

FORMATTING REQUIREMENTS for ATOTW:

IN SUMMARY:

Font - Times New Roman for text, arial for headings (capital bold, then bold, then italic and not bold)
Text - bilaterally justified
Footer throughout - 'Anaesthesia Tutorial of the Week tutorial name and number, *date* plus page number' - leave number and date blank, RH to insert prior to publication.

THROUGHOUT:

Section headings - size 12, arial, capital, bold
Sub-heading - size 10, arial, bold
Sub-sub-heading - arial 10, italic (not bold)
Main body text - size 10
Key points boxes - Fill 25% grey, 1 point line surrounding, size 12, bulleted with small solid dot, layout behind text.

FRONT PAGE:

Small TOTW logo, top right.
Title - size 14, Arial, bold, Caps
Number of tutorial, online publication date - size 12, Arial, bold, Caps
Author(s) Title, forename, Surname. No letters after name., Establishment and country (not full address), email address of corresponding author - size 10, TNR

QUESTIONS (OPTIONAL)

Three questions.
Any question format (true/false, one of five etc).
Answers at the end (before refs). Some explanation to answers helpful esp if not black/white
Other question formats are acceptable. Keep the same order (i.e. question before the tutorial, answers and explanation at the end)
Please use numbering (format > bullets & numbering). Stem questions should be numbered 1,2,3 etc., parts to stems should be "numbered" with lower case letters (a, b, c etc.)

FIGURES

Try to keep the file size of any illustration down to <200kb, (if it is a full resolution photo try reducing the file size by exporting from your photo software with a small image size but maintaining image resolution. If using MS Office 2010 (or 2011 for Mac), image compression is possible within Word.
Format picture>layout>in line with text
Centre justified
Labelling - **Below** figure. Arial 10
Figure 1. (in bold), Figure x. figure illustrating y

TABLES

Table menu > autofomat > 'simple1' - produces a table with just horizontal lines. Format picture>layout>in line with text. Centre justified.
Labelling - **above** table. Arial 10,
Table 1. (in bold), Table x. Table illustrating values of y

IMPORTANT POINTS/SUMMARY BOX –

Optional but use encouraged - these can also be used mid-text to emphasise important points, or at the end to summarise the tutorial.
Insert text box > TNR size 12, bulleted (if necessary) with small solid dot > format text box > Colours & lines > Fill 25% grey, 50% transparency, no line surrounding > layout square, centred.

ANSWERS TO QUESTIONS

Please give explanations wherever possible.

C:\Documents and Settings\Richard\Desktop\New blue USB drive\ATotW\Misc docs\Formatting info\FORMATTING REQUIREMENTS for ATOTW Author's guide.doc

WEBLINKS

Size 10 TNR

Please make sure weblinks work

REFERENCES and FURTHER READING

Many readers of ATOTW have limited access to journals and therefore references should in general be limited to those that would be considered as 'further reading'. Please format your references as follows:

Size 10, TNR.

References should include: names and initials of all authors (unless more than 6, when only the first 6 are given followed by 'et al. '), title of the paper; Medline abbreviation of the journal title (in italic); year of publication; volume number; first and last page numbers.

If you have any questions about formatting please contact your editor.

Richard Hughes

Co-ordinating editor

WFSA Anaesthesia tutorial of the week.

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