

NCAS Highlights Procedure

Implemented for 2015 onwards

Part A – *NCAS Highlights*: Communication of our achievements.

These highlights will be referred to as *NCAS Highlights*. Each director/head to select 5 - 10 pieces of published* research to be written up by the scientist(s) using the Highlight template, criteria and guidance. These will be edited and **published on the website**. They may also be re-purposed for a range of uses.

*For directorates where publications aren't the norm, then the director's discretion should be applied.

- Highlights will be from each calendar year.
- Deadline for submission is 28th February (of the next year).
- Authors should use the template and refer to the guidance notes for more details.
- The best written highlight will be awarded a prize at the annual NCAS science conference.

Part B – *Director's Choice Highlights* (to include Science, Facility, Instrumentation and Impact)

These Highlights will be referred to as *Director's Choice Highlights*. Each director to select the top two pieces of science, technology or facility achievement from their directorate from each calendar year. These will be written up and edited by the director (and scientists) – with help from the communications manager. The case studies chosen may overlap with Part A.

A final edited selection (all items from part B, and some from part A) will be published as the **Annual NCAS Highlights** in July the following year.

Annual NCAS Highlights Timeline

October 2015 - Advertise/circulate this new procedure and begin collection of NCAS Highlights.

December - Call for highlights to all areas of NCAS

February 28th every year- Deadline for NCAS Highlights to be submitted.

April 31st every year - Deadline for Director's Choice Highlights

May - Selections edited, formatted and finalised for publication online and at the science conference.

July each year - A selection of highlights will be displayed at the NCAS Science Conference, winner of best written highlight is awarded a small prize and the NCAS highlights are published on the website.