



# VIDEO JOURNAL AND ENCYCLOPEDIA OF GI ENDOSCOPY

AUTHOR INFORMATION PACK

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## DESCRIPTION

**Gastrointestinal (GI) endoscopy** is developing rapidly: Modern **endoscopic imaging** offers a plethora of detailed visual information and endoscopic procedures are becoming increasingly sophisticated and complex. Therefore endoscopists need a new appropriate tool for visual transmission of proceedings in **endoscopy**. The innovative *Video Journal and Encyclopedia of GI Endoscopy* takes these developments into account and aims to be the premium and first choice international reference for **endoscopic findings and procedures**. The focus on high-quality video demonstrations of **endoscopic findings and procedures** offers a completely new way of presenting the work of GI experts and allows for easy comprehension of information. Additional concise manuscripts to each **video** detail the procedures and the findings in a bullet point style. All articles are peer-reviewed and available both online and on mobile devices. The unique format of the *Video Journal and Encyclopedia of GI Endoscopy* provides two elements:

- An **EXPERT VIDEO ENCYCLOPEDIA** as a reference tool with systematic step-by-step demonstrations of common and rare GI pathologies and up-to-date **endoscopic procedures**. The video sequences in this section are of high educational impact and allow endoscopists and other health care providers to recognize a wide array of pathological findings, review existing techniques, and acquire new endoscopic techniques for implementation in their own clinical work.
- A **SCIENTIFIC VIDEO JOURNAL** and premium reference for findings and techniques, demonstrating cutting edge **endoscopic techniques** and scientific results as well as clinical cases. In the journal section of VJGIEN original research will be published reporting latest results in respect to **endoscopic procedures** used in the treatment of gastrointestinal diseases.

For more information please visit [www.vjgi-endoscopy.com](http://www.vjgi-endoscopy.com).

**Key words:** video, endoscopy, gastrointestinal, gastroenterology, intestine, video journal, gastrointestinal endoscopy, intervention, resection, polypectomy, minimal invasive procedure, imaging.

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## GUIDE FOR AUTHORS

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### **Aims & scope**

**Gastrointestinal (GI) endoscopy** is developing rapidly: Modern **endoscopic imaging** offers a plethora of detailed visual information and endoscopic procedures are becoming increasingly sophisticated and complex. Therefore endoscopists need a new appropriate tool for visual transmission of proceedings in **endoscopy**. The innovative *Video Journal and Encyclopedia of GI Endoscopy* takes these developments into account and aims to be the premium and first choice international reference for **endoscopic findings and procedures**. The focus on high-quality video demonstrations of **endoscopic findings and procedures** offers a completely new way of presenting the work of GI experts and allows for easy comprehension of information. Additional concise manuscripts to each **video** detail the procedures and the findings in a bullet point style. All articles are peer-reviewed and available both online and on mobile devices. The unique format of the *Video Journal and Encyclopedia of GI Endoscopy* provides two elements:

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### **Choose the article type**

We invite you to participate and contribute to this exciting new publication and welcome your submissions, dealing with new developments in endoscopic techniques, novel results or interesting clinical cases from all areas of GI endoscopy. All videos are fully peer-reviewed. Preparation of your contribution is simple: please use the specific templates for required items and adhere to the general instructions specified in the "Preparation" section. Presentation of multiple dimensions of a finding (endoscopy, ultrasound, radiology, histology) is encouraged. Submissions to the following sections are welcome:

The Video Journal and Encyclopedia of GI Endoscopy publishes the following article types: **Studies in Clinical Endoscopy (Original Articles)**

*Focus:* Randomized controlled trials, case series on endoscopic procedures/findings

**Innovation Forum and Experimental Endoscopy (Original Articles)**

*Focus:* new techniques, new accessories, new equipment

**In the Expert's Focus**

*Focus:* step-by-step explanation of a procedure by an expert endoscopist

**Clinical Case Reports**

*Focus:* video case reports

**Supplementation to the Encyclopedia**

*Focus:* the expert Encyclopedia of the journal is open for non-invited supplementing contributions (peer-reviewed to guarantee a high standard). For any of the above article types, use of the following templates for MANUSCRIPT and TEXT SLIDES is mandatory. If you do not want to create your own voiceover, please also download the respective template for your submission and fill in the text with exact timing. (Please note that professional voiceover and/or editing of text slides will be charged extra).

Mandatory:

- [Click here for the Manuscript Template](#)
- [Click here for the Text Slide Template](#)

Optional:

- [Click here for the Voiceover Script Template](#)
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### **Registration of clinical trials**

Registration in a public trials registry is a condition for publication of clinical trials in this journal in accordance with International Committee of Medical Journal Editors (ICMJE, <http://www.icmje.org>) recommendations. Trials must register at or before the onset of patient enrolment. The clinical trial registration number should be included at the end of the abstract of the article. A clinical trial is defined as any research study that prospectively assigns human participants or groups of humans to one or more health-related interventions to evaluate the effects of health outcomes. Health-related interventions include any intervention used to modify a biomedical or health-related outcome (for example drugs, surgical procedures, devices, behavioural treatments, dietary interventions, and process-of-care changes). Health outcomes include any biomedical or health-related measures obtained in patients or participants, including pharmacokinetic measures and adverse events. Purely observational studies (those in which the assignment of the medical intervention is not at the discretion of the investigator) will not require registration.

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If you require professional voiceover and/or editing of your text slides into your video, an additional fee of EUR 500 / USD 650 / JPY 65,420 will be charged. In this case, please provide with your submission the filled out voiceover script and text slides (see "[Choose the Article Type](#)").

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Submit your article

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Please submit the names and institutional e-mail addresses of several potential referees. For more details, visit our [Support site](#). Note that the editor retains the sole right to decide whether or not the suggested reviewers are used.

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### 2. Accompanying manuscript (mandatory)

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### 3. Journal Publishing License Agreement (mandatory)

Please carefully select the Creative Commons Attribution License (see paragraph "Open Access") you wish to apply to your article and submit the respective agreement form along with your article

**If you require professional voiceover and/or editing of text slides (integration of text slides into your video at the positions defined in the voiceover script template), please also submit the following items. Please note that these services will be charged extra.**

### 4. Text slides (PPT file)

Use of the template (see "[Choose the Article Type](#)") is mandatory. Please submit if you require professional editing.

### 5. Voiceover script (excel file)

Use and submission of the voiceover script template is mandatory if you require professional voiceover. (We recommend to also use the template when creating your own voiceover and for correct positioning of text slides in your video.)

### Preparing the video

Your video should have the appropriate length to address the topic in question adequately, but should not extend approx. 10 minutes. Please be sure that your video file shows all relevant aspects. Please **do not** insert an introductory slide (title, author names and affiliations) - this will be done in a consistent manner by our multimedia team. Your video should include text slides (see "Preparing the text slides") to highlight the most important aspects of your findings and may also include explanatory figures. Please ensure to use only core information. The use of the template is mandatory. We strongly encourage you to use histology and/or radiology images in your video for teaching purposes. Please deliver a voiced-over video: While conducting the procedure, **narrate throughout in present tense, as if you were teaching a colleague to do the procedure. Including your own 'tips and tricks' along with the basic steps of the procedure will help to enhance the video.** It is important for any live narration or discussion to be captured with minimal background noise. It is recommended that a lavalier/lapel microphone be used on the individual(s) speaking for best quality and clarity. Professional voiceover can be arranged at additional cost (please contact the Editorial Coordinator). Optional for the section "Supplementation to the Encyclopedia": If you wish, please send us your picture (.jpg or .tif format) for publication on our website.

### Digital file formats

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### Preparing the text slides

The text slides should highlight the most important aspects of your video. Please use the template set of slides (see "[Choose the Article Type](#)"). The position of each slide within the video is indicated in the voiceover script template.

### Conflict of Interest/CC License

Please enter the title of your video, state any conflicts of interest (please also state if there are no conflicts) and choose the appropriate CC license based on your Journal Publishing License Agreement.

### Background

Please briefly describe the background of your publication in bullet points

### Take Home Message/ Impact on Clinical Practice

This slide will conclude your video. Please enter in bullet points. You may also insert additional slides at other positions if appropriate. Please use our [flexible slide template](#) for this purpose.

If you intend to submit a voiced-over video, please insert the text slides at the positions defined in the voiceover script template (esp. if narration is required while the slides are shown). **Please pay special attention to correct spelling and grammar as well as uniform layout of your slides. Any corrections to the text slides will significantly delay publication of your video!**

Alternatively, the slides can be edited into your video by our Multimedia Team. In this case, submission of the separate text slide file is mandatory. Please note that this service will be charged extra.

Please make sure to use **Arial or Arial narrow no smaller than 24 pt** in order to allow for all information to be legible also on mobile devices with a small screen (smartphone).

### **Preparing the voiceover**

If you intend to request professional voiceover, please use the mandatory script template (see "[Choose the Article Type](#)") and fill it out according to the instructions. We recommend use of the template even if you are going to submit an already voiced video. The template will help you prepare the voice stream according to our requirements.

If possible, please provide an already voiced-over video. If necessary, professional voiceover can be arranged at additional cost. Please contact the Editorial Coordinator for more information.

The voiceover should be an expert explanation of the procedure, including tips and tricks and imitating a tutorial situation, thus providing a 'take-home-message'. It can also include an explanation on equipment and materials. Please ensure that the text is in present tense. The language should be vivid as if the user was attending a live process ("Now you can see ...", "This is ...").

**IMPORTANT:** Please ensure the length of the voice over fits well with the length of your video. **The maximum average word count per 10 seconds is 15.**

To prepare a voiceover script you will need to watch the video in a format that allows you to make note of the start and end time for each piece of narration. Time intervals should be short (no more than 30 seconds) to ensure exact matching of the spoken text and the images, and long pauses should be avoided. Voiceover is welcome for text slides (please do not simply read the slides but summarize in your own words). **Please provide start and end time in the following format: hr:min:sec**, e.g. 00:00:00.

It is mandatory that you "time" the audio narration to match the length of the video where possible - reading the written script aloud while you watch the selected clip is one way to do this. The voiceover script template will alert you if your word count exceeds the maximum average word count of 15 words in 10 seconds.

Please specify how long your video file is (time) and which size it has (data). You can give this information in the voiceover script.

Ensure that the information on the slides can easily be read and understood within the given time.

### **Preparing the manuscript**

It is important that the text files be saved in the native format of the wordprocessor used. The text should be in single-column format. Keep the layout of the text as simple as possible. Most formatting codes will be removed and replaced on processing the article. In particular, do not use the wordprocessor's options to justify text or to hyphenate words. However, do use bold face, italics, subscripts, superscripts etc. When preparing tables, if you are using a table grid, use only one grid for each individual table and not a grid for each row. If no grid is used, use tabs, not spaces, to align columns. The electronic text should be prepared in a way very similar to that of conventional manuscripts (see also the [Guide to Publishing with Elsevier: http://www.elsevier.com/guidepublication](http://www.elsevier.com/guidepublication)). To avoid unnecessary errors you are strongly advised to use the 'spell-check' and 'grammar-check' functions of your wordprocessor.

#### *Style*

The manuscript is considered to accompany the video. It is therefore necessary to keep the manuscript short. With the exception of the manuscript parts Abstract and Discussion (see manuscript template), please use bullet-point style. **A bullet point is considered a statement of up to 3 sentences referring to a precise question.**



The manuscript template can be used for all article types, however, each article type has different requirements. Each paragraph heading will detail (in brackets) which article types it applies to. If no information is given, the paragraph is mandatory for all types.

After choosing an article type, please read the manuscript template carefully and delete all paragraphs that do not apply before you start writing. All instructions and examples are written in grey font and should be deleted before submission.

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A structured abstract, by means of appropriate headings, should provide the context or background for the research and should state its purpose, basic procedures (selection of study subjects or laboratory animals, observational and analytical methods), main findings (giving specific effect sizes and their statistical significance, if possible), and principal conclusions. It should emphasize new and important aspects of the study or observations.

### **Keywords**

Immediately after the abstract, provide a maximum of 6 keywords, using American spelling and avoiding general and plural terms and multiple concepts (avoid, for example, 'and', 'of'). Be sparing with abbreviations: only abbreviations firmly established in the field may be eligible. These keywords will be used for indexing purposes.

### **Abbreviations**

Define abbreviations that are not standard in this field in a footnote to be placed on the first page of the article. Such abbreviations that are unavoidable in the abstract must be defined at their first mention there, as well as in the footnote. Ensure consistency of abbreviations throughout the article.

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Follow internationally accepted rules and conventions: use the international system of units (SI). If other units are mentioned, please give their equivalent in SI.

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#### *Electronic artwork*

##### *General points*

- Make sure you use uniform lettering and sizing of your original artwork.

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- Use a logical naming convention for your artwork files.
- Provide captions to illustrations separately.
- Size the illustrations close to the desired dimensions of the printed version.
- Submit each illustration as a separate file.

A detailed guide on electronic artwork is available on our website:

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