

INFORMATION FOR AUTHORS

1. Objectives

BRAZILIAN JOURNAL OF VIDEOENDOSCOPIC SURGERY (BJV) is the official journal of the Brazilian Society of Videosurgery that publishes scientific articles in order to register results of videosurgery researches and related subjects, encourages study and progress in this area as well as publications to deepen medical knowledge.

2. Analysis, Selection and Exclusiveness of Manuscripts

Manuscripts submitted will be analyzed by a Reviewers Committee, the manuscripts should be original and should not be published elsewhere. A copy of the manuscript is anonymously forwarded by the Editor to 2 or 3 reviewers to be analyzed within 15 days.

Peer review includes suggestions to the Editor, reject or accept the manuscript with or without changes. Manuscripts that are rejected will be returned to the author. Afterwards, peer review suggestions are forwarded to the main author for approval who will decide if she/he will resubmit it. Scientific articles describing experiments on human subjects or animals must include approval of the appropriate ethics committee of the institution where the study was performed, in accordance with the Declaration of Helsinki (1964 and 1975, 1983 and 1989 amendments), the Animal Protection International Rules and the National Health Council Resolution nº 196/96. Republishing a national or an international journal article is only accepted in special cases and must be accompanied by written permission for its use from the copyright owner and the author. In this case a copy of the first manuscript version should be provided. Manuscripts must have up to 6 authors in order to be published.

3. Periodicity & Scientific Matters to be published

Brazilian Journal of Videoendoscopic Surgery is published quarterly. It is a communication channel of scientific matters such as:

- Original Article: original clinical(or experimental) research;
- Preliminary Communications: partial results on new researches, techniques and methods in study;
- Case Report(or Clinical Meeting): with critical analysis and discussion;
- Clinical Observation: should have critical analysis and discussion;
- Epidemiologic Statistics: with critical analysis and discussion;
- Description and Evaluation: of methods or procedures, with revision, critical analysis and discussion;
- Opinion and Analysis: of philosophical, ethical and social aspects regarding the area of study;
- Letters to the Editor: including criticisms and suggestions about publications, as well as questions and/or comments about manuscripts that have already been published.

4. Requirements for preparation and submission of manuscripts

Paper copy and copy in diskette or CD: Authors should mailed three(3) paper copies of the manuscript in sulphite paper signed by the main author to be evaluated by the Editorial Board. A labeled diskette or CD (label with author's name, title and date) with the final printed version of the manuscript in Microsoft Word software should be sent along with the hard copies. **Security Copy:** A copy of all materials submitted to the journal will be sent to the author with the approval by the Editorial Board for future copyrights warranties. **IMPORTANT!** Keep a copy of all the material submitted to the publication of your manuscript.

Cover letter: A cover letter signed by the main author should be enclosed. If the author have interest in pay for colored illustrations this should be specified in the cover letter.

Permission for reproduction and copyright transfer statement: Manuscripts must be accompanied by written permission for use of copyrighted material or photographs of identifiable persons. Copyright transfer statement must be sent.

Protection sending the manuscript: Manuscripts should be sent in a suitable package, in order to avoid bending photographs and illustrations.

5. Standard Format and Print out

- Manuscripts should be typed double-spaced with up to 25 lines per page.
- Pages should be numbered consecutively (numbers should be in the upper or lower right corner). The first page should be the Title Page.

- Each section should start on a new page.
- Manuscripts should be printed on one side of a 216x279mm or A4(212x297mm) white sulphite paper with margins of 25mm.
- Manuscripts should include, in sequence and on separate pages:
 - Identification Page (Title page – see details below);
 - Abstract/Key words;
 - Text pages and Acknowledgments;
 - References;
 - Tables (one in each page, separately);
 - Illustrations;
 - Legends;
 - Abbreviations.

6. Manuscripts Preparation

6.1. Identification Page (Title Page)

All manuscripts will be subject to a process of anonymous editorial review, therefore the name and address of authors should only be in the Title Page with identification as it is not going to be sent to the reviewers. The authors should verify if there is any identification on the text to avoid identification.

Title Page “without identification”

- Complete Manuscript Title (concise and informative)
- Short title (up to 8 words)

Title Page “with identification”

- Name(s) of author(s) and Institutional Scientific Affiliation: provide detailed information about the department and the institute where the work was conducted. Affiliation and/or Academic degrees of the authors: include name, highest academic degree and institutional affiliation and position of each author.

- Footnotes:

Address, telephone, fax and e-mail of the main author should be given for journal editor contact.

Address to request copies and to contact author (include full address information and e-mail of the author who submitted the material to be published).

- Source of Funding: it should be declared any source of funding such as grants, equipments and others.

6.2. Abstract

The abstract is mandatory. It should be 200-250 words. Every abstract should be written in an informative style. Depending on the abstract it should contain the following headings:

Original Articles: Objectives/Materials(Patients) and Methods/Results/Discussion/Conclusion(s).

Reviews, Actualization, Opinion: Objectives/History(Scientific Summary)/Discussion

Case report or Clinical Meetings: Objectives/Meetings Summary/Discussion

Technical Notes or Preliminary Communication: Objectives/Technical Report/ Research Report/ Preliminary Results/Discussion

6.3. Descriptors (Key Words)

Identify the manuscript with 3 to 10 key words or short phrases below the abstract using DeCS or MESH terminology which will assist indexers in cross-indexing the article in the data base.

For DeCS terms access: <http://decs.bvs.br> and for MESH (Medical Subject Index) terms access: <http://www.nlm.nih.gov/mesh/meshhome.html> . If suitable MeSH terms are not yet available, well known terms or expressions are accepted.

6.4. Text

The textual material of clinical or experimental observation manuscripts should be organized whenever possible in a standard form as follows: Introduction, Patients and Methods, Results, Discussion, Conclusion, Acknowledgment, References. Other types of manuscripts such as case report, editorials and reviews may follow a different format, according

to the Editorial Board. Long manuscripts in order to provide a better understanding of its contents may include subheadings in some sections such as Results and Discussion.

Citations and References: Authors citations must appear in the text as superscript numbers placed to the right of a word, sentence or paragraph. Citations of names should be typed in Upper Case. Name of author(s) citation should follow the format bellow:

- One author: KOCK¹
- Two authors: KOCK e PENROSE¹
- Three or more authors: KOCK and cols.¹

Note: In the body of the text the form "...and cols" is suggested and in the references "... et al".

Introduction – It should briefly describe the reason to accomplish the article and the objective. Do not include data or conclusions and mention only relevant references.

Materials (or Patients) and Methods – should describe in detail the recruitment of individuals (human subjects and laboratory animals as well as group control) included in the research. Identify the age, sex and other relevant characteristics of the subject. Authors should be careful when specify race or ethnic group as their definition and relevance are ambiguous. Methods, apparatus (with manufacturer's name and address in parentheses) and procedures used should be identified in adequate detail so that other researches can reproduce the experiment. The methods published in other research should be mention and unknown methods briefly described. Statistical methods and protocols used should also be described, as well as the computers software used. Authors that submitted reviews should include a section to describe the methods used for locating, selecting, extracting and synthesizing data. These methods should be summarized in the abstract. When the paper reports experiments on human subjects it must indicate whether the procedures followed ethical standards of the responsible committee on human experimentation. Do not use name, initials or hospital identification of the patients, especially in illustrative material. When the paper reports experiments on animals, it must indicate that protocols were reviewed by the appropriate institutional committee with respect to the care and use of laboratory animals used in this study.

Results – Provide results in a logical sequence in the text, tables and figures. Do not repeat all tables and figures data in the text; consider the relevant ones.

Discussion – Emphasize important and new aspects of the study as well as the conclusions originated from them. Avoid detailed repetition of the data provided in the Introduction or Results. Include findings implications and limitations in the Discussion Section, mentioning implications for future research. Compare what was observed to other relevant studies.

Conclusions – The conclusions should be based on the study objectives, in order to avoid unqualified statements and conclusions that are not based on the findings. Author(s) should not state the economic benefits and costs unless their manuscript includes economic analysis and data. Studies that have not been completed should not be mentioned. New hypothesis should only be considered if justified. Include recommendations when appropriate.

Acknowledgement: Acknowledgements to people and institutions may be included at the end of the manuscript, stating any type of contribution and/or participation towards the development of the research. Technical support should be acknowledged in a paragraph separate from other types of contributions.

6.5. References

The references that are stated in the text should be consecutively in alphabetical order or as they are cited in the text. References, tables and legends must be identified in the text by superscript Arabic numerals. Citation of manuscripts accepted but not yet published: mention the journal and add "In press" in the reference list (authors should have written permission to mention these articles, as well as to verify if manuscripts were accepted to publication).

Avoid personal communications citation, unless it provides essential information and it is not possible to be obtained in printed sources (in such case they should be cited in parentheses in the text with name of the person and date of the

communication). The Brazilian Journal of Videoendoscopic Surgery is in accordance with “Vancouver Style” (uniform requirements for manuscripts submitted to biomedical journals), electronic version is available on <http://acponline.org/journals/annals/01jan97/unifreqr.htm>, also published in N Engl J Med 1997; 336(4): 309-315 and commended by the International Committee of Medical Journal Editors.

The Uniform Requirements (Vancouver Style) are based on the American National Standards Institute (ANSI) adapted by the NLM (National Library of Medicine). Complete information about format of references may be verified in: Uniform Requirements for Manuscripts, Journal of Public Health 1999; 33(1), also available in electronic version: <http://www.fsp.usp.br/~rsp>.

Examples of references format:

- Periodical article

Include only the first 6 authors and add “et al”. Do not use Upper Case or bold or underlined or italics. Journal names are abbreviated according to the Index Medicus – in the List of Journals Indexed in Index Medicus available at <http://www.nlm.nih.gov/tsd/serials/lji.html>, and the Latin American Journals available at: http://www.bireme.br/abd/P/lista_geral.htm.

Ex: Parkin DM, Clayton D, Black RJ, Masuyer E, Friedl HP, Ivanov E, et al. Childhood leukemia in Europe after Chernobyl: 5 years follow-up. Br J Cancer 1996; 73: 1006-12.

- Book

Ex: Rigsvén MK, Bond D. Gerontology and leadership skills for nurses. 2nd ed. Albany (NY): Delmar Publishers; 1996.

- Chapter in Book

Ex: Philips SJ, Whiosnant JP. Hypertension and stroke. In: Laragh JH, Brenner BM, editors. Hypertension: pathophysiology, diagnosis and management. 2nd ed. New York; Raven Press; 1995. p.465-78.

- Conference Paper

Ex: Bergtson S, Solheim BG. Enforcement of data protection, privacy and security in medical informatics. In: Lun KC, Degoulet P, Piemme TE, Rienhoff O, editor. MEDINFO 92. Proceedings of the 7th World Congress on Medical Informatics; 1992 Sep 6-10; Geneva, Switzerland, Amsterdam: North Holland; 1992. p.1561-5.

- Dissertation

Ex: Carvalho ACP. A contribuição da tomografia computadorizada ao diagnóstico de aneurisma dissecante da aorta [dissertação - mestrado]. Rio de Janeiro: Faculdade de Medicina, Universidade Federal do Rio de Janeiro; 1993.

Kaplan SJ. Post-hospital home health care: the elderly's access and utilization [dissertation]. St. Louis (Ø): Washington Univ.; 1995

- Journal article in electronic format

Ex: Morse SS. Factors in the emergence of infectious diseases. Emerg Infect Dis [periodical online] 1995; 1(1). Available from: URL: <http://www.cdc.gov/ncidod/EID/eid.htm> [consulted on 11/12/2002].

- Opinion or technical articles online

Ex: Carvalho ACP, Marchiori E. Manual de orientação para a elaboração de monografias, dissertações e teses. Available from: URL <http://www.radiologia.ufrj.br/manual.htm> [consulted on 08/12/2002].

6.6 Tables

Print out each Table on a separate sheet of paper. Number tables with Arabic numerals consecutively in the order of their first citation in the text and supply a brief title for each table. Data that are shown in the table should not be repeated in the graphics. Follow the “Guidelines for Tabular Presentations” established by the National Statistical Council (Rev Bras Est 1963, 24:42-60). Explanatory matter in the footnotes of the tables should be limited and the following symbols should be used in this sequence */+/\$/**/\$\$ etc. Identify the statistical analysis of dispersion such as standard deviation and standard error of the mean.

6.7. Illustrations (figures, drawings, graphics etc.)

Illustrations should be numbered with Arabic numerals consecutively according to the order in which they have been first cited in the text, they should be mentioned as "Figure". All photographic documentation should have on its back (in pencil) the number of the legend and page in the text indicating the correct position (portrait or landscape) of the figure, that may be glued on a separate sheet of paper. Illustrations (drawings or photographs without mounting) should not be larger than 203x254mm. Legends should be in a separate sheet of paper. The illustrations should allow a perfect reproduction of the original. Drawings and graphics should be done with nankim ink in white paper or drawing paper, and normographe fonts should be used for lettering, freehand and typewritten lettering is unacceptable. High resolution digital photographs printed in high quality photographic paper will be accepted. Copies of the digital photographs should be submitted on BMP, JPEG or TIFF format in CD or diskette. Colored photographs will not be accepted for publication in black and white. Illustrations in color require in real color for reproduction whenever possible.

Legends for Illustrations

Print out legends for illustrations using double spacing, on a separate page, with Arabic numerals corresponding to the illustrations. When symbols, arrows, numbers, or letters are used to identify parts of the illustrations, identify and explain each one clearly in the legend. Explain the internal scale and identify the method of staining in microphotographs.

6.8 Abbreviations

Use only standard abbreviations, avoiding abbreviations in the title and abstract. The first time an abbreviation appears it should be preceded by the full term for which an abbreviation stands in the text, unless it is a standard unit of measurement.

7. Protection of Patients' Rights to Privacy - Information that may identify a patient as a subject of a study (descriptions, photographs, and genealogy) should not be published without patient's informed consent. Photographs with inadequate protection of anonymity may be rejected by the publisher, if patients' rights to privacy were infringed. In these cases, the journal publisher's may require patient's informed consent.

8. Approval of Local Ethics Committee – Authors should send a letter with approval of the appropriate local ethics committee signed by all of them or the main author when the study involves human beings.

9. The Brazilian Journal of Videoendoscopic Surgery has all rights as well as translations reserved under both International and Pan American Copyright Conventions.

10. For the total or partial publication of text of manuscripts published in the Journal in other periodic written authorization of the editors of these periodic is necessary. It is also required citation of the journal.

11. It is forbidden translation or total or partial reproduction of the manuscripts for commercial purpose.

12. Brazilian Journal of Videoendoscopic Surgery editorial committee neither accept advertising nor pay authors of manuscripts published in its pages.

13. Brazilian Journal of Videoendoscopic Surgery reserves the right to reject manuscripts that do not comply with the requirements (presentation, typewrite, number of copies, copy in diskette, requested items ...) in addition to suggest changes to manuscripts under the Editorial Board and Editorial Consultants analysis.

14. The Editorial Board when necessary will automatically adjust all approved manuscripts to the proposed requirements.

Manuscripts submission address:

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MANUSCRIPT CHECKLIST

The authors should observe the following checklist before submitting a manuscript:

- ☒ Send three paper copies of the article (including figures, tables and graphics with legends).
- ☒ Include one copy in a diskette or CD in Microsoft Word software, with figures, tables and graphics with legends.
- ☒ Write: a) Manuscript cover letter; b) Permission for reproduction (including authorization for reproducing and copyright transfer statement; c) Letter of Clinical Research Approval of the Institution Ethics Committee where the study was conducted.
- ☒ Include: Identification Page (Title Page “with identification”), with a complete title of the manuscript; name(s) of author(s) and affiliation (or title(s)): institution where the work was conducted. Address, telephone and e-mail of the main author. b) Title Page “without identification” with Complete Manuscript Title and Short title to be sent to the Editorial Board.
- ☒ Verify standards formats and print out (pages numbered consecutively, double-spaced, one side of the paper print out, etc...).
- ☒ Verify sequence of the headings of the sections (depending on the type of manuscript).
- ☒ In the Abstract include: Objectives, Material (or Patients) and Methods, Results and Conclusion(s). Check the key words. The Abstract should have 200-250 words.
- ☒ Check if the references are according to the journal requirements: numbered consecutively, in alphabetical order or following the sequence that they are mentioned in the text.
- ☒ Verify the Legend of the Figures, Graphics and Illustrations that should be on a separate page.
- ☒ Photographs and Illustrations should be sent in a high quality resolution for possible reproduction (colored photographs will not be accepted for publication in black and white). Identify the photography on its back (in pencil) the number of the legend and page).

BRAZILIAN JOURNAL OF VIDEOENDOSCOPIC SURGERY reserves the right to reject manuscripts that do not comply with the requirements (presentation, typewrite, number of copies, copy in diskette, requested items ...) in addition to suggest changes to manuscripts under the Editorial Board and Editorial Consultants analysis.