further reading	This links to other relevant health information webpages, including our glossary.	Yes	No
Related content	This links to our services or those of another organisation. We have standardised wording for these.	Yes – always in a group of three	No
References	Alphabetically lists the resources that the writers used to produce the information.	Yes – as an expandable list	No – we include the following sentence: The full list of references for this page is available on our website. Alternatively, email publications@lymphoma-action.org.uk or call 01296 619409 if you would like a copy.
Acknowledgments	To thank those who volunteered to review our publication.	Yes	Yes
Review dates	To show our information is up to date and reviewed at least every 3 years.	Yes	Yes – in addition to reference number (LYMwebXXX).
Request for feedback	In order to improve our information, we need feedback from those who use it.	Yes – as a button	Yes – we provide contact details.
Disclaimer	Outlines purposes and uses of our information.	Not on individual webpages	Yes

FAQs

1. I can't review something this time, is that okay?

Absolutely! If you get an email asking if you can review, and you know you're not able to, just let the

Editor know. They can send you something next time your name comes around on the list.

If you think you would like to leave the Reader Panel permanently, talk to the Editor or Volunteering Development Manager.

2. I work from an Apple Mac and don't have Microsoft Word. How can I review a draft?

Macs can convert Word documents and open them automatically (Apple's Word equivalent is called Pages). Once you've filled the form in on Pages, you can save it as a .docx file, which turns it back into a Word document. If you don't know how to do this, let the Editor know and they can just send you the form as text in an email, and the publication draft as a PDF.

3. Who is on the Reader Panel?

The Reader Panel is made up of about 50 volunteers. They are from across the UK and have varying experiences of lymphoma – some members have no experience or prior knowledge of lymphoma.

4. Why do you use 'they' for singular pronouns rather than 'he/she'?

We have an in-house style guide which outlines how we write, following best practice guidelines for health information. We use 'they' because it is gender neutral. Although it's technically grammatically incorrect, today 'they' is commonly used and is becoming more and more accepted.

5. What do the different sections mean on the draft I receive?

Hopefully the table above explains what some of these sections mean. They are only used on the webpage drafts, not on the book drafts. We don't expect you to 'review' these sections as such, but we think it's useful for us to include as it shows how our webpage connects to the other pages on our website and resources and services we have to offer.

Thank you!

We truly value the time that you volunteer to review our publications. We honestly could not produce our health information and help those affected by lymphoma without your help.

If you have any queries during your time volunteering with us, please don't hesitate to contact the Editor, your contact for this role, or the Volunteering Development Manager:

Athena McCallum, Editor

a.mccallum@lymphoma-action.org.uk

01296 619 429

Carly Benton, Volunteering Development Manager

volunteering@lymphoma-action.org.uk

01296 619 424