



Instructions to Authors

The *Journal of Visualized Surgery* (ISSN 2221-2965; J Vis Surg; JOVS; www.jovs.org) publishes Invited Articles and Submitted Papers on Visualized Surgical Procedures, e-Comments on all published articles, and Editorials in the all surgical sub-specialties. Besides regular issues of the Journal, articles in defined areas will be collected and published in Themed Collections.

The aim of JOVS is to promote the development of Visualized Surgery around the world by providing a professional platform for the sharing of experience in Visualized Surgery between peers so that all patients may benefit. Hence, the focus will be on instructional and educational video clips, photos, schematics of Visualized Surgical procedures, rather than lengthy text. In addition, JOVS strongly emphasizes the multi-disciplinary nature of modern surgery and requests that articles highlight the roles of each member of the multi-disciplinary surgical team (including surgeon, trainees, anesthetists, physicians of all specialties, nurses, physiotherapists, other allied health professionals, and so on as appropriate).

All submissions are reviewed by the Editor-in-Chief, Associate Editors and Editorial Board Members, as well as invited referees and a statistician when appropriate.

Permission to reproduce any kind of existing material, whether online or in print, must be obtained from the Publisher prior to submission.

Conflict of interest: The Editor requires authors to disclose any commercial associations that might pose a conflict of interest in connection with the submitted article. All sources of funding for work should be acknowledged in a footnote on the title page, as should all institutional affiliations of the authors (including corporate appointments). Other kinds of associations, such as consultancies, stock ownership or other equity interests or patent licensing arrangements

should be disclosed to the Editor in the covering letter at the time of submission. If no conflict of interest exists, please state this on the title page and in the covering letter. The Editor reserves the right to reject manuscripts that do not comply with the above-mentioned requirements.

Video content: JOVS has by necessity defined a standard presentation for the streaming video used on the site - MP4. This is to give a consistent presentation across the site and assure rapid video streaming online. It is understood that many authors will have difficulties preparing their videos to our required specification. Although JOVS does not offer a video pre-editing service, staff will be happy to provide technical assistance if requested.

Editor-in-Chief: Alan Dart Loon Sihoe, MBBChir, MA (Cantab), FRCSEd (CTh), FCSHK, FHKAM (Surgery), FCCP

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1. CONTENT SPECIFICATIONS FOR EACH SUBMISSION TYPE

JOVS accepts articles in the categories below. Video clips should focus on vital/novel information pertaining to the surgical technique. Routine parts of the procedure such as standard incisions, cannulations, etc. may be omitted. The requirements for each submission category are as follows:

(1). INVITED ARTICLE

Articles in this category are by Invitation from the Editor-in-Chief or Associate Editors only. Although such articles are invited, they are still subject to peer-review.

Invited Articles will tend to focus on a specific Visualized

Surgery procedure, and should serve as an instructional piece to share the authors' expert technique with readers with the intention of teaching others how to perform that procedure. Invited Articles are *not* intended to be research articles publications of the results from the authors. Therefore, authors are advised *not* to use traditional 'Introduction, Method, Results, Discussion' sections and should refrain from presenting exhaustive data. Instead, the recommended sections are:

- Introduction
- Patient selection and workup
- Pre-operative preparation
- Equipment preference card
- Procedure
- Role of team members⁺
- Post-operative management
- Tips, Tricks and Pitfalls

Authors:⁺ 10 (max) – but no more than 7 per specialty/discipline

Summary: 200 words (max) Text: 3000 words (max)
References: 25 (max) Figures and Tables (combined): 10 (max) Videos:* 10 (max)

⁺ JOVS *strongly* recommends that authors include at least one member of each specialty/discipline in the multi-disciplinary team (e.g. surgeon, trainees, anesthesiologists, physicians of all specialties, nurses, physiotherapists, other allied health professionals, etc)

* Playback time of all videos should be no more than 20 min - to be distributed amongst the videos as authors see fit.

(2). SUBMITTED ARTICLE

Articles in this category are not solicited by JOVS, but are instead submitted by the authors. All Submitted Articles are subject to peer-review, but unsuitable submissions may be rejected outright by the Editors.

Submitted Articles belonging to one of the below sub-categories only may be considered by JOVS:

(a) *New Technique*

Such an article is focused on introducing an original Visualized Surgery procedure or idea, and should aim at teaching others how to perform that procedure. The sections should be the same as for Invited Articles as above: Introduction; Patient selection and workup; Pre-operative

preparation; Equipment preference card; Procedure; Role of team members; Post-operative management; Tips, Tricks and Pitfalls.

Authors:⁺ 10 (max) – but no more than 7 per specialty/discipline

Summary: 200 words (max) Text: 2000 words (max)
References: 20 (max) Figures and Tables (combined): 10 (max) Videos:* 5 (max)

⁺ JOVS *strongly* recommends that authors include at least one member of each specialty/discipline in the multi-disciplinary team (e.g. surgeon, trainees, anesthesiologists, physicians of all specialties, nurses, physiotherapists, other allied health professionals, etc)

* Playback time of all videos should be no more than 15 min - to be distributed amongst the videos as authors see fit.

(b) *Original Research*

Such an article is to present original basic science or clinical research findings by the authors in any field of Visualized Surgery. The authors should use traditional 'Introduction, Method, Results, Discussion' sections.

Authors: 7 (max)

Structured Abstract: 250 words (max) Text: 4000 words (max) References: 20 (max) Figures and Tables (combined): 10 (max) Videos:* 3 (max)

* Playback time of all videos should be no more than 10 min - to be distributed amongst the videos as authors see fit.

(c) *Review*

Such an article is to address relevant clinical issues in any field of Visualized Surgery through the use of literature review. JOVS emphasizes that an acceptable Review should not be a 'book chapter' generally covering a topic, but should be a focused application of literature to address a relevant clinical issue.

Authors: 5 (max)

Unstructured Abstract: 200 words (max) Text: 4000 words (max) References: 50 (max) Figures and Tables (combined): 10 (max) Videos:* 3 (max)

* Playback time of all videos should be no more than 10 min - to be distributed amongst the videos as authors see fit.

(3). e-COMMENTS

The Editors welcome letters related to papers and multimedia articles previously published in JOVS. These can be submitted online in response to a specific article. The authors of the original publication may be given the opportunity to respond in the same issue of JOVS.

Authors: 1

Summary: Not required Text: 500 words (max) References: 5 (max) Figures and Tables (combined): 3 (max) Videos: * 2 (max)

* Playback time of all videos should be no more than 5 min - to be distributed amongst the videos as authors see fit.

Important Note:

JOVS does not in general welcome Case Reports. Any Case Reports received will be rejected outright unless they contain exceptional new information for readers.

2. PREPARATION OF THE TEXT

Document structure. The text should be prepared using Microsoft Word processing software (.doc or .docx) and structured as follows:

Title page
Summary
Keywords
Main text (see Content Specifications section above)
Tables
Legends
References
Figures

The text should be keyed double-spaced throughout. A clearly readable font should be used (e.g. Arial, Calibri, Times New Roman, Verdana). Font size should be 10 or 12. Pages should be numbered. Language should be English. Spelling can be British or American, but consistent throughout. Any abbreviations should be defined on first usage in the text. Terms that are mentioned less than 3 or 4 times in the text should not be abbreviated

Title page

The title page should include a brief and descriptive title of the

article (no abbreviations allowed), the full first name and last name of the author(s) (but no qualifications), and the name and location of the establishment where the work was carried out (in English). The name, address, telephone and/or fax numbers and the e-mail address of the corresponding author should be given at the bottom of the title page. The contribution made by each author should be briefly stated. All sources of funding for the work should be acknowledged in a footnote.

Summary

The summary or abstract should conform to the requirements noted in the Content Specifications section above. It should not contain any abbreviations or reference citations.

Keywords

Following the summary, 3-6 keywords should be given.

Main text

The text part should be arranged into short/sharp paragraphs, which are best suited for reading on-screen. JOVS strongly discourages lengthy text descriptions. Authors are instead urged to use videos and figures to explain their points. The text should be considered as the matrix which cites and binds the multimedia components together. IMPORTANT: supporting description concerning the multimedia objects should be contained within the Legends only and NOT repeated in the text. The company name, city and country of any commercial material must be included at first mention within parentheses in the text.

If an article describes any procedure, technology or apparatus that is new, has not been used in the indication described, or is being used for a purpose for which it was not originally intended, it is the responsibility of the authors to ensure that all ethical committee, institutional review board, and/or governing body approval has been properly obtained. Such approval must be explicitly stated in the main text.

Tables

Tables should be self-explanatory, supplementing but not duplicating the text. A brief title should be provided. Any abbreviations used in the Tables should be defined at the bottom. Each Table should be on a separate page.

Legends

Legends are required corresponding to each individual figure and video (do not repeat legend information in the text).

A list of references to the literature should be arranged sequentially following appearance in the text. Referenced articles should ideally be not older than 5 years.

Personal communications, and unpublished data should not be included in the list of references, but can be mentioned in the text.

The Vancouver system of referencing should be used (examples are given below). In the text, references should be cited using superscript Arabic numerals in the order in which they appear. If cited in tables or figure legends, number according to the first identification of the table or figure in the text. In the reference list, cite the names of all authors when there are three or fewer; when more than three, list the first three followed by et al. Do not use *ibid.* or *op cit.* Reference to unpublished data and personal communications should not appear in the list but should be cited in the text only (e.g., Smith A, 2000, unpublished data). All citations mentioned in the text, tables or figures must be listed in the reference list. Journal names should be abbreviated according to Index Medicus: <http://www.ncbi.nlm.nih.gov/nlmcatalog/journals>. Authors are responsible for the accuracy of the references.

To optimize hyperlinking of references to enable editors and reviewers to cross-reference online, the format and punctuation should be as given in the examples below:

Journals

- [1] Angeli E, Gerelli S, Beyler C, et al. Bicuspid pulmonary valve in transposition of the great arteries: impact on outcome. *Eur J Cardiothorac Surg* 2012; 41:248-255.

Books

- [2] Kouchoukos N, Blackstone E, Doty D, Hanley F, Karp R. *Cardiac Surgery*, WB Saunders, 2003:11-17.

Multi-author books

- [3] Laine GA, Melhorn U, Davis KL, Allen SJ. Myocardial interstitium lymphatics: pathophysiology and effects on cardiac function. In: Reed RK, McHale NH, Bert JL, Winlowe CP, Laine GA, editors. *Interstitial, connective tissue and lymphatics*, London: Portland Press, 1995:271-282.

Online publications

- [4] Hraska V, Photiadis J, Poruban R, Asfour B. Ross-Konno operation in children. *Multimed Man Cardiothorac Surg* doi: 10.1510/mmcts.2008.003160.

or

- [5] Thurber JS, Deb SJ, Collazo LR. Ascending-to-descending aortic bypass for coarctation of the aorta. *CTSNet* [published 12 May 2008, accessed 30 November 2011]. Available from: <http://www.ctsnet.org/sections/clinicalresources/adultcardiac/>

3. PREPARATION OF FIGURES AND VIDEOS

Figures

Electronic artwork (photos, schematics, graphs) should be prepared to render high quality images when enlarged to full screen width. All artwork and lettering must be of professional quality.

Specifications: .tiff or .jpg files; resolution: 300 dots per inch; pixel screen width: 1280, grayscale for black and white, RGB for colour.

Videos

Recording. Use the highest possible resolution when creating the original. The use of a standard laparoscopic, thoracoscopic or endoscopic camera (digital preferred) with a high-definition system is recommended.

Audio. To improve the understanding of the procedure described, short and clear commentaries can be incorporated into the video file. Commentaries should supplement the complete description given in the legend of the video.

Format.

JOVS will accept digital files in mp4, flash video (.flv), MPEG (MPEG video file), DVD video format, mov, avi, and wmv formats or videos on CD/DVD. Contributors are asked to be succinct, and the Editor-in-Chief reserves the right to require shorter video duration. Legends for the video segments should be placed at the end of the article. The video should be of high quality (resolutions: 1080P: 1,920×1,080; 720P: 1,280×720P). The video should demonstrate the descriptions in the text of the manuscript. The aspect ratio can be: 4:3 or 16:9.

4. PERMISSION TO REPRODUCE FIGURES AND EXTRACTS

Permission to reproduce copyright material, for print and online publication in perpetuity, must be cleared and if

necessary paid for by the author; this includes applications and payments to DACS, ARS and similar licensing agencies where appropriate. Evidence in writing that such permissions have been secured from the rights-holder must be made available to the editors. It is also the author's responsibility to include acknowledgements as stipulated by the particular institutions. Please note that obtaining copyright permission could take some time.

For a copyright prose work, it is recommended that permission is obtained for the use of extracts longer than 400 words; a series of extracts totalling more than 800 words, of which any one extract is more than 300 words; or an extract or series of extracts comprising one-quarter of the work or more.

5. ELECTRONIC SUBMISSIONS

All articles are now submitted electronically, and the total review process is electronic. The electronic format is through OJS system. Accordingly, the system is well designed and functions very well with minimal difficulties.

New users will find it user friendly, but if problems arise, there is a web link to the managing editor. Just contact us (jovs@amepc.org), and we will help solve the problem. Please make sure the publication ethics (<http://www.amepc.org/public/system/jovs/jovs-publication-ethics.pdf>) are followed strictly before your submission.

Please note that change of author information (except for grammatical error) and retraction of manuscript are not allowed after the manuscript is accepted.

Submit via: <http://www.amepc.org/jovs/login?source=%2Fjovs%2Fauthor%2Fsubmit>

Complete the online submission form carefully and upload the following items as specified:

1. **Cover letter:** a submission letter to the Editor must be included in the 'cover letter box'.
2. **Text** (including title page, main text and tables (tables must be typed; tables should not be inserted as images) plus any embedded artwork - optional) combined into ONE word processor file (.doc) - upload as '**Manuscript file**' (filename eg. text.doc).

3. **Artwork:** .jpg or .tif files prepared according to the afore-mentioned specifications. One file per figure - upload as 'Image files' (filename eg. Figure 1). Figures with composite parts A,B,C... should be mounted into one image/one electronic file.

4. **Videos:** Uploading large files (up to 200 MB) is possible if you have a good reliable internet connection, but it will take time - upload as '**Multimedia file**' at: <http://www.amepc.org/index/author/submitMultimediaFiles>. Alternatively send the video sequences on a DVD to the Editorial Office or transfer them via a transfer service.

6. COPYRIGHT AND LICENCE

Upon receipt of accepted manuscripts, authors will be required to complete an online copyright licence to publish form. Please note that by submitting an article for publication you confirm that you are the corresponding/submitting author and that JOVS Publications may retain your email address for the purpose of communicating with you about the article. You agree to notify the editorial office of JOVS immediately if your details change. If your article is accepted for publication the editorial office will contact you using the email address you have used in the registration process. Please note that JOVS does not retain copies of rejected articles.

Work submitted for publication must be original, previously unpublished, and not under consideration for publication elsewhere. If previously published figures, tables, or parts of text are to be included, the copyright-holder's permission must have been obtained prior to submission. For more information on how to obtain permissions, please consult Rights and Permissions.

7. STYLE OF THE MANUSCRIPT

Manuscripts must follow the style of the Vancouver agreement detailed in the International Committee of Medical Journal Editors' revised 'Uniform Requirements for Manuscripts Submitted to Biomedical Journals: Writing and Editing for Biomedical Publication', as presented at: <http://www.ICMJE.org/>. Author name: Each author's given name should be followed by family name. Capitalize each letter of the Family name. A hyphen could be used in Family name according to the rule in Author region Capitalize the first letter of those words/syllables that they

hope to be abbreviated in their given name, otherwise, DO NOT capitalize the first letter and use a hyphen to connect it with its anterior word. Spelling: The Journal uses US spelling and authors should therefore follow the latest edition of the Merriam—Webster’s Collegiate Dictionary. Units: All measurements must be given in SI or SI-derived units. For more information about SI units, please go to the Bureau International des Poids et Mesures (BIPM) website at: <http://www.bipm.fr>. Abbreviations: Must be used sparingly—only where they ease the reader’s task by reducing repetition of long, technical terms. Initially use the word in full, followed by the abbreviation in parentheses. Thereafter use the abbreviation only. Trade names: Drugs should be referred to by their generic names. If proprietary drugs have been used in the study, refer to these by their generic name, mentioning the proprietary name, and the name and location of the manufacturer, in parentheses.

8. ETHICS

JOVS takes publication ethics very seriously. If misconduct is found or suspected during the review process or after the manuscript is published, the journal will investigate the matter and reserves the right to pursue further action to protect the journal and its readers. This may include notification of the authors’ institute or supervisory body. If the offending article has been published, it may be subsequently retracted. Specific guidelines could be referred to: <http://www.amepc.org/public/system/jovs/jovs-publication-ethics.pdf>

9. POLICIES ON CONFLICT OF INTEREST

Our journal complies with the International Committee of Medical Journal Editors’ uniform requirements on Conflict of Interest statement.

Conflict of Interest exists when an author (or the author’s institution), reviewer, or editor has financial or personal relationships with other persons or organizations that inappropriately influence (bias) his or her actions. The existence of such relationships does not necessarily represent true conflict of interest. The potential for conflict of interest can exist whether or not an individual believes that the relationship affects their judgment. Financial relationships (such as employment, consultancies, stock ownership, honoraria, paid expert testimony, patents) are the most easily identifiable conflicts of interest and the most likely to undermine the credibility of the journal, the authors, and of

science itself (<http://www.icmje.org/index.html>).

1. Participants

All participants in the peer-review and publication process—not only authors but also peer reviewers, editors, and editorial board members of journals—must consider their conflicts of interest when fulfilling their roles in the process of article review and publication and must disclose all relationships that could be viewed as potential conflicts of interest.

a. Authors

When authors submit a manuscript of any type or format they are responsible for disclosing all financial and personal relationships that might bias or be seen to bias their work.

b. Peer Reviewers

Reviewers should be asked at the time they are asked to critique a manuscript if they have conflicts of interest that could complicate their review. Reviewers must disclose to editors any conflicts of interest that could bias their opinions of the manuscript, and should recuse themselves from reviewing specific manuscripts if the potential for bias exists. Reviewers must not use knowledge of the work they’re reviewing before its publication to further their own interests.

c. Editors and Journal Staff

Editors who make final decisions about manuscripts should recuse themselves from editorial decisions if they have conflicts of interest or relationships that pose potential conflicts related to articles under consideration. Other editorial staff members who participate in editorial decisions must provide editors with a current description of their financial interests or other conflicts (as they might relate to editorial judgments) and recuse themselves from any decisions in which a conflict of interest exists. Editorial staff must not use information gained through working with manuscripts for private gain. Editors should publish regular disclosure statements about potential conflicts of interests related to the commitments of journal staff. Guest editors should follow these same procedures.

2. Reporting Conflicts of Interest

Articles should be published with statements or supporting documents, declaring:

- Authors’ conflicts of interest; and
- Sources of support for the work, including sponsor names along with explanations of the role of those sources if any

in study design; collection, analysis, and interpretation of data; writing of the report; the decision to submit the report for publication; or a statement declaring that the supporting source had no such involvement; and

- Whether the authors had access to the study data, with an explanation of the nature and extent of access, including whether access is on-going.

To support the above statements, editors may request that authors of a study sponsored by a funder with a proprietary or financial interest in the outcome sign a statement, such as “I had full access to all of the data in this study and I take complete responsibility for the integrity of the data and the accuracy of the data analysis.”

10. HUMAN AND ANIMAL RIGHTS

When reporting experiments on human subjects, authors should indicate whether the procedures followed were in accordance with the ethical standards of the responsible committee on human experimentation (institutional and national). If doubt exists whether the research was conducted in accordance with the ethical standards, the authors must explain the rationale for their approach, and demonstrate that the institutional review body explicitly approved the doubtful aspects of the study. When reporting experiments on animals, authors should be asked to indicate whether the institutional and national guide for the care and use of laboratory animals was followed.

11. INFORMED CONSENT

Editors should protect the confidentiality of individual information (e.g. that obtained through the doctor–patient relationship). It is therefore almost always necessary to obtain written informed consent from patients described in case reports and for photographs of patients. It may be possible to publish without explicit consent if the report is important to public health (or is in some other way important); consent would be unusually burdensome to obtain; and a reasonable individual would be unlikely to object to publication (all three conditions must be met).

12. PROOFS

It is essential that corresponding authors supply an email address to which correspondence can be emailed while their article is in production. Notification of the URL from where

to download a Portable Document Format (PDF) typeset page proof, associated forms and further instructions will be sent by email to the corresponding author. The purpose of the PDF proof is a final check of the layout, and of tables and figures. Alterations other than the essential correction of errors are unacceptable at PDF proof stage. The proof should be checked, and approval to publish the article should be emailed to the Publisher by the date indicated, otherwise, it may be signed off by the Editor or held over to the next issue. Acrobat Reader will be required in order to read the PDF. This software can be downloaded (free of charge) from the following Web site: <http://www.adobe.com/products/acrobat/readstep2.html>. This will enable the file to be opened, read on screen, and printed out in order for any corrections to be added. Further instructions will be sent with the proof. Please note that change of author information (except for grammatical error) and retraction of manuscript are not allowed after the manuscript is accepted.

13. TRACKING MANUSCRIPTS

(1) BEFORE ACCEPTANCE

Authors can track your manuscript’s progress through the review process at: www.jovs.org

(2) AFTER ACCEPTANCE

Author Services enables authors to track their article, once it has

been accepted, through the production process to publication online and in print. Authors can check the status of their articles online and choose to receive automated emails at key stages of production so they do not need to contact the production editor to check on progress.

14. NO PUBLICATION FEES

There is no fee involved throughout the publication process. The acceptance of the article is based on the merit of quality of the manuscripts.

15. JOVS ONLINE

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