Tutorial Publication Process

ANAESTHESIA TUTORIAL OF THE WEEK

This flowchart illustrates the correct process that should be followed when writing a tutorial for ATOTW. It should help prospective authors and supervising consultants understand what to expect at each stage of the writing process. Writing in RED shows the action point that should take place at each stage.

Prospective author would like to write a tutorial
- Author visits ATOTW 'Author's page' on the WFSA website
- http://www.wfsahq.org/atotw-authors-page
- Author contacts the Editor-in-Chief at atotw@wfsahq.org to indicate interest

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Editor-in-Chief makes contact with relevant subsection editors

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Subsection editor e-mails prospective author directly

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Prospective author and subsection editor agree on the topic for the tutorial
The author now registers the topic with the Editor-in-Chief:
- Author completes 'Tutorial Registration Form' (see Authors Page on website) and sends completed form to atotw@wfsahq.org

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Tutorial is written by author and supervising consultant
Expected date of submission to subsection editor is 8-12 weeks from registration
- Author should adhere to the 'Tutorial Writing Guidelines' when writing the tutorial (see Authors Page on website)
- Once the first draft of the tutorial is completed, author sends this to subsection editor for review and comments. This stage can take up to a few months depending on the amount of editing work required

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Tutorial may require review by a second subsection editor

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Subsection editor and author agree final draft
- Author formats the tutorial as described in the 'Tutorial Writing Guidelines'
- 'Final Submission Checklist' is completed by author (see Authors Page on website)
- Author sends formatted tutorial and completed submission checklist to atotw@wfsahq.org

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Editor-in-chief reviews the tutorial prior to publication
The tutorial will be published within three-six months of final submission, depending on current stock of tutorials. The author will be notified expected date of publication.

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Tutorial is published on the WFSA websites
- Author receives notification from WFSA when the tutorial gets published