

Digital Bulletin

Submission Guidelines

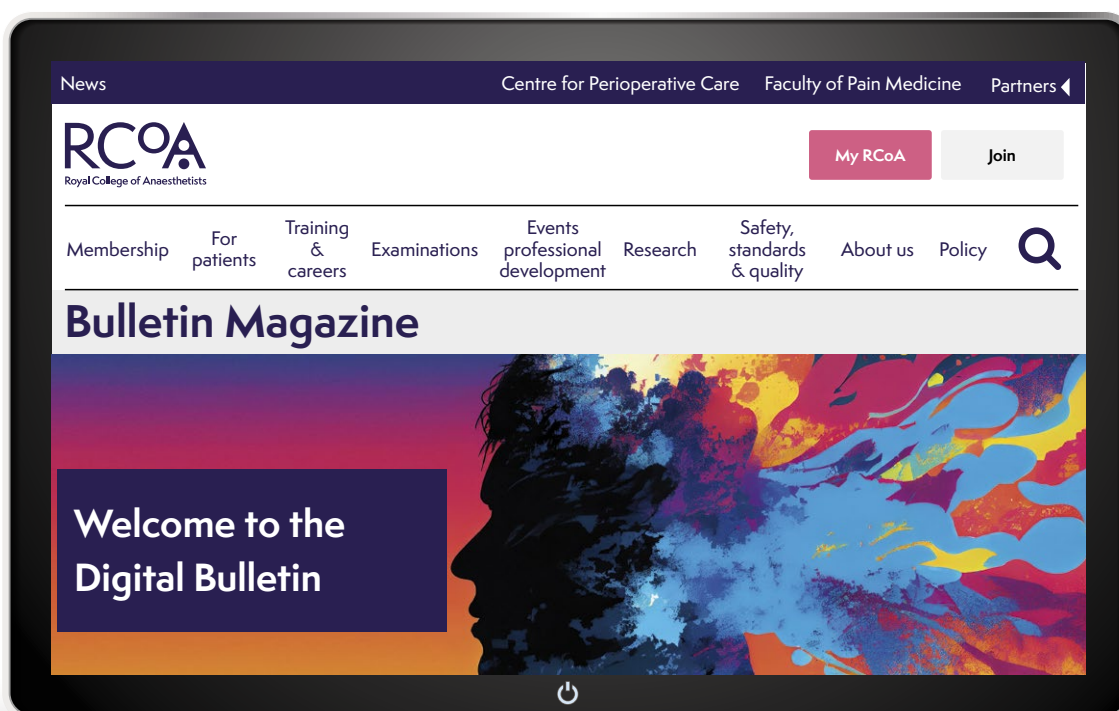
January 2024

What is the Bulletin?

The Bulletin is a digital-only magazine for all Fellows and Members of the Royal College of Anaesthetists and sits on the RCoA website.

It is published quarterly in January, April, July and October. Featuring a wide range of insights, it is designed to be a magazine for the specialty of anaesthesia as well as a communication tool for the College.

The Bulletin is available to all members through My RCoA, a personal membership portal.



rcoa.ac.uk/bulletin

Editorial Board for the Bulletin

The Bulletin is managed by a group of clinicians and RCoA staff members that make up the Bulletin Editorial Group. The members of the group are:



Editor (Chair)
Dr Ramai Santhirapala



Deputy Editor (Vice-Chair)
Dr Toni Brunning



Council member
Dr Ros Bacon



Council member
Dr Satya Frances



**The Gas Newsletter
Co-Editor**
Dr Nipun Agarwal



**The Gas Newsletter
Co-Editor**
Dr Lauren Elliott



SAS Representative
Dr Kirstin May



Digital Manager
Marc Taylor



**Website and
Publications Officer**
Ana Trivedi



**Website and
Publications Officer**
Mandie Kelly

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The Bulletin Editor is a consultant who is active clinically across all areas of anaesthesia, critical care and pain medicine. There is broad representation from across the specialty and members of the editorial group are drawn from across the UK.

Although some of the published articles are unsolicited proposals, the editorial group will also commission articles for publication.

Submission of an article doesn't guarantee that the editorial group will accept your submission for publication. The Bulletin team will contact you directly if the group wish to progress with your article.

The suitability of your article for publication will be assessed using the following criteria:

- whether the proposed topic is suitable for publication in the Bulletin
- whether the proposed topic has already been covered or is due to be covered in a future issue of the Bulletin
- if the proposed topic is relevant to the Bulletin audience
- if the format of the article is appropriate for the Bulletin.

Who can submit an article to the Bulletin?

Any Fellow or Member can submit an article or any staff member who needs to update members on their area of work.

What do authors need to consider prior to submission?

- All authors should have made substantial contributions to both of the following:
 - drafting the article or revising it critically for important intellectual content
 - final approval of the version to be submitted.
- Before sending a proposal or submitting an article, authors should ensure that the topic hasn't already been covered recently.
- Please write your text in plain English (the house style of the Bulletin is UK English).
- Please collate any acknowledgements in a separate section at the end of the article. List here those individuals who may have provided help (for example, with language, writing assistance or proofreading the article).
- You may wish to keep your own references or further reading, but please don't include them with your submitted article.
- Please spell out **all** abbreviations and/or acronyms within the text.
- Titles of articles should be concise and informative and generally no more than six words. Avoid abbreviations and formulae.
- The author's full name, position/grade and hospital **must be included**. Please note the submitting author is automatically designated as the corresponding author for the article and will be used as the primary contact for copy approval and any queries. Their email address will also be included with the article.

- A colour headshot of the main author should be submitted with the article. We can include a maximum of two author images.
- In addition to a colour headshot, all articles **must include at least one** high-resolution image for illustrative purposes. If you really aren't able to submit an image for this purpose, please confirm the type of image you would like to include so that we can source one from our own library. You must have any suitable copyright permissions for any submitted images.
- Figures/graphics and/or illustrations should be submitted as separate JPG, PDF, EPS or AI files. Image files will need to be submitted in either JPG or PNG format. We're unable to accept these if they are embedded within a Microsoft Word document. Please don't supply files that are lower than 150dpi in resolution or submit graphics that are disproportionately large for the content. **We strongly discourage authors from copying and pasting images or graphics from websites, as these images are often low-quality and will not have the necessary copyright permission to be reproduced.**
- Please ensure that each figure has a separate title with an explanatory legend/caption (not to be included on the figure itself). Explain all symbols and abbreviations used.
- Tables should be submitted with no complex formatting and preferably with no more than seven columns. Please avoid using shading in table cells and always include a title with an explanatory legend/caption.

What content will be considered for publication in the Bulletin?

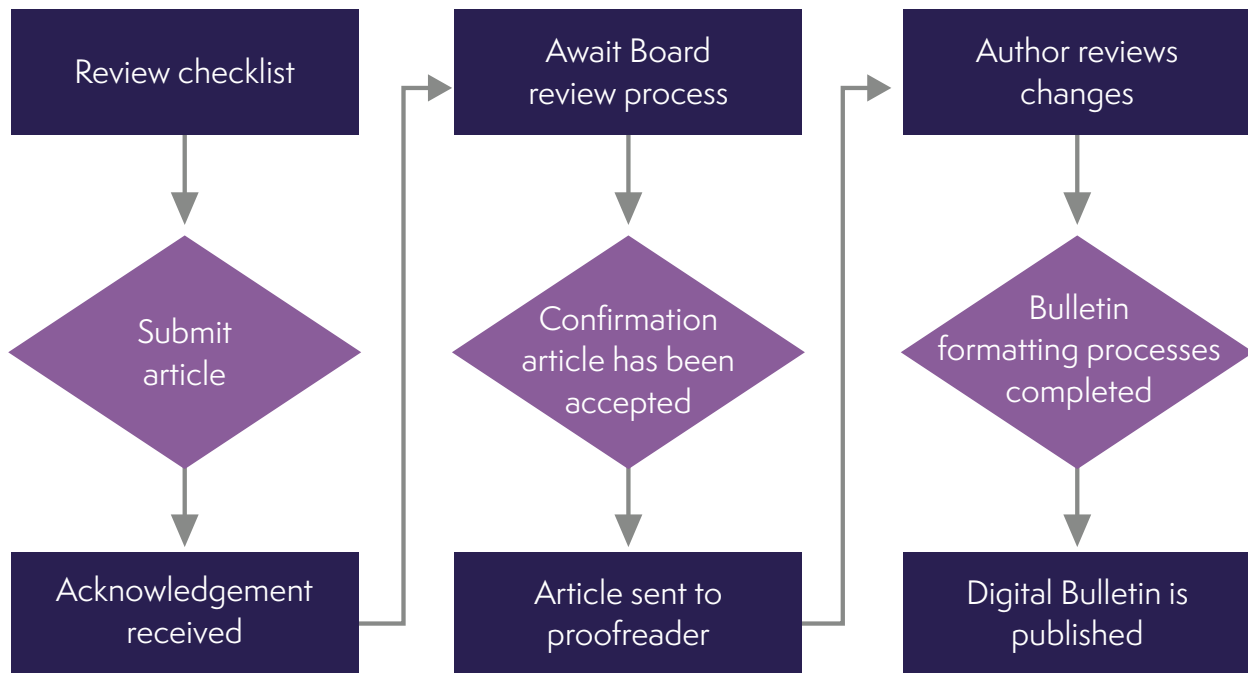
- Videos can be published alongside your article. Please provide the embed code to where the video has been hosted, eg on YouTube or Vimeo. All videos should have an accompanying title and/or description and should not contain patient-identifiable information, eg dates and locations of scans etc.
- Supplementary material such as images and sound clips, can be published with your article to enhance it. Submitted supplementary items are published exactly as they are received (for example, Excel or PowerPoint files will appear as such online). Please submit your material together with the article and supply a concise, descriptive caption for each supplementary file. If you wish to make changes to supplementary material during any stage of the process, please make sure to provide an updated file to the Bulletin team. Do not annotate any corrections on a previous version. Please switch off the 'Track Changes' option in Microsoft Office files as these will appear in the published version.

How to submit and the article submission process

- Please submit your article in Microsoft Word, not PDF to the Bulletin team at bulletin@rcoa.ac.uk
- Copy deadlines for each issue can be found on our website. Please note that issues are planned well in advance and often (but not always) follow a particular theme. You should therefore be aware, that even though an article is submitted by the deadline, it will not necessarily be considered for that corresponding issue.
- Articles should be no more than 800 words.

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- All contributions will receive an acknowledgement and the Editor reserves the right to edit articles for reasons of space or clarity.
- We aim to confirm whether an article has been accepted for publication within two months of its submission, following review by the Editor and editorial group.
- All articles will be sent to a professional proofreader before publication. The article, along with the proofreader's updates, will be sent to the author by email for approval.
- Please note that submitted articles will be checked using anti-plagiarism software. Articles, where plagiarism is a potential problem, will not be published.



As an author what permissions do I need prior to submission?

Patient consent

For publication of material that contains detailed patient information about a living individual, signed patient consent should be obtained irrespective of whether there are any images of the patient.

Clinical images

For publication of pictures and clinical images of patients, when there is any chance the patient may be identified from the photo/image or description, consent is also required from the patient. Please check radiographic or other images for patient identifiers. The editorial group reserves the right to reject articles for which the ethical aspects are, in the group's opinion, open to doubt. Please contact the Bulletin team if you have any queries regarding consent.

Permission for use of third-party material

Permission must be obtained for the use or adaptation of third-party material in your article. It's the author's responsibility to obtain written permission from the holder of the copyright for that material.

We advise authors to obtain permission from publishers for the figures they wish to use or adapt and request at the same time a high-resolution copy of the image. Permission should be cleared to reproduce the material without a time limit.

Informed consent and patient details

The author(s) confirm that if a patient or any other individual(s) can be identified in the article either in the text or by digital medium, then the written consent of such individual(s) is obtained and presented with the article.

As an author what am I agreeing to by submitting an article?

Social media

Submission of an article confirms that you agree it may be used to promote the issue via the College's social media platforms and/or email marketing.

Declaration of interest

All authors are requested to disclose any actual or potential conflict of interest including any financial, personal or other relationships with other people or organisations. If there are no interests to declare, please state this when you submit your article.

Submission declaration and verification

Submission of an article implies that it has not been published previously and is being submitted exclusively to the Bulletin, that it is not under consideration for publication elsewhere, that its publication is approved by all authors, and that, if accepted, it will not be published elsewhere in the same form, without our express permission.

Copyright

The copyright of the commissioned article will be held by the RCoA who assume the copyright, patents, designs and trademarks concerning all material accepted.

Please note that by submitting an article for publication you confirm that you are the corresponding/submitting author and that we may retain your email address to communicate with you about the article. Please notify the Bulletin team immediately if your details change, otherwise we will contact you using the email address you originally provided.

Submission checklist

Is the article no more than 800 words in length and written in plain English?	✓
Is the article formatted in MS Word?	✓
Have you checked to make sure the topic has not been covered previously?	✓
Have you removed all references and further reading?	✓
Have you spelt out all abbreviations and/or acronyms?	✓
Have you clearly defined and checked any links to be included?	✓
Have you included the author(s) full name, position/grade and hospital?	✓
Have you included colour headshots (maximum of two)?	✓
Have you included at least one high-res illustrative image? If not, please let us know what type of image to look for	✓
Do you have written consent from any identifiable person or persons in the article?	✓
Have you disclosed any actual or potential conflict of interest?	✓
Do you have the necessary permissions for the use or adaptation of any third-party material in your article, including imagery?	✓

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