

# EIO – Endoscopy International Open VidEIO

## Instructions for authors

The *Endoscopy International Open VidEIO* Section dedicated to a video presentation of cases and endoscopic techniques. They should be short descriptions of interesting cases and must include a high-quality video as well as a short explanatory text. Ideally, the video informs and educates those involved in the practice of gastrointestinal endoscopy. Only essential information on clinical features, diagnoses, and treatment should be included.

## Ethics Statement

With the submission of a manuscript to Endoscopy International Open VidEIO you as the author and co-authors confirm that all research involving intervention in humans or animals has received the approval of your institutional ethics committee. If the institution has no formal ethics committee, you confirm that the terms of the latest version of the Declaration of Helsinki for Medical Research involving Human Subjects have been adhered to. In case of experiments involving animals you confirm that they comply with the “**Guide for the Care and Use of Laboratory animals**” published by the National Academy of Sciences.

You can find additional information here:

- **Ethical Review Committee Statement**
- **Copyright Ethics Liability**

## Patient Identification and Informed Consent

For publication of video footage, illustrations, or photographs in which individuals can be identified, written consent of the persons involved must be submitted to the publisher. Suitable forms can be downloaded from <https://www.thieme.com/en-us/who-we-serve/authors/journals>.

Where the video or image has been altered or edited to de-identify a patient please be careful: the legal criteria for unrecognizability are strict. It should not be possible for anyone to identify the individual. Even partial views of the face or identifying characteristics such as scars or tattoos may allow identification so care should be taken to completely obscure these features.

**Caution! All personal data relating to the patient and/or examination (e.g. date, time, place, patient name, patient birth date, unique ID, examiner name or ID) must be removed from images and videos before submission. If your image or video contains technical parameters, please make sure that they consist only of complete, recognizable data that are essential for understanding the image. All images and videos displaying unexplained letters or numbers will need to be revised.**

The metadata of the videos/images need to have been thoroughly cleaned of all General Data Protection Regulation (<https://gdpr.eu/>)-relevant and personal information. This may be done with a free metadata cleaner, such as, for instance, ExifCleaner\*.

## Video Content

All video submissions should include

- a **clear introduction** with a **background** explaining why the video is interesting, relevant, or important, and the rationale for performing any technique or intervention depicted;
- for novel interventions a brief description of why the approach was justified and alternatives that were considered should be included;
- the video should clearly show the findings or technique using high quality video; low quality video with excessive movement or image artefact should be avoided and may lead to rejection of the manuscript;
- diagrams to assist the viewer in understanding the conceptual basis of a technique may be beneficial;
- a **summary of the findings** should be included at the end of the video, explaining the **outcomes** and, if applicable, the **relevance of the video** to current or future practice;
- disclosures and **conflicts of interest** for all authors;
- **audio narration** is encouraged. If audio narration is included this must be in English. Please speak clearly and at a slow-medium rate of speech.
- **Authorship:** E-Videos may have a maximum of seven (7) authors.
- **Title:** The length of the title should not exceed 125 characters including spaces.

\* Please note that mention of this particular software does not amount to a recommendation, nor does the Thieme Group provide support or assume responsibility for malfunctions, outages, or damages resulting from its use.

- **Abstract:** VidEIOs do not contain abstracts. Please enter n/a (not applicable) in the required abstract field when uploading your manuscript files.
- Files upload: Submissions should include
  - one (1) video
  - one (1) video text document containing any text written/spoken in the video (if applicable)
  - optional: up to six (6) figures

### Videos: Technical Requirements and other Formalities

- Use the slide templates to prepare the video (available at link: <https://www.thieme.de/de/EIO/authors-44180.htm>). This is mandatory.
- Please fill in *all* slides in the template and insert the video on Slide 5.
- Once you have completed editing the template, save it as a video.
- The following formats are acceptable: \*.avi, \*.mov, \*.mpg, as well as H264D, mpeg 4, DIVX-4 or AVCHD.
- The maximum file size is 350MB per video.
- The total length of the video should not exceed five (5) minutes.
- Please ensure that any procedural steps and/or findings are explained and highlighted in the video with overlay titles.
- Any text (including audio narration) contained in the video itself must be submitted in a separate Word file.
- The video legend should be no more than 30 words.
- For overlay titles please use the font Helvetica.
- Avoid any type of background music.
- Please leave a margin on the right-hand side as this space will be required for the copyright imprint.

### Text document

- The main text document should include the main manuscript text (maximum 300 words), video and figure legends and references if any.
- A maximum of five (5) references are permitted, cited numerically in Vancouver style: They should be numbered consecutively in the order in which they are first mentioned in the text. Identify references in text, tables, and legends by arabic numerals placed in brackets [ ]. In the numbered reference list at the end of the text, use the style of the following example: Yamada M, Saito Y, Sakamoto T et al. Endoscopic predictors of deep submucosal invasion in colorectal laterally spreading tumors. *Endoscopy* 2016; 48: 456–464

### Figures

- Please provide a maximum of six (6) images or figures.
- Please upload them separately in .tif or .jpg format with at least 300 dpi, and include a caption for each image/figure (e.g. Figure 1: The...).

## Copyright

### Important copyright information for authors

All your submitted figures, tables and videos must be original work. They must be created fully by you and/or co-authors for the purpose of this publication. We cannot accept any material that has already been published in books, magazines, or electronic products of other providers, including websites. We may also not publish any material to which a third party additionally has rights of use (e.g. your employer). Please do NOT pay any license fees (e.g. for “RightsLink”/Copyright Clearance Center) for any such material. Even the standard license agreements of “Creative Commons” cannot be recognized as proof that the material may be used.

If you are including any material that is not strictly text, you are required to provide the following information in the cover letter on submission:

- Confirmation that all figures, images, illustrations, tables, and videos (including audio narration) are original work created fully by you and/or co-authors for the purpose of this publication.
- Confirmation that every component of illustrations that combine more than one element (e.g. pictograms, images, etc.), are your and/or co-authors’ own work
- Confirmation that you and/or co-authors hold all rights of use for every submitted figure, table, and video (including audio narration) and no third party holds rights of use.

To summarize which material may not be used in your submission:

- Please do not use images that have already been published in books, magazines, or electronic products (including websites).
- Please do not use images to which a third party additionally has rights of use (e.g. your employer).
- Please do not use even a small part of a third-party image. Such images are not free from copyright protection even if they have been altered using a graphic editor.
- Please do not use screenshots of third-party material (e.g. third-party websites, publications, etc.).
- Please do not use any industry photography
- Please do not use logos of institutions, manufacturers, or any other branding

In order to ensure that your manuscript meets the formal requirements of the publishers, please consult Author’s Guidelines for different Types of Articles available at <https://www.thieme.com/en-us/who-we-serve/authors/journals>.