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.

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

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Aims & scope
VideoGIE, an official video journal of the American Society of Gastrointestinal Endoscopy, is an Open Access, online MEDLINE journal to serve patients with digestive diseases. VideoGIE publishes original, peer-reviewed video case reports and case series of endoscopic procedures used in the study, diagnosis, and treatment of digestive diseases. Videos demonstrate use of endoscopic systems, devices, and techniques; report outcomes of endoscopic interventions; and educate physicians and patients about gastrointestinal endoscopy. VideoGIE will serve the educational needs of endoscopists in training as well as advanced endoscopists, endoscopy staff and industry, and patients. VideoGIE will bring video commentaries from experts, legends, committees, and leadership of the society. Careful adherence to submission guidelines will avoid unnecessary delays, as incomplete submissions may be returned to the authors before initiation of the peer review process.

MANUSCRIPT TYPES

VideoGIE will consider the following types of submissions. Authors should consider these categories and review recent issues of the journal when preparing submissions. If you believe that your article should exceed these word lengths or author limits, please contact Senior Managing Editor Deborah Bowman at dbowman@asge.org and explain the reasons. VideoGIE will publish the following three sections in the journal.

Videos: Videos relating to endoscopy used in the diagnosis and management of digestive diseases, including standard-of-care cases that help the endoscopy team and trainees learn how to manage a problem correctly, complex problems that require novel techniques and thinking outside the box that help therapeutic endoscopy teams manage difficult cases, and videos to improve the education of everyone involved in endoscopy care. We encourage submissions of videos that are instructional, standard-of-care endoscopy techniques as well as videos of complex cases and novel procedures. Submission must include a video (maximum 300 MB; file format MP4 or MOV; 6 minutes maximum), authorship limited to 5, up to 9 images that tell the story, legends for figures and video, and a Word file with a description (limited to 200 words) of the case, procedure, and outcome. Use Video Case Report Template or Tools and Techniques Template to format your submission.

Case Report: Report of the diagnosis and management of digestive diseases using a single case. Submission must include a Word file with a description (limited to 600 words) of the case, procedure, and outcome, up to 9 images that tell the story, and legends for figures and video (maximum 300 MB; file format MP4 or MOV; 8 minutes maximum). Include IRB approval document. Use Video Case Report Template to format your submission.

Case Series: Report of the diagnosis and management of digestive diseases using 3 or more cases. Submission must include a Word file with a description (limited to 2,000 words) of the case, procedure, and outcome, up to 9 images that tell the story, and legends for figures and video (maximum 300 MB; file format MP4 or MOV; 8 minutes maximum). Include IRB approval document. Use Video Case Series Template to format your submission.

Choose the article type
choose 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
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Optional:
- Click here for the Voiceover Script Template
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BEFORE YOU BEGIN

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All authors should have made substantial contributions to all of the following: (1) the conception and design of the study, or acquisition of data, or analysis and interpretation of data, (2) drafting the article or revising it critically for important intellectual content, (3) final approval of the version to be submitted.

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Randomized controlled trials should be presented according to the CONSORT guidelines. At manuscript submission, authors must provide the CONSORT checklist accompanied by a flow diagram that illustrates the progress of patients through the trial, including recruitment, enrollment, randomization, withdrawal and completion, and a detailed description of the randomization procedure. The CONSORT checklist and template flow diagram are available online.

Registration of clinical trials
VideoGIE follows the International Committee of Medical Journal Editors (ICMJE)'s Uniform Requirements for Manuscripts Submitted to Biomedical Journals. All clinical trials submitted to Video GIE should have been registered BEFORE the trial begins through one of the registries approved by the ICMJE, and proof of that registration, including the date registered and the registration number, must be submitted to Video GIE along with the article. IRB approval information must be included in the manuscript text, including the date of IRB registration. As of January 2015, all clinical trials as defined by the ICMJE must also have been registered before the trial began (not just randomized clinical trials). For further details and a list of ICMJE-acceptable registries, please go to http://www.icmje.org

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Full Online Submission

Original submissions will be considered for publication with the understanding that they are contributed solely to VideoGIE. If any material related to the submission (other than a brief abstract) has been published in any medium or has been submitted for publication elsewhere, the authors should provide copies of all related manuscripts, and outline the relationship of all materials for the Editors, to avoid allegations of duplicate publication. Use the slide templates to prepare the video. Each submission requires inclusion of a video, figures in a TIFF or .eps format, legends for figures and video, Word file, and disclosure statement. Refer to "Manuscript Types" above for word length. Title slide should include the title and a maximum of 5 authors for Videos and Case Reports and a maximum of 8 authors for Case Series. Funding source(s) and disclosure of conflict of interest should be included in the video immediately after the title slide and displayed for a minimum of 3 seconds. Provide 4 to 6 keywords based on the organ of interest, endoscopy performed, pathology observed, treatment, and accessories used. Maximum length of videos is 6 minutes for Videos, 6
minutes for Case Reports, and 8 minutes for Case Series Maximum size of any video is 300 MB. File format should be MP4 or MOV. Avoid any names, dates, or numbers on the videos (black them out or ask your endoscopy vendor to set up your system to record a clean video without any names, dates, or alphabets on the video). The audio portion of the video must be in English. Please speak clearly and at an average rate of speech. As a guide, the maximum average word count per 10 seconds should be 15 words. Provide a written transcript of the video audio. This is optional at the time of submission but will be required for accepted articles. Articles can include up to 9 figures, submitted in TIFF or .eps format. Articles must be written in standard English and submitted in a Word file, along with figure and video legend(s). Include a title page, description of the case, technique, and legends to figures and video. Accepted manuscripts are subject to copyediting for conciseness, clarity, grammar, spelling, and journal style. Authors who are not native English speakers are strongly encouraged to have their manuscript proofread by a native English-speaking researcher PRIOR TO SUBMISSION. Articles that refer to currency must use U.S. currency. For all instances of the word "complications," substitute "adverse events. All manuscripts must be submitted online at http://ees.elsevier.com/vgie/ This website provides step-by-step instructions for manuscript submission as well as a tutorial for authors. All peer review, tracking, and follow-up will be done through this system.

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Your submission consists of up to five items:1. Video file (mandatory)
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The structure of your manuscript depends on the section you would like to submit it to. For details and template please see "Choose the Article Type".3. Journal Publishing License Agreement (mandatory)
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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 lavaliere/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
Formats accepted: MPG (.mpg), MP4 (.mp4), Apple Quick Time (.mov), Microsoft Audio/Video Interlaced format (.avi). Upper limit for the size of files is 500 MB. If you have any questions please contact the Editorial Coordinator: VJGIEN@elsevier.com

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.

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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).

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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.

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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.

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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.

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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.

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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.

**Formatting of funding sources**
List funding sources in this standard way to facilitate compliance to funder's requirements:

Funding: This work was supported by the National Institutes of Health [grant numbers xxxx, yyyy]; the Bill & Melinda Gates Foundation, Seattle, WA [grant number zzzz]; and the United States Institutes of Peace [grant number aaaa].

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