

Journal of Neurological Surgery Part B - Skull Base: Operative Videos

Author Instructions

Thank you for contributing to *Journal of Neurological Surgery Part B - Skull Base: Operative Videos*. Please read the instructions carefully and observe all the directions given. Failure to do so may result in unnecessary delays in publishing your article.

SUBMISSION CHECKLIST

All manuscripts must be submitted at the following link:

<http://mc.manuscriptcentral.com/jnls-b>

- COVER LETTER**
 - See the section Submission Procedure
- ABSTRACT AND KEYWORDS**
 - See the section Submission Requirements
- VIDEO FILE**
 - See the section Video Requirements
- TITLE PAGE**
 - All authors: full name, degrees, department, affiliation, e-mail address
 - Corresponding author: mailing address, telephone number
- TWO FIGURES**
 - A maximum of two images that highlight the video may be submitted. See the section Submission Requirements
- PATIENT CONSENT FORM**
 - Patient permission forms available at www.thieme.com/journal-authors
- CONFLICT OF INTEREST FORM**
 - See the section Conflict of Interest

SKULL BASE: OPERATIVE VIDEOS

Submission Requirements

Type	Abstract Limit	Keywords Limit	Title Limit
Skull Base: Operative Videos	Up to 250 words	3 to 5 keywords	Up to 50 words

- Abstracts are required for video submissions. A video abstract should be around 250 words and should contain a comprehensive summary of the video content. The abstract should briefly outline the content of the article and any conclusions it may reach. It should contain the following elements: Objectives, Design, Setting, Participants, Main Outcome Measures, Results, and Conclusions.
- 3 to 5 keywords should be supplied. The keywords should be words a reader would be likely to use in searching for the content of the article.
- Title pages must be submitted for video submissions. The title page should list the article title and the corresponding author's full name, degree, title, department, affiliation, mailing address, e-mail address, and telephone and fax numbers. It should also list the full name, degree, title, department, and affiliation of every co-author.
- A maximum of two images that highlight the video may be submitted; at least one image is required. We suggest a composite figure of preoperative and postoperative MRI images as Figure 1, and a composite of intraoperative still images illustrating the surgical technique as Figure 2. Figure captions should be written.
- Patient Consent forms must be signed by patients in the video (page 7).
- Use of any copyrighted material (original artwork or previously published illustrations or video content) requires written permission from the copyright holder.

Video Requirements

- Video length should be between 3 and 12 minutes.
- Video files should be less than 2GB.
- Voice-over narration is **required**.
- Background music should not be included and background noise must be avoided.
- The preferred format for video submission is MPEG-1, MPEG-4, QuickTime or AVI formats
- Videos should include when relevant:
 - Title page of video with authors and institution
 - Brief case history
 - Preoperative imaging
 - Brief statement on indication and approach selection (why you chose the approach)
 - Patient positioning
 - Surgical approach and exposure of the existing pathology/lesion
 - Treatment (resection) of the targeted pathology/lesion
 - Closure/reconstruction techniques
 - Postoperative imaging
 - Brief statement on postoperative course
- The title of the video file must include the last name of the first author.

Submission Procedure

Authors planning on submitting a video for this series should go to <https://mc.manuscriptcentral.com/jnls-b>, log in and select the “Skull Base: Operative Videos”

- Consult the checklist on the first page of this document to ensure that you are ready to submit your manuscript.
- Manuscripts (non-video files) must be submitted electronically at the following link: <http://mc.manuscriptcentral.com/jnls-b>
- **Videos must be sent to Wakiko.Ishii@thieme.com via Dropbox or Google Drive**
- To submit a video, select “Skull Base: Operative Videos” under the “Type” option.

Step 1: Type, Title, & Abstract

Select your manuscript type. Enter your title, running head, and abstract into the appropriate character, click the "Special Characters" button. When you are finished, click "Save and Continue".

* = Required Fields

* Type: Edit

CHOICE	TYPE
<input type="radio"/>	Original Article
<input type="radio"/>	Letter to the Editor
<input type="radio"/>	Invited Review
<input type="radio"/>	Abstract
<input type="radio"/>	NASBS Noteworthy Panel
<input type="radio"/>	Skull Base: Operative Videos

- At Step 5: Details & Comments, enter or paste your cover letter text into the "Cover Letter" or upload your cover letter
- At Step 6: File Upload, upload the images and title page, consent form, and Conflict of Interest form
- **Please send the video via Dropbox or Google Drive to Wakiko.Ishii@thieme.com**
- The title page and the figure captions should be uploaded as a “Main Document” at Step 6: File Upload.
- Each figure should be saved as its own separate file and uploaded as a “Figure” at Step 6: File Upload
- The consent form and Conflict of Interest form should be submitted under the designation “supplementary file” at Step 6: File Upload
- Always review your manuscript before submitting it. You may stop a submission at any phase and save it to submit later. After submission, you will receive a confirmation email. You can also check the status of your manuscript by logging in to the submission system. The Editor in Chief will inform you via email once a decision has been made.

Revision Procedure

- Should the editors decide that your article requires a revision, you will need to make the changes and resubmit it electronically.
- Log In to the submission system and find your article, which will be marked for revision.
- Your original files will still be available after you upload your revised video, so you should delete any redundant files before completing the submission.
- You will also be provided space in which to respond to the reviewers’ and editors’ comments. Please be as specific as possible in your response.

Acknowledgments

The source of any financial support received and recognition of personal assistance for the work being published should be indicated at the end of the article, just before the Reference section, under the heading Acknowledgments.

Conflict of Interest

Completed IJCME Conflict of Interest forms are required for each author contributing to the submission. Please click <http://www.icmje.org/conflicts-of-interest> to download a Conflict of Interest form. You can upload this document as a "Supplementary File" at Step 6: File Upload

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1. Substantial contributions to conception and design, 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 published

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Patient Permission Policy

You must obtain a signed patient permission form for every patient whose recognizable photograph will be used. If you do not supply this, the identity of the patient must be obscured before the image is published; this could interfere with the instructive value of the photograph. Patient permission forms are available at www.thieme.com/journal-authors

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