



Bawtry Heritage Group

Preserving our Past for the Future

Registered Charity No. 1188945

Process for endorsing study papers for the BHG website and Library display

13th June 2023

Guiding Principles

- All study papers are owned by the author/researcher
- The BHG Trustee Committee make the final decision on each submission with regard to endorsement
- Submissions for consideration must have a tangible link to the history/heritage of Bawtry

Phases of consideration

Desk Top phase

1. All submissions should be emailed to the BHG chairperson.
2. The chairperson circulates to all trustees for proof reading and written comment on spelling, grammar and generic comment on the topic's presentation.
3. All trustees should reply including nil returns.
4. Group comments are fed back to the author/researcher by the chairperson for consideration in advance of the committee phase; leading to a resubmission, comments for the committee, or withdrawal.

Committee phase

1. All papers re-submitted after the Desk Top phase will be scheduled for discussion by the Trustee Committee by the BHG chairperson.
2. The Trustee Committee will discuss any issues or points for consideration beyond those relating to spelling, grammar and general presentation. The discussion summary captured in the minutes. (There may of course be no issues considered necessary for discussion. Reference of endorse or otherwise will still be recorded).
3. The Trustee Committee will decide on the following options for the papers under consideration:
 - That the paper is considered suitable for presentation on the BHG web-site and in its Community Library space.
 - That the author/researcher should be requested to consider further issues relating to the submission with the invitation to resubmit to the committee phase in the near future.
 - That the paper is not considered suitable for presenting on the BHG website or Community Library space.

Post the committee phase

1. The BHG chairperson will inform the author, in the case of a non trustee committee member, via email of the final decision.
2. In accordance with individual committee responsibilities, approved papers will be submitted for uploading or preparation for the library display.

Important note

The author/researcher may choose to withdraw the paper from the process at any time.