

# Anesthesia Toolbox

## General Comments for all Submitted Lectures

When creating your lecture please keep the following in mind as they are the most common issues authors encounter:

1. **Keep all author identifying information on a cover sheet (author/co-author names, institutions, city/state, etc.) to be uploaded to EditorialManager.**
2. Minimize the amount of text on a slide. If you have too much text on a slide the learner will try and read the slide and not listen to the lecturer. You may have heard the adage to have no more than 7 bullets or 7 words per bullet. Modern design has even fewer bullets or words. The goal of the bullets is to summarize your point. The notes section is where you provide the detail and explanation for the bullets
3. Use minimum 24 pt font for your text boxes on slides, use minimum 20 pt font in tables if you can.
4. If you have a complicated table, circle or otherwise highlight the key information you want the learner to focus on.
5. The notes section should be in paragraph form and be what you would be saying if you gave the lecture. We peer review the notes as well.
6. Visual appeal is very important. At least every other slide should have a chart/pic/image to emphasize your point - learners are much more visual today and the old adage a picture is worth a thousand words is especially true for this video game generation. They serve as important memory aids for the learner. We provide you with stock photography. Just go to [www.dreamstime.com](http://www.dreamstime.com) and select any image you want.
7. Every 7-10 slides (4 or 5 times in a 1-hour lecture) needs to be broken up with some sort of visual/interactive question/exercise to engage the learner. Look for areas where you can add things to break up the boredom of a lecture and get the audience involved.
8. **Don't forget to provide 4-5 quiz questions at the end. See the attached Instructions for writing questions included with content for details.**
9. The lecture should be in a PowerPoint format.
10. Label your **lecture filename** according to our naming convention
  - a. Example: Neuro Lecture 12 Essentials of Neuromonitoring 06102022
  - b. Note the 8-digit code at the end that indicates the date of your submission. We use the date to track versions of your submission.
11. Please use the **attached standard template** for Toolbox lectures.
12. Cover page needs to include author's rank.
13. Please see the **disclosure slide** in the template. Please fill out any relevant disclosures and include as Slide 2 in your presentation
14. **References.**
  - a. When citing a reference at the bottom of the slide – use this format:  
  
Jones B, et al. Title of the article. Anesth Analg. 2009;15(2):145-52. 14 pt font.  
  
If more than one reference or they clutter the slide it is OK to put the reference in the notes for that slide (place after the paragraph in the notes)
15. **Please note the proper format:**

Last name first name initial, comma only between authors. Title. Source. Year; Volume: Pages.

List no more than 3 authors then use et al. Do not use the et al after one or two authors.  
No italics, no quote marks or doi information.

**Journal:**

Carli F, Mayo N, Klubien K, et al. Epidural analgesia enhances functional exercise capacity and health-related quality of life after colonic surgery: Results of a randomized trial. *Anesthesiology*. 2002; 97:540-9

**Book:**

Barash PG, Cullen BF, Stoelting RK. *Clinical Anesthesia*, 3rd edition. Philadelphia, Lippincott-Raven Publishers, 1997, pp 23-4

**Chapter:**

Blitt C. Monitoring the anesthetized patient, *Clinical Anesthesia*, 3rd edition. Edited by Barash PG, Cullen BF, Stoelting RK. Philadelphia, Lippincott-Raven Publishers, 1997, pp 563-85

16. Please make sure all figures/drawings/art/pictures are your own, royalty free, and/or properly cited if from a journal article.
17. Please provide **Learning Objectives** as Slide 3
  - a. Refer to the Learning Objectives PPT(attached)
  - b. **How to write a learning objective**

For the purpose of ASA CME programs, provide three learning objectives that:

- Are congruent with identified gaps, and to reflect our CME mission to improve (at least) competence.
- List each objective in learner-oriented, not faculty-oriented, terms
- List each objective in measurable terms
- Consist of only one action or outcome
- Complete this statement: "Upon completion of this learning activity, participants should be able to...."

**Scientific Integrity**

The goal of the Toolbox is to provide educational material that is of high quality. The ASA provides the following guidelines when preparing educational material for their CME events and these should also be considered for Toolbox presentations.

- Presentations must be free of commercial bias for or against any product.
- Presentations must give a balanced view of therapeutic options. Faculty use of generic names will contribute to this impartiality. If trade names are used, those of several companies should be used rather than only that of a single supporting company.
- Presentations that include commercial products must present objective information about those products, based on scientific methods generally accepted in the medical community.
- Information presented must conform to the generally accepted standards of experimental design, data collection and analysis.
- If unapproved uses of a product or service are discussed, inform the audience.
- The content of slides and reference materials are the ultimate responsibility of the faculty author.
- The preponderance of slides included in the presentation should reflect original thoughts and organization of the speaker.
- It is the responsibility of the faculty presenter to obtain written permission for print inclusion of material that is under copyright protection.

- Material presented from trial results must include information on study design, subject selection and participation/compliance, therapeutic agents administered including source/dosage, adverse effects encountered, funding source, etc.
- Faculty must offer a balanced presentation of all available trial data that is pertinent to the topic.
- The preponderance of data presented from clinical trials should be from peer-reviewed publications.

## **Intellectual Property**

Authors retain all rights to submitted content. You may use, alter, create derivative works, etc for your submitted content. You do not give up any or your rights to your content but submitting it to the toolbox.

The Anesthesia Toolbox agreement grants a limited license for the toolbox to publish your submitted content and for toolbox members to use the content for educational purposes within their institution. In addition, the toolbox agreement allows the toolbox to create CME or subscription products within the toolbox for sale. Revenues generated from such products are intended to make the toolbox a self-sustaining organization.

The Anesthesia Toolbox is meant to be a high-quality publishing outlet for faculty to share educational resources and work product. **The Toolbox peer review process** is structured in the same manner as a traditional print journal. We maintain an editorial board and staff, we subject all works to peer-review in much the same way as print journals including invited expert reviewers that respond with written critiques of submitted material.

## **Publication and Academic Credit**

Once material is published in the Anesthesia Toolbox it can be used to support promotion and advancement for the author. The Anesthesia Toolbox uses established conventions for citing digital content and online resources.

We highly recommend you view these videos to help you craft engaging lectures:

- <http://vimeo.com/24148123>
- <https://vimeo.com/101543862>