



## Publications

### Principle:

1. TasCAHRD shall, as part of a consistent approach to informing the communities it serves, use plain English in its communications and publications to ensure that they are easy to read and understand.

### Guidelines:

2. Publications should adhere, wherever appropriate, to a consistent style in terms of colour, type and design.
3. The use of cartoon and pictorial graphics is encouraged to enhance readers' understanding of TasCAHRD resources.
4. Brochures, publications and other communication materials prepared by the organisation are to be approved by the President and the Chief Executive Officer prior to their release.
5. Materials containing information of a technical nature are to be checked for accuracy by a person nominated by the President and the Chief Executive Officer with expertise in the relevant area.
6. TasCAHRD, in preparing publications and other printed material, will adhere to any existing standards promulgated by the Australian Federation of AIDS Organisations, the Australian Hepatitis Council, and the Australian Injecting and Illicit Drug Users League.
7. In preparing publications and other printed material, TasCAHRD will take into consideration the needs of people of low literacy and people from culturally and linguistically diverse backgrounds. Resources produced for culturally and linguistically diverse communities and for people with low literacy skills should be checked for accuracy and/or be focus tested by appropriate representative bodies prior to their distribution/publication.
8. TasCAHRD recognises that, in particular circumstances, sexually explicit and potentially offensive material may be required. Where this is so, care is to be taken to ensure that such material is used only where there is a specific need for it, and is distributed with care so as to avoid, as far as is reasonably possible, public offence or undue controversy. Such material is to be clearly marked "Not for General Distribution".
9. Copies of all new publications issued by TasCAHRD, and of those distributed by TasCAHRD but produced by peak bodies (such as the Australian Hepatitis Council), are to be made available to

members of the Board of Management. Those produced by bodies other than TasCAHRD should, wherever possible, include by way of an appropriate sticker the current TasCAHRD contact details.

10. Wherever possible TasCAHRD will work collaboratively with other organisations to avoid duplication of materials. Where TasCAHRD issues under its own name publications and printed material prepared and produced by another organisation, and where TasCAHRD utilises in its own publications material prepared by another organisation or by an individual, appropriate referencing and acknowledgement will be given in the printed material.
11. TasCAHRD will, where appropriate, encourage the shared use of TasCAHRD resources with relevant agencies in Australia.
12. TasCAHRD will, wherever possible, assist auspiced and fraternal organisations to meet their need for publications.

Board Approval: 30/5/05

Amended: March 1, 2005

Policy: PSM-07