

CCAS Echo Tutorial Guidelines:

Thank you for your interest in contributing an echo tutorial to the Congenital Cardiac Anesthesia Society (CCAS) website and educational forum. As you may know, education of pediatric and congenital cardiac anesthesiologists and those in training is a crucial mission of the CCAS. This cannot be easily accomplished without the hard work and contributions from its membership. Thank you!

The echo tutorial should be designed to be followed easily by a single viewer or presented to a group. This can be best accomplished by creating a Word document with pictures and videos inserted. Please see the following examples on Transposition of the Great Arteries (<http://www.ccasociety.org/education/echoimage/echocardiographic-evaluation-of-transposition-of-the-great-arteries/>) and Common Atrioventricular Canal Defects (<http://www.ccasociety.org/education/echoimage/cavc/>). In order to expand the educational offerings of the echo tutorials, at this time we would only consider topics other than those already included in the CCAS website. Echo tutorials will be available on the CCAS website to the public, under a Creative Commons license. Tutorials should be submitted by email to a member of the CCAS communication committee (contact information is available on the website). For files too large to submit by email, file share websites, such as Dropbox, may be utilized. After submission, the tutorial will be reviewed by the committee and minor or major revisions may be requested. The purpose of the peer review is to ensure the educational quality of the materials hosted on the CCAS website and to guide contributors in creating an educational document that is quickly comprehensible by a wide audience of various levels of experience in pediatric and congenital cardiac anesthesia.

When creating the echo tutorial, please adhere to the following revised guidelines:

- A text format with pictures and videos inserted throughout should be utilized, with no more than 5 pages of text, 5 figures, 5 videos, and 5 references. The tutorial should be an overview of the chosen topic with basic echocardiography information. Please email the editorial team if you desire guidance on appropriate length of your topic.
- The target audience should be presumed to be an anesthesia provider or provider-in-training at an early stage of training.
- Learning objectives/outline at the beginning of the document are helpful to guide the content and help the learner assess their comprehension.
- Diagrams and photos should be compressed to a file size less than 20MB and videos should be in mp4 (encoded H.264) format. Many programs that convert video from its source format can "web optimize" it.
- Previously published and copyrighted material or content are acceptable only if copyright permission is obtained (at the expense of the author) or the material is licensed for free distribution under a creative commons or similar license.
- Patient identifiers must be removed from all graphic content.
- References are encouraged.
- A series of recommended readings at the end of the tutorial is a helpful resource, and when possible, key references that can be accessed free of charge should be emphasized.
- A final summary of key points should be strongly considered.