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This journal is committed to upholding the integrity of the scientific record. As a member of the Committee on Publication Ethics (COPE) the journal will follow the COPE guidelines on how to deal with potential acts of misconduct.

Authors should refrain from misrepresenting research results that could damage the trust in the journal and ultimately the entire scientific endeavor. Maintaining integrity of the research and its presentation can be achieved by following the rules of good scientific practice, which includes:

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- Requests to add or delete authors at revision stage or after publication is a serious matter, and may be considered only after receipt of written approval from all authors and detailed explanation about the role/deletion of the new/deleted author. The decision on accepting the change rests with the Editor-in-Chief of the journal.
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Authors must disclose all relationships or interests that could influence or bias the work. Although an author may not feel there are conflicts, disclosure of relationships and interests affords a more transparent process, leading to an accurate and objective assessment of the work. Awareness of real or perceived conflicts of interests is a perspective to which the readers are entitled and is not meant to imply that a financial relationship with an organization that sponsored the research or compensation for consultancy work is inappropriate. Examples of potential conflicts of interests *that are directly or indirectly related to the research* may include but are not limited to the following:

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- Position on advisory board or board of directors or other type of management relationships
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The corresponding author collects the conflict of interest disclosure forms from all authors. In author collaborations where formal agreements for representation allow it, it is sufficient for the corresponding author to sign the disclosure form on behalf of all authors.

The corresponding author will include a summary statement in the text of the manuscript in a separate section before the reference list that reflects what is recorded in the potential conflict of interest disclosure form(s).

See below examples of disclosures:

**Funding:** This study was funded by X (grant number X).

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2b. STATEMENT OF HUMAN AND ANIMAL RIGHTS

When reporting studies that involve human participants, authors should include a statement that the studies have been approved by the appropriate institutional and/or national research ethics committee and have been performed in accordance with the ethical standards as laid down in the 1964 Declaration of Helsinki and its later amendments or comparable ethical standards.

If doubt exists whether the research was conducted in accordance with the 1964 Helsinki Declaration or comparable standards, the authors must explain the reasons for their approach, and demonstrate that the independent ethics committee or institutional review board explicitly approved the doubtful aspects of the study.

The following statements should be included in the text before the References section:

i. Ethical Approval

“All procedures performed in studies involving human participants were in accordance with the ethical standards of the institutional and/or national research committee and with the 1964 Helsinki declaration and its later amendments or comparable ethical standards.”

The welfare of animals used for research must be respected. When reporting experiments on animals, authors should indicate whether the institutional and/or national guidelines for the care and use of animals were followed.

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If articles do not contain studies with human participants or animals by any of the authors, Springer recommends including the following sentence:

“This article does not contain any studies with human participants or animals performed by any of the authors.”

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“For this type of study formal consent is not required.”

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All individuals have individual rights that are not to be infringed. Individual participants in studies e.g. have the right to decide what happens to the (identifiable) personal data gathered and to what they have said e.g. during a study or an interview as well as to any photograph that was taken. Hence it is important that all participants gave their informed consent in writing prior to inclusion in the study. Identifying details (names, dates of birth, identity numbers and other information) of the participants that were studied should not be published in written descriptions, photographs, and genetic profiles unless the information is essential for scientific purposes and the participant (or parent or guardian if the participant is incapable) has given written informed consent for publication. Complete anonymity is difficult to achieve in some cases, and informed consent should be obtained if there is any doubt. For example, masking the eye region in photographs of participants is inadequate protection of anonymity. If identifying characteristics are altered to protect anonymity, such as in genetic profiles, authors should provide assurance that alterations do not distort scientific meaning.

The following statement should be included:

Informed consent: “Informed consent was obtained from all individual participants included in the study.”
If identifying information about participants is available in the article, the following statement should be included:
“Additional informed consent was obtained from all individual participants for whom identifying information is included in this article.”

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3a. SYSTEM REQUIREMENTS
Authors will need the following items in order to use Editorial Manager:
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NOTE: If you have previously logged into the system, you should always use your existing account for ALL subsequent submissions. If you have forgotten your Username or Password, you may use the “Send Username/Password” link at the OBSU Log In Page.

3c. ONLINE SUBMISSION
After you have logged into your account and entered your Submission Center, Editorial Manager will lead you through a step-by-step submission process. When submitting your manuscript through Editorial Manager, you will navigate through nine (9) submission steps.

The required documents for all online submissions include the main Manuscript document, and a Conflict of Interest (COI) form, which should be completed by each contributing author.

Note: Always keep copies of your word-processing, graphic, video and COI files. You may want to revise the manuscript text, images or forms after the review process and you will need the original files if your manuscript requires revisions.

Make sure that all required online fields are completed before attempting to submit; the system will not allow you to submit if any required fields are not completed. If you cannot finish your submission in one visit, you can save a draft and later re-enter the process at the same step by clicking on the “Incomplete Submissions” link in your Author Main Menu.

4. MANUSCRIPT PREPARATION

4a. MANUSCRIPT SECTIONS AND FILE ITEMS
When you upload your manuscript documents to OBSU, the system will ask you to indicate the manuscript file “Item.” Your manuscript should be submitted in various parts; for example, your “Manuscript” should be uploaded separately from the “Official Conflict of Interest Form.” Images should be submitted separately, as should any electronic supplementary material (or “Other”) and videos (either as supplementary videos or as dedicated video submissions).

Use the following format guidelines:
• Use a normal, plain font (e.g., 12-point Times Roman) for text.
• Double-space the text, and set page borders at one inch.
• Use italics for emphasis.
• Use the automatic page numbering function to number the pages.
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• Do not use field functions.
• Use tab stops or other commands for indents; do not use the space bar for indents.

i. Manuscript – Main Text (required)
In the "Attach Files" step (final step) of your submission, the “Manuscript” file should include a Title Page, the Main Text (which should include a Conflict of Interest Disclosure Statement), References, and Figure Legends (if any). Tables may also be included at the end of this document, or submitted separately.

Title Page. This should include:
• The title of the article.
• The manuscript type.
• The complete names and academic degrees for each contributing author (first name, middle initial[s], surname, degree[s]).
• The departmental and institutional affiliations with complete email addresses for each contributing author. Include the city, state or province, and country where the work was performed.
• "Correspondence to" followed by the name and contact information for the corresponding author.
• A shortened title for use as a running head (not to exceed 30 characters in length, including spaces between words).
• At the bottom of the page, any detailed grant information, and acknowledgment of any grant support.
• Acknowledgments: Individuals, other than authors, who were of direct help in the reported work should be acknowledged by a brief statement. Each acknowledged person should give their written consent to be named in the manuscript.

Main Text. The main text document should be double-spaced and for most submissions include:
• Abstract (not required for Letters; optional for Brief Communications)
• Introduction/Purpose
• Materials and Methods
• Results
• Conclusion
• Conflict of Interest Disclosure Statement (see details below)
• References (see details below)
• If separate images or figures are provided, then a Figure Legend should be included in the main text document after the References.
• Any Tables that you provide should be included at the end of the text.

Additional format requirements and details for specific manuscript types are included in the “Manuscript Types and Formats” section below.

Conflict of Interest Disclosure Statement (in Text). A Conflict of Interest Disclosure Statement is required to be included for each author within the manuscript text, and should be located just before the list of References. For each author, the statement must declare the potential conflict of interest, or “no conflict of interest.” For additional details, refer to section 2a. above.
References

- Use Medline®/Pubmed® Style. Visit the following website for sample references: http://www.nlm.nih.gov/bsd/uniform_requirements.html.
- Type references double-spaced and list them in consecutive, numerical order as they appear in the text (not alphabetically).
- Identify reference citations in the text by numbers in square brackets (e.g., [1]). Once a reference is cited, all subsequent citations should be to the original number.
- Cite all references within the text or tables.
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For citation format examples of books, other monographs, other published material, and electronic material, visit http://www.nlm.nih.gov/bsd/uniform_requirements.html

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- Use the table function (not spreadsheets) to make tables.
- Number all tables using Arabic numerals.
- Always cite tables in the text in consecutive, numerical order.
- For each table, supply a table heading. The table title should explain clearly and concisely the components of the table.
- Identify any previously published material by giving the original source in the form of a reference at the end of the table heading.
- Footnotes to tables should be indicated by superscript lower-case letters (or asterisks for significance values and other statistical data) and included beneath the table body.
- All tables should be supplied on a separate page at the end of the main document and have callouts in the text.

ii. Official Conflict of Interest Form(s) – (required)

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Note: If you have trouble viewing the PDF form after you have downloaded it, make sure that you open and view the PDF directly from your "downloads" folder via Adobe Reader rather than by way of your online internet browser.

If any contributing author's COI form is incomplete or missing from the submission, the submission will be returned to the author for correction prior to review. Each author must complete the form even if no conflict of interest exists.
Details provided in the ICMJE COI forms must correspond with the required COI Disclosure Statement that the authors include in the manuscript text (see 4a.i. “Conflict of Interest Disclosure Statement (in Text)” above).

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Along with uploading main text document, you can also upload separate figure and graphic image documents. Common graphics files such as GIF, JPEG, EPS, TIFF and many others are supported. *Do not upload figures as PDF files, or in PowerPoint; we also recommend that figures not be embedded in the main text of your article.*

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Photographs of patients in which the subject is identifiable must either have the face masked out, or be accompanied by written permission from the individual in the photograph for publication.

#### Image Size

- Actual size of submitted image(s) should be as follows:
  - Width: 39 mm, 84 mm, 129 mm or 174 mm wide.
  - Height: No higher than 234 mm.
- The following open source image-conversion software is available in Mac and Windows format to assist you in standardizing your images:
  - GraphicsMagick - www.graphicsmagick.org
  - Image Magick - www.imagemagick.org
  - Xn Convert - www.xnconvert.com

For detailed submission guidelines regarding Line Art, Halftone Art, Combination Art, Color Art, and other artwork details, click here: ARTWORK INSTRUCTIONS

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Multimedia Articles may consist of:

- Information that cannot be printed: animations, video clips, sound recordings
- Information that is more convenient in electronic form: sequences, spectral data, etc.
- Large original data, e.g. additional tables, illustrations, etc.
- If supplying any multimedia, the text must make specific mention of the material as a citation, similar to that of figures and tables (e.g., "… as shown in Animation 3.")
Supplementary Videos
Upon submission of articles that include supplementary video, the author(s) will be required to submit the video according to the following specifications:

• To accommodate user downloads, keep to the recommended upper limit for the size of the different file types. Larger-sized files may require very long download times, and some users may experience problems during downloading or viewing for very large files.
• Video clips should not exceed one minute or 2MB. Anything exceeding 1 minute must be submitted in separate videos.
• Always use either .mp4 or .mov files.
• The content of these files must be identical to that reviewed and accepted by the editor-in-chief.
• All narration should be in English.

Note: For any articles already published on Springer.com, authors may submit follow-up or supplementary videos related to the article via videos.springer.com.

Dedicated Video Submissions
For dedicated video submissions, author(s) will be required to submit an accompanying textual Abstract, and video according to the following specifications:

• Always use either .mp4 or .mov files.
• Additional details for dedicated Video Submissions can be found in the Table below.

4b. MANUSCRIPT TYPES AND FORMATS
The manuscript types for submission include Original Contributions, New Concepts, How I Do It, Review Articles, Brief Communications, Letters to the Editor, and Dedicated Video Submissions. You may submit your manuscript either as Type I, II, or III (detailed below).

i. Manuscript Type I

• Original Contribution: All papers involving clinical or basic science research.
• New Concept: All innovative technologies, devices, procedures or treatment protocols; should include a detailed description of the procedure and the results.
• How I Do It: A description of a technique or operative procedure of interest.

ii. Manuscript Type II

• Review: A scholarly literature review of a particular current topic. May be solicited or unsolicited.
• Brief Communication: A short report that can present research, an innovated concept or procedure, or a small case series with important, but very straightforward results.
• Letter: A very brief report of an opinion or an unstructured comment on a published paper. The editors reserve the right to accept, reject or excerpt letters without changing the views expressed by the author(s).

iii. Manuscript Type III

• Video Submissions: Manuscripts submitted as dedicated video submissions must be accompanied by a textual Abstract that briefly describes the video. See section 4a.v. above, for specific video requirements.

Each of the above manuscript types requires a specific submission format. The specific format for each type can be found in the Table below. When required by the nature of the report, manuscripts that do not follow the specific formats below may be accepted.
# Table: Manuscript Submission Formats and Required Items

<table>
<thead>
<tr>
<th>FORMAT I *</th>
<th>#pp / #words</th>
<th>Main Text</th>
<th>Figures</th>
<th>COI Forms</th>
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| Original Contribution | 8pp / 2400 | • Title Page  
• Structured Abstract, includes subheadings (250 words)  
• Key Words  
• Introduction/Purpose  
• Materials/ Methods/ Results/ Conclusion  
• COI Disclosure Statement  
• References  
• Figure Legends (if any)  
• Tables (if any) | Up to 6 | Official ICMJE Conflict of Interest forms must be completed by each contributing author (these are not viewable to reviewers) [http://www.icmje.org/coi_disclosure.pdf](http://www.icmje.org/coi_disclosure.pdf) |
| New Concept |              |                                                                           |         |           |
| How I Do It |              |                                                                           |         |           |

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| Review Article | 10pp / 3000 | • Title Page  
• 1-Paragraph Abstract (125 words)  
• Typically these are invited submissions; format varies based on topic.  
• COI Disclosure Statement  
• References  
• Figure Legends (if any)  
• Tables (if any) | Up to 6 | Must be completed by each contributing author (these are not viewable to reviewers) [http://www.icmje.org/coi_disclosure.pdf](http://www.icmje.org/coi_disclosure.pdf) |
| Brief Communication | 5pp / 1500 | • Title Page  
• 1-Paragraph Abstract (Optional; 125 words)  
• Keywords  
• Introduction /Methods /Results / Conclusion  
• COI Disclosure Statement  
• Limit references to ten (10)  
• Figure Legends (if any)  
• Tables (if any) | Up to 2 | |
| Letter to Editor | 4pp / 1200 | • Title Page  
• No Abstract required  
• Unstructured  
• COI Disclosure Statement  
• Limited number of references | Up to 3 | |

<table>
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<th>Format III*</th>
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| Dedicated Video | 2pp / 500 | • Textual Abstract includes Title, COI statement, Introduction, Materials/ Methods/ Results/ Conclusion/ COI Statement, References (if any)  
• Video(s) in .mp4 or .mov format only; not to exceed 10 minutes, with narration in English. | None | Must be completed by each contributing author (these are not viewable to reviewers) [http://www.icmje.org/coi_disclosure.pdf](http://www.icmje.org/coi_disclosure.pdf) |

* References, COI Statement, Figures and Tables are not considered in Page Count. All text, including references, must be double-spaced with one-inch wide margins, and pages numbered consecutively.
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5. MANUSCRIPT SUBMISSION

5a. SUBMISSION STEPS

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Please view a copy of the SUBMISSION CHECKLIST here. We recommend that you have all items listed in the checklist complete and ready for upload before starting your online submission.
ii. Review Your Submission
After uploading the files for your submission, the system will convert the files to PDF, and either open the PDF in a new window, or download it to your “downloads” folder for you to open. Make sure to review the PDF of your submission before you confirm your submission. Once you have reviewed your PDF document for completeness, click “Submit” and all contributing authors will receive an emailed confirmation.

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After submission, you may monitor the progress of your submission through the review process. Only the submitting author can view the submission. In order to view your submission details and current status, you must enter the same User Name and Password that you originally used to submit your manuscript.

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If the manuscript is accepted pending minor revisions, or suggested for resubmission after major revisions, we emphasize the importance of authors providing their revisions as promptly as possible, and providing a point-by-point reply to all reviewer comments. The annotated version of the revised manuscript should identify all changes and include each reviewer point in parentheses, e.g., “(Reviewer 1, Comment 2).”

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SUBMISSION CHECKLIST

Authors: Make sure that all of the items below are ready and available for Step 6, “File Upload.”

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☐ Full Title
☐ All Contributing Authors, Full Names/Degrees
☐ All Author Email Addresses/Affiliations
☐ "Correspond To" Information
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MAIN MANUSCRIPT TEXT REQUIRES:

☐ Text
☐ Abstract (N/A for Letters to the Editor; optional for Brief Communications)
☐ Required Conflict of Interest Statement (all authors must be included in this statement)
☐ References in PubMed style
☐ Tables (Optional)
☐ Figure Legends (if providing figures)

FIGURES/IMAGES:

☐ For vector graphics, the preferred format is EPS; for halftones, use TIFF format. MS Office files are also acceptable
☐ Figure width should be 39 mm, 84 mm, 129 mm or 174 mm, and no higher than 234 mm
☐ No identifying information about patients
☐ Patient and/or publisher permissions, if needed

VIDEO/ELECTRONIC SUPPLEMENTARY MATERIAL:

☐ Any Video or multimedia in either .MP4 or .MOV file format
☐ Supplementary videos not to exceed 2 MB in size
☐ Narration in English

REQUIRED OFFICIAL ICMJE CONFLICT OF INTEREST FORM(S):

☐ One form completed by each author (ex: 5 authors = 5 forms)

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☐ One copy of clean, revised text, tables and figures
☐ One copy of annotated, revised text, tables and figures
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