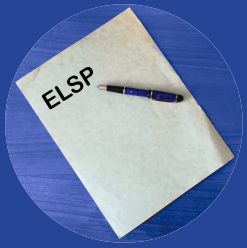


# Equitable Letters in Space Physics (ELSP)



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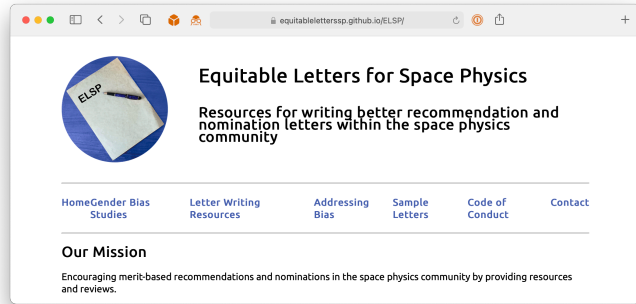
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## Our Mission

Encouraging merit-based recommendations and nominations in the space physics community by providing resources and reviews.

Visit our website: <https://equitableletterssp.github.io/ELSP/>

We are currently looking for volunteers to become reviewers. Email us: [equitable.space.letters@gmail.com](mailto:equitable.space.letters@gmail.com)



## Our Website

Our website provides resources that helps submitters to write more equitable letters of recommendations:

- A list of studies that demonstrates how gender bias shows up in recommendation letters.
- Help on writing a good letter for your student or colleague:
  - General letter writing advice.
  - Gender bias word calculator.
  - Advice for addressing racial, ethnic, and socioeconomic bias.
  - Guidelines to help avoid including protected information.
- Links to organisations and projects aiming to open up discussions on reducing implicit bias.

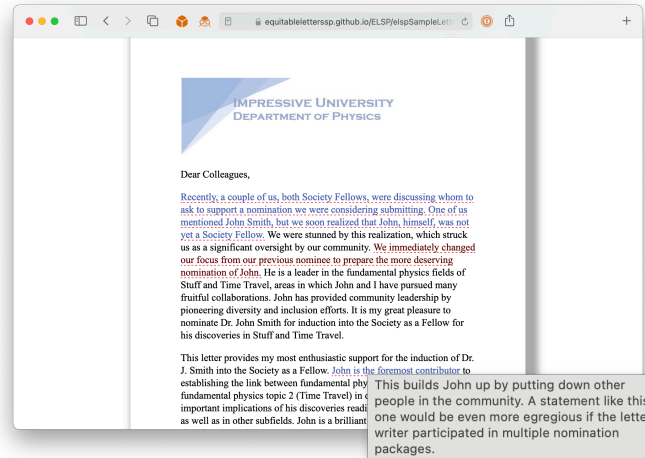
## Sample Letters

We provide examples of different ways you can accidentally undermine someone in a recommendation or nomination letter. Sample letters include gender bias (which can negatively affect any gender) and racial bias for different career levels.

## Submitting a letter

The submitter may ensure an anonymous review by using pseudonyms in the letter. (Some information must be provided to ELSP to ensure the intended recipient is not used as a reviewer!)

- Letters are submitted to ESLP email (accessible to directors)
- Executive Director reviews submission for compliance, asking for changes if necessary
- Reviewers are solicited (two reviewers per letter)
- Executive Director compiles reviews and returns them to the submitter



## Reviewing a letter

- Reviewer information is not provided to the submitters.
- An annual ELSP community report will thank reviewers.
- Training for reviewers is being developed.
- A checklist will guide the review process.
- You can always say “no” if you’re too busy to accept a review, and we request a two week turn-around.

**We hope to open for letter review shortly.**

## Code of Conduct

Our code of conduct is based on the Contributor Covenant 2.0. We provide examples of desirable and unacceptable behaviour, and a framework for dealing with infractions and disputes.

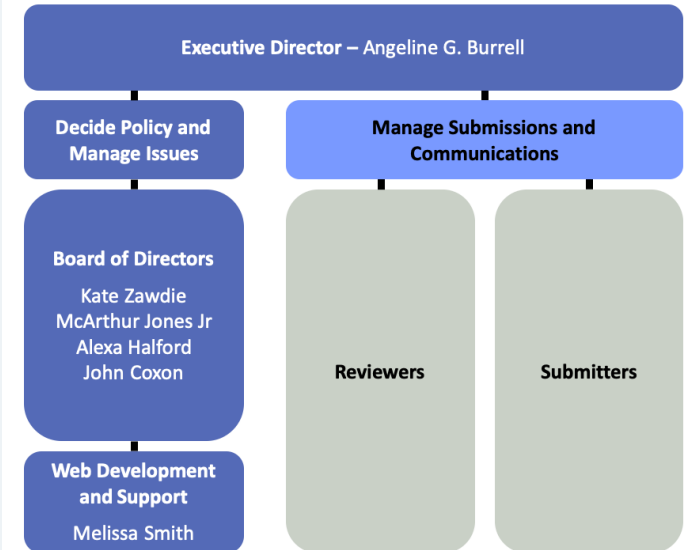
## Other Ways to Help

This is a community, volunteer-led project. We would love to receive webpage bug reports, suggestions for additional resources, and ideas for improvement. Please visit our GitHub to contribute: <https://github.com/EquitableLettersSP/ELSP>

## Community Growth

We aim to be transparent and welcoming:

- In one year, we will provide a report to the community.
- The Board of Directors will have annual elections for some positions, and each position has a limited term.
- Executive Director position is a two-year position, preventing burn-out.



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