

Reader Panel Guide

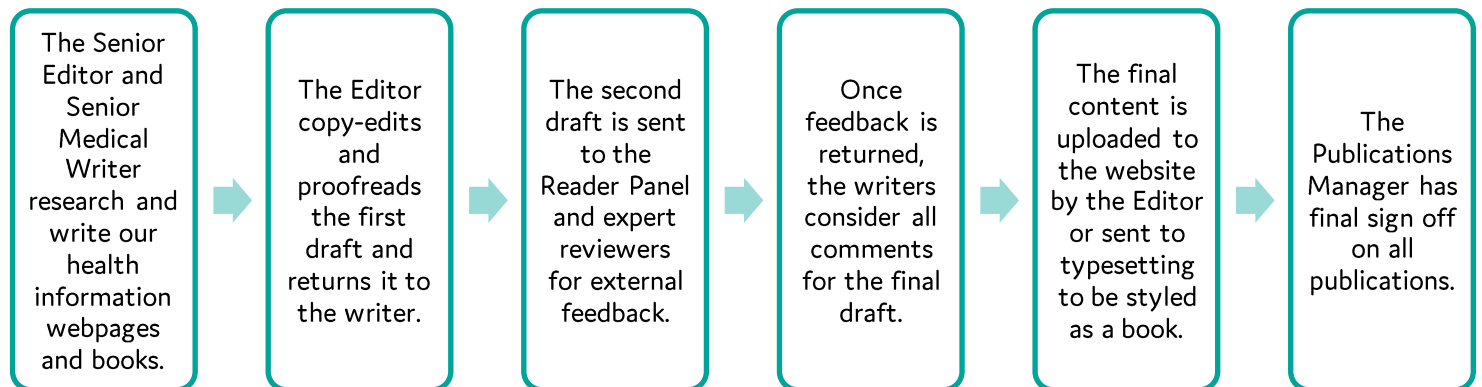
This guide summarises how Lymphoma Action's health information is produced by the Publications Team. It describes the format of the Word document drafts you receive for review. This updated guide now also includes FAQs.

Publications Team and process

The Lymphoma Action Publications Team:

- Anne Hook, Publications Manager
- Lauren Lakritz, Senior Editor
- Hannah Jones, Senior Medical Writer
- Kirsty Gloess, Editor.

In 2021, our most-viewed webpage, *Symptoms of lymphoma*, had 488,959 unique views online.



The Editor works with the Reader Panel to complete the lay-review of our publications. For each publication, the Editor emails four members of the Reader Panel 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 120 health information webpages over the 3 years.

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 begin working on books 7 months before they are due to be published. This allows us enough time to research, write, edit, send the content out for review and produce (typesetting and printing) the book. We typically begin working on webpages 4 months before they are due to be published. This gives us enough time to research, write, edit, send out the information for review, and upload it to our website.



In 2021, the Reader Panel collectively spent over 130 hours reviewing our health information!

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.

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 as easy as possible, the draft publication you review is formatted in a certain way and has some 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. Most of this extra information appears at the end of the document. **The most important thing for you to review is the health information.**

To put all of this into some context, see the table on the following page which explains what the different formatting means on the Word document you are sent to review. There are screenshots below the table to show how these formats are presented on the website.

What does the formatting on the Word document mean?

Item on the Word document 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 add the following sentence to the PDF: 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	Represents a button on the webpage at the end of each section to aid navigation. The user can click the button to take them to the top of the webpage.	Yes	No
About	A sentence summarising the page for use elsewhere.	No	No
Downloads	Lists the PDFs to be included on the webpage. This will always include the PDF of the page, plus any other PDFs of books.	Yes	No
Further reading	Links to other relevant health information webpages, including our glossary.	Yes	No
Related content	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

How the publication draft will look as a published webpage

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

TYPES OF LYMPHOMA

Lymphoma in children and young people

Hodgkin lymphoma

- Classical Hodgkin lymphoma
- Nodular lymphocyte-predominant Hodgkin lymphoma

Non-Hodgkin lymphoma






- Chronic lymphocytic leukaemia (CLL)
- Skin lymphoma
- CNS lymphoma
- Other rare high-grade B-cell lymphomas
- Post-transplant lymphoproliferative disorder
- Lymphoma and HIV
- Transformation of lymphoma

DETAILS

Last reviewed
April 2022

Next planned review
April 2025

DOWNLOADS

-  [Hodgkin lymphoma information sheet PDF](#)
-  [Introduction to lymphoma booklet](#)
-  [Hodgkin lymphoma book](#)
-  [Young person's guide to lymphoma digital PDF](#)
-  [Easy Read: Finding out you have lymphoma](#)

ACKNOWLEDGEMENTS

- With thanks to Dr Graham Collins, Consultant Haematologist and Lymphoma Lead, Oxford University Hospitals NHS Foundation Trust for reviewing this information.
- We would like to thank the members of our Reader Panel who gave their time to review this information.

Hodgkin lymphoma

This information gives you an overview of Hodgkin lymphoma. We have separate information pages with more detailed information on the two main types of Hodgkin lymphoma: **classical Hodgkin lymphoma** and **nodular lymphocyte-predominant Hodgkin lymphoma** (NLPHL).

On this page

- [What is Hodgkin lymphoma?](#)
- [Who gets Hodgkin lymphoma?](#)
- [Types of Hodgkin lymphoma](#)
- [How common is each type of Hodgkin lymphoma?](#)

What is Hodgkin lymphoma?

Lymphoma is a type of blood cancer that develops when white blood cells called **lymphocytes** grow out of control. Lymphocytes are part of your **immune system**. They travel around your body in your **lymphatic system**, helping you fight infections.

Lymphomas can be grouped into Hodgkin lymphomas or **non-Hodgkin lymphomas**, depending on what the lymphoma cells look like when doctors examine them under a microscope.

- Hodgkin lymphoma** contains abnormal cells called Reed–Sternberg cells. It is named after Dr Thomas Hodgkin, who was the first person to describe it in 1832.
- Non-Hodgkin lymphoma** is any type of lymphoma that is not Hodgkin lymphoma.

We have separate information on possible **causes** and **symptoms** of lymphoma.

We also have an **animation about Hodgkin and high-grade non-Hodgkin lymphoma** that you might find helpful. It is designed to help parents and carers who have lymphoma talk to their children about it.

[Back to top](#)

Who gets Hodgkin lymphoma?

Hodgkin lymphoma is rare. Around 2,100 people are diagnosed with it each year in the UK – roughly six people every day.

120

Below is a screenshot of the bottom of webpage showing references (shown as an unopened drop down list in the screenshot below), further reading and related content:

References ▼

Further reading

- > [What is lymphoma?](#)
- > [Lymphoma in children and young people](#)
- > [Classical Hodgkin lymphoma](#)
- > [Glossary](#)
- > [Nodular lymphocyte-predominant Hodgkin lymphoma \(NLPHL\)](#)

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 for you](#)

Personal stories

Read stories of other people affected by lymphoma.

[Personal stories](#)

Sign up to hear from us

We'd love to keep you updated with the latest lymphoma news, events, support services, campaigns and ways you can get involved – including through our Lymphoma Matters magazine.

[Sign up to hear from us](#)

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 (contact details at the end of this guide).

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:

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