

# Endoscopy

## Editorial Information

### Editor in Chief:

T. Rösch, Germany

### Co-Editors:

G. Costamagna, Italy  
 J. Devière, Belgium  
 J. Bergmann, The Netherlands  
 H. Neuhaus, Germany  
 T. Ponchon, France  
 N. Vakil, USA  
 K. Yasuda, Japan

### Endoscopy Editorial Office:

Endoscopy  
 H. Hamilton-Gibbs  
 Mauerkircher Straße 29  
 81679 Munich  
 Germany  
 Tel. + 49-89-90 77 93 600  
 Fax + 49-89-90 77 93 620  
 Email [endoscopy.editorialoffice@thieme.de](mailto:endoscopy.editorialoffice@thieme.de)

### Editorial policy

*Endoscopy* is a monthly international journal, publishing studies, in English, on the use of endoscopy in the field of gastroenterology.

All unsolicited papers are peer-reviewed before it is decided whether they should be accepted, rejected, or returned for revision. The journal reserves the right to edit the language of accepted papers for clarity and correctness, and to make formal changes to ensure compliance with *Endoscopy* style. Authors have an opportunity to review any such changes in the proofs.

### Submission of manuscripts

Manuscripts may be submitted only at

<http://mc.manuscriptcentral.com/endoscopy>.

Hard copy and electronic submissions via email will not be accepted.

The language of publication is English. Manuscripts written by authors whose first language is not English should be checked by an English native speaker before submission. Manuscripts which do not meet acceptable language standards will be returned to authors.

Submission of a manuscript to *Endoscopy* implies that it represents original research not previously published and that it is not being considered for publication elsewhere. The corresponding author must declare that the manuscript is submitted on behalf of all authors. Copyright belongs to the publisher upon acceptance of the manuscript.

Submission of a manuscript signifies acceptance of the journal's Guidelines for Authors.

### Manuscript types

Authors are invited to submit the following types of paper for consideration: original articles, case reports, letters to the editor, unusual cases and technical notes, "images in focus" (see below), and reviews.

**Original articles** should present the results of original research in the form of a full-length study, and should contain the following sections: structured abstract, introduction, patients/materials and methods, results, discussion, reference list, figure legends, tables.

The abstract should contain a maximum of 250 words and be structured as follows:

**Background and study aims:** not more than two sentences outlining previous work in this area and defining the aims of the study.

**Patients and methods:** relevant information on patients, study design (e.g. prospective or retrospective), and parameters.

**Results:** presenting the most relevant data.

**Conclusions:** one or two sentences with a special emphasis on the clinical conclusions to be drawn from the study.

**Case reports** should present only cases of exceptional interest and contain the following sections: short abstract, introduction, case report, discussion; reference list, figure legends, tables.

**Letters to the editor** should refer to an article recently published in the journal. Please note that letters and letter replies should not contain an abstract; when submitting your manuscript, please enter "n/a" into the abstract box as this is a required field.

### Unusual Cases and Technical Notes (UCTN) (Endoscopy Cases and Techniques Library)

UCTNs appear in the Endoscopy Cases and Techniques Library, an online-only section dedicated entirely to reports on rare cases and new techniques in gastroenterological endoscopy, with high quality images and a short explanatory text. A maximum of 300 words is allowed for the main text, with up to six images and five references. Only essential information on clinical features, diagnoses and treatment should be included. While offering all the advantages of online keyword and full-text searching, articles appearing in this section are fully citable as Endoscopy publications.

These articles are freely and permanently accessible online, immediately upon publication. All papers appearing in the Cases and Techniques Library have the same status as articles appearing in the hard copy version of the journal and are official Endoscopy publications. A pdf version will also be available to authors.

**References** should be numbered consecutively in the order in which they are first mentioned. Identify references in text, tables, and legends by arabic numerals placed in square brackets. In the numbered reference list at the end of the text, use the style of the examples below. Use *Index Medicus* abbreviations for journal titles.

*Articles in journals:*

<sup>1</sup> Froehlich F, Burnand B, Vader JP, et al. Endoscopies: too many and not enough. *Endoscopy* 1997; 29: 713–715

*Chapters in books:*

<sup>2</sup> Grimm H, Soehendra N. Endoscopic biliary drainage. In: Lygidakis NJ, Tytgat GNJ (eds). *Hepatobiliary and pancreatic malignancies*. 2nd edn. Stuttgart: Thieme; 1989: 418–425

**Fast-tracking.** If your article describes clinical or experimental findings of unique importance to endoscopy that warrant accelerated review and publication, you can request that it should be considered for fast-tracking.

Fast-track papers would include

- Randomized control trials
  - Prospective papers of exceptional clinical importance
  - Prospective papers evaluating exceptional novel technology.
- Review articles will not be considered for fast-track assessment. Fast-track papers should have the same format as original articles.

If you submit your paper for fast-track assessment, in your covering letter you may suggest three or four suitable reviewers, giving email contact information.

The decision on whether to fast-track a paper will be made within five weekdays of submission. If your paper is selected for fast-tracking, the decision for acceptance, acceptance with revision, or rejection will be made within four weeks of submission. Papers that are not selected for fast-tracking will automatically be re-routed to the standard procedure, unless you have stated specifically that you wish to have the fast-track process only.

**Videos.** Should you wish to submit a video clip to illustrate your article, the maximum length of the clip should not exceed one minute. Please also include a legend of no more than 40 words per video or per sequence to accompany the clip.

**Submission of papers**

Upload as many files as needed for your manuscript. **If you have updated a file, please delete the original version and upload the revised file.** If you are submitting a revision, please include only the latest set of files. All files will be combined into a single pdf document for the peer-review process.

When you upload your manuscript, for each file, you will need to select the file designation e.g. Main document.

**Main document.** This should contain a title page (title, authors and their affiliations, corresponding author's contact details), abstract (where applicable), main text, references, any figure legends and table legends.

**Figures.** Each one should be uploaded separately. When you upload, a form appears requesting the following information *File tags:* Please enter the figure/table number e.g. Figure 1 a, Table 1 *Caption/legend:* Please enter the figure/table number plus legend. Please include figure legends in the main document after the references.

**Tables.** Tables may be uploaded as separate Excel or Word files, or as part of the main document, following references and figure legends. Tables should be uploaded in an editable format.

**File types.** The main document should be in Word format, tables either as Word or Excel files. Images should be uploaded as .eps, .tif or .jpg files, color space RGB or CMYK, minimum resolution of 300 dpi for halftone images and 800 dpi for lineart. Please do not upload pdfs! Videos should be uploaded as either .avi, .mov or .mpg files. To set the order in which your files appear, use the dropdowns in the "Order" column.

**General information**

**Proofs and reprints.** Proofs will be sent to the corresponding author as a pdf file. 25 reprints of each article will be supplied free of charge. These will be shipped after publication of the journal issue. An order form for further reprints for personal use (in increments of 50) will be sent with the proofs and should be signed and returned with the corrected proofs even if additional reprints are not requested.

**Copyright.** All rights are held by the publishers, including the right to reproduce all or part of any publication.

Valuable information on medical writing and format is provided in the following:

Iverson C, Flanagan A, Fontanarosa PH, et al. *American Medical Association manual of style*. 9<sup>th</sup> edn. Baltimore: Williams and Wilkins; 1998

Lang TA, Secic M. *How to report statistics in medicine: annotated guidelines for authors, editors, and reviewers*. Philadelphia: American College of Physicians; 1997

International Committee of Medical Journal Editors. *Uniform requirements for manuscripts submitted to biomedical journals*. *JAMA* 1997; 227: 927–934

Georg Thieme Verlag KG  
Rüdigerstraße 14 D-70469 Stuttgart,  
Germany  
P.O. Box 301120 D-70451 Stuttgart,  
Germany

© 2010 Georg Thieme Verlag KG Stuttgart,  
New York. All rights reserved.