

Lucy Writers' Platform Constitution (LWP)

The LWP supports and abides by the Lucy Cavendish Freedom of Speech Policy. A link to the document is here:

[../Good College Relations - Freedom of Speech.pdf](#)

What We Stand For

- Inclusivity (especially the promotion of work from BAME & LGBTQIA+ individuals); celebration of diversity & equality within the international Lucy Cavendish College community, as well as outside of it
- Active, engaged, fresh approaches to journalism
- Spotlighting the achievements and talents of all our contributors
- Furthering the Lucy Cavendish College Alumnae legacy
- Strengthening pre-existing links between established groups in Lucy Cavendish College, Alumnae members and Lucy Cavendish College affiliates, and writers from around the world
- Encouraging and nurturing new talent from inside and outside the Lucy Cavendish College community
- To provide new opportunities for all our writers

Who We Are

The LWP is made up of undergraduate and postgraduate students; members, fellows and alumnae of the College; and writers, journalists and artists from outside of the College. All subsections that make up the local and wider Lucy Cavendish community will be considered equal in the running of the LWP and treated as such with regard to their contributions to the website.

Students (Undergraduate & Postgraduate), from any university and any discipline, are welcome to contribute their skills to the maintenance, monitoring, editing, production etc. of the LWP. We hope that the LWP provides opportunities for students across disciplines to write on topics in relation to or away from their field of study. The LWP should be a stepping stone for those final year undergraduates or postgraduates who are looking to continue their writing or are interested in some kind of journalistic career beyond the college. However, the LWP also recognises and welcomes the input of students who simply want to contribute to an online forum to gain experience or for enjoyment. Those students from the Lucy Cavendish College community who are already involved in college-based initiatives, such as the Cavendish Chronicle and the Lucy Cavendish Fiction Student Prize, are also welcome to contribute to the LWP.

Alumnae, from any discipline or professional background, are welcome to contribute their skills to the maintenance, monitoring, editing, production etc. of the LWP. Originally conceived as a website fundamentally for the alumnae community, the LWP seeks to unite past and present members of Lucy Cavendish College. The LWP seeks to shine a spotlight on

all contributors and their work, regardless of their status and current relationship to the college (i.e. undergrad / postgrad / alumna). However, we specifically encourage and look to members of the Lucy Cavendish alumnae community to become involved in the LWP. We wish to increase inclusivity and widen participation and connection from alumnae to the College. We hope the LWP will feed into the lives and work of our alumnae community, in whatever small, yet highly enriching, way.

Fellows: although the Lucy Cavendish College fellows will not contribute to the maintenance, monitoring, editing and production etc. of the LWP, we completely embrace and welcome any suggestions, input and submissions provided by them. We encourage readership amongst this smaller, though no less highly regarded, community within the College.

Writers and Creatives (from outside the Lucy Cavendish College Community), we welcome submissions from writers and creatives from outside of the Lucy Cavendish College community, irrespective of experience or qualifications. We also welcome interest in the editorial and maintenance side of the site. The LWP aims to be a stepping stone and a nurturing safe space for emerging writers. For more established and experienced writers and creatives, the LWP hopes to be an exciting platform that champions the ideas and work of women. We hope the LWP will provide a strong and supportive international community of women creatives, where mutual learning and appreciation is at the forefront of all contributions.

What We Do

The LWP aims to provide content that is fresh, accessible, insightful; to present journalism that is written with flair and creativity. We are open to suggestions from our contributors, but look to create a platform known for consistency as well as originality. That is, we would like to have columns or contributions that are regular, in addition to “one-off” features etc. Whilst we desire for the LWP to be shaped and built by our contributors, we will still commission pieces. However, acceptance of submissions is at the discretion of the editors. We adhere to the following editorial principles, especially when considering features, opinion pieces and investigative reports: accuracy, fairness, balance, a full attribution to sources and a clear separation of reports from analysis and opinion.

The LWP aims to attract the following (this is not an exclusive list):

- Artists, illustrators, photographers, graphic designers, web developers
- Writers, from all disciplines
- Editors & Assistant Editors, from all disciplines

How the LWP functions

The LWP is an online space for student-alumnae-external contributor-led work and collaboration. We would like our writers to have a significant say in what they would like to write, read and see on the website. However, the LWP has a strong editorial team who work collaboratively to commission and edit submissions, as well as maintain and run the site.

Editorial Structure

Editor-in-chief is responsible for overseeing the maintenance and development of the site and its content. The editor-in-chief is responsible for new editions and themes (in collaboration with the editors); the editor-in-chief facilitates and will help to cultivate new opportunities, connections and commissions for contributors, and between editors. The editor-in-chief is the first port of call for any queries or problems that may arise for the editors. (see current editor-in-chief profile for more information: Hannah Hutchings-Georgiou).

Editors are responsible for commissioning work, liaising with contributors, editing features or rolling content in their specific field (literature, art, history, natural science, politics, architecture, etc.). Editors are expected to liaise with contributors, other editors (should content overlap with their sections or to share opportunities), relevant illustrators / photographers (should content require this). Editors can delegate image permissions to the editor-in-chief if preferred. Editors will not get credit on content by a contributor, but will be cited on 'Editors' page (unless they have substantially contributed to the production of the work) and will have their names on any content they contribute to the site. Editors are to direct all their queries to the editor-in-chief; the editor-in-chief is on hand to help edit, gain permissions, oversee important content, monitor the site and promote work online.

Current Editorial Team (see 'Editors' page for contact details):

Usha Akella – Poetry Editor
 Tilda Bowden – Creative Writing Editor
 Laura Carman – Politics Editor
 Serena Chana – STEM Editor
 Ruth Cocksedge – Health & Wellbeing Editor
 Florence Hazrat – Environment & Postgrad Editor
 Hannah Hutchings-Georgiou – Art & Design, Books, Dance, Theatre Editor
 Kitty Wenham – Opinion Editor (co-edits Books section too)

Uploading content should be the responsibility of the relevant editor.

Contributors may be regular or may want to submit one-off submissions to the site. All contributors will have profiles (should they want them). The level of commitment is to be agreed with the editor or assistant editor before commissions or pieces are underway. For longer features, deadlines are to be agreed on with editors. For roll over content (shorter pieces especially, e.g. reviews), fixed deadlines must be met by all contributors. Deadlines, writing style, word count etc. will all be specified in an emails between editor and contributor. All contributors will receive full credit for their work and are entitled to a profile on the LWP website. Payment for content is, unfortunately, not possible.

In-College Contact: Our designated in-college contact for any editorial and site development issues is Dr Isobel Maddison. She will also be our point of contact for College Council meetings.

Who Does What

The LWP is an independent website that aims to be as open, democratic and equal in terms of power and initiative. Nonetheless, a core team of editors have the final say over crucial decisions pertaining to the maintenance, development and growth of the website. Assistant editors would similarly have an input in the evolution of the LWP. Regular meetings should take place to ensure transparency and that everyone is heard. At these meetings editors would need to divide the following roles: minute taker, chair of meeting, college liaison spokesperson (if this role is not already taken).

Submissions, Copyright, Visibility & Inclusivity

Submissions are open to all writers from inside and outside Lucy Cavendish College. Information about submissions can be found on our 'Write for us', 'Submissions & Contact', 'Special Editions' pages on our site. Pitches for ideas or general inquiries should be directed to us through email: lucywritersplatformlcc@gmail.com Contact can also be made via our Twitter and Facebook accounts: @LucyWriters and @LucyWritersPlatform

Copyright: all content submitted by contributors is the intellectual property of the contributors. Should the contributor want to use work written for and uploaded onto the LWP for another online platform or journal, discussions must take place between the relevant editor and contributor.

Profiles should have an optional photograph/image, a blurb about the contributor, possible contact details (including a twitter handle, links to Instagram, websites etc.), and links to content produced. Contributors profiles can be accessed through the 'Writers' page and also at the top of an article under their contributor name. Profiles are not mandatory, however, they are there for the benefit of the contributor, as a contact and networking tool, and as a form of inclusion, widening participation and celebrating the work of our LWP team. Editor profiles can be found on the 'Editors' page and by clicking on the author name at the top of an article.

Overlap with Alumnae Association, Student Union and Other Lucy Cavendish College Groups

Whilst the LWP is an independent website, it aims to connect with and reinforce the outreach and output of all college-funded and /or promoted groups. The LWP will, therefore, promote the work of all such groups, creating cross-partnerships and events in the future.

Advertising

Calls for Submissions / Writers will be made at Alumnae Association events, through the college message board, via the LWP mailing list, via Twitter and Facebook, and through other student-led groups.