

# **Indian Association of Cardiovascular & Thoracic Anaesthesiologists**

## **IACTA Echo Library**

### **Guidelines for Selection of Chief Editor**

1. Member of IACTA: Editor of Echo Library must be a life member of IACTA for last 10 years.
2. Indexed publications: He/she should have at least 5 publications on Echocardiography in indexed journals.
3. Contribution to echo library: He/she should have at least 10 publications at IACTA Echo Library. (minimum 6 as weekly echo manuscripts and minimum 4 as echo quiz).
4. He/she should be certified in peri-op TEE by IACTA or any of following international board (NBE USA;, European Board (ESCVI); British board, Australian board, Japanese Board).
5. He/she should have a good working knowledge of video software required for editing videos and pictures.
6. He/she should have good knowledge of managing website and web based contents online.
7. All applications should be sent to Secretary IACTA for post of “Chief Editor, IACTA Echo Library”.
8. He/she should come from a hospital/institute which is recognized as training center for “Practical TEE training” by IACTA. (This will ensure that the person has basic infrastructure available for TEE at his institute as mentioned. This will enable him to generate enough TEE data which might be required for editing publications). This clause is optional.

#### **Responsibilities:**

1. As editor, running of website.
2. Publication of scientific material.
3. Manuscript editing, having peer review done for submitted manuscripts.
  - a. Peer review should be done with at least two board certified reviewers.
  - b. Reviewer should be blinded to the identity and institute affiliation of the author.
  - c. Review should be time bound.
4. Communication to all quarries. Regarding IACTA Echo Library (IEL).
5. Communicate with website designer and take decision regarding smooth functioning of IEL.
6. Manage the financial issues of IEL.
7. To participate in IACTA executive committee.
8. Present the progress of IEL during scheduled meetings of Executive committee of IACTA.
9. To present the progress during general body meeting of IACTA.
10. To provide information regarding IEL as and when required by IACTA through its secretary.
11. To present the accounts and issues related to finances to IACTA.
12. To generate advertisements and revenue for IEL.
13. To constitute the editorial board for IEL:
  - a. Editor is the main executive person who shall have right to constitute its editorial board.
  - b. The different post on editorial board are:
    - i. Chairman: selected by Chief editor.
    - ii. Chief editor: as selected by IACTA.

- iii. Advisors: There are three advisors on editorial board which as fixed as per their designation:
    - 1. President IACTA.
    - 2. Chancellor, Indian College of Cardiac Anesthesia (ICCA)
    - 3. Dean Echo, ICCA.
  - c. The editorial board should have a total number less than 100.
  - d. Members of editorial board should be involved in review process of scientific material, improve the contents and features of IEL, promotion of IEL for its viewership and generating advertisement and revenue for IEL.
  - e. Chief editor in consultation with Chairman of the board should review periodically the members of board and should delete/add members as and when required.
  - f. There should be at least one meeting in a year of editorial board where all the members can contribute their suggestions. Preferably this should be during IACTA TEE meeting at Bangalore. All members should make their own arrangement to attend the meeting and may be planned on evening of first day of the TEE workshop. Chairman of Editorial board should preside the meeting and chief editor should present the progress.
14. Editor should have responsibility to maintain the backup of the website as per the understanding with the web designer. (Presently an understanding is to have the monthly backup of website which will be kept by web designer. Chief editor will send the hard drive/pen drive to web designer and he shall upload the monthly backup of at every 6 months interval and this will be kept with chief editor).
15. There should be a bank account opened in name of "IACTA Echo Library" (preferably the same bank as that of main IACTA account). Chief editor and Treasurer IACTA should be the signatories of this. Chief Editor should be responsible to maintain the account.
16. Chief editor should appoint support staff as per discussion with IACTA EC for managing the scientific material and smooth running of website e.g. editing of videos, pictures, managing emails, keeping check on forum on website etc.