

# 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 (EIC) at [atotw@wfsahq.org](mailto:atotw@wfsahq.org) to indicate interest with topic and brief outline of contents

### Editor-in-Chief makes contact with relevant subsection editors



**Subsection editors** review and collectively indicate EIC on acceptance of Topic & Outline draft. If revisions needed, they **e-mail prospective author directly with EIC in loop**



### Prospective author, Subsection editor & EIC agree on the topic for the tutorial

The author now registers the topic with the Editor-in-Chief: EIC indicate author to register as author on our Manuscript Editorial manager PeerTrack at <https://www.editorialmanager.com/atotw/default.asp>

- Author completes the 'Manuscript Outline Form' (see Authors Page on website) and, once it has been approved by EIC, uploads it to PeerTrack at <https://www.editorialmanager.com/atotw/default.aspx> (see the instructions on "How to submit your tutorial to ATOTW via PeerTrack")



### Tutorial is written by author and supervising consultant

Expected date of submission to subsection editor on PeerTrack is 4-8 weeks from registration

- Author should adhere to the 'Tutorial Writing Guidelines' when writing the tutorial (see Authors Page on website)
- The Primary Editor, Section Editor & EIC will communicate and guide author via the editorial manager PeerTrack to author's registered email for writing the full manuscript
- Full Tutorial will be subject to at least  $\geq 2$  peer review process



### Tutorial may require review by a second subsection editor



### Primary Editor, Subsection editor & EIC agree to final draft after revisions and multiple required reviews

- Author formats the tutorial as described in the 'Tutorial Writing Guidelines'
- Full tutorial is uploaded to Editorial Manager (see the instructions on "How to submit your tutorial to ATOTW via PeerTrack")

### 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.



### Tutorial is published on the WFSA websites

- Author receives notification from WFSA when the tutorial gets published