

## INSTRUCTIONS FOR VIDEO SUBMISSIONS

All video submissions must be accompanied by a written manuscript, which can either be an abstract or any of the other types of written submissions allowed by our journal. We highly encourage videos to be accompanied by »How I do it« submissions.

Abstracts should be between 200 and 1200 words long and should be divided into four divisions: Indications, Technique, Advantages and disadvantages, Potential complications. Abstracts, as well as other types of written submissions should follow the instructions for authors that are published on our journal site.

General rules that apply for written submissions are also in order for video submissions. We would like to emphasise that we require the video is not published or submitted for publication anywhere else. The authors are responsible for all statements in their videos. Accepted videos become the property of the journal and should not be published elsewhere without the written permission of the editors.

The video should show an interesting case or describe a surgical technique. It must be shorter than 15 minutes in duration and must include a narration in English language. A typed script of the narration should be included at the submission. The video should include an opening screen showing the title and all the authors. All private information or recognisable patient features should be deleted or blurred out. Written consent from the patient or the guardian must be obtained prior to submitting all videos.

Videos should be in the highest resolution possible and should not contain material that is subject to copyright including music, sounds or videos. All submissions must be accompanied by a signed publication agreement by the corresponding author.

**All manuscripts with the written narrations, signed patient consent forms and signed publication agreement should be submitted through one of the following e-mails: [jan.grosek@kclj.si](mailto:jan.grosek@kclj.si) or [tomaz.jagric@gmail.com](mailto:tomaz.jagric@gmail.com). Instructions for video submissions will follow the review of the manuscripts.**

## PUBLICATION AGREEMENT

**Title of submitted video/file .....(the "Video")**

1. I hereby grant to Slovenian Society for Surgical Endoscopy ("the Publisher") my permission to use the Video as provided below, and I hereby waive any right to receive any compensation for its use.

2. I hereby grant to the Publisher during the full term of copyright and all extensions thereof, the full and exclusive rights comprised in the Video and any revised versions of the Video, including but not limited to the right, throughout the world, to record, transmit, copy, broadcast, print, publish, republish, and distribute the Video, including as part of an online broadcast made available for viewing and/or listening on demand via a legitimate video/media sharing website, and to prepare, publish, and distribute derivative works based on the Video, in English and in other languages, in all media of expression now known or later developed, and to license or permit others to do so. I understand that the Publisher shall have no obligation to use the Video or to submit any uses of the Video to me for my approval and that the Publisher shall have the right and permission to edit the Video.

3. I warrant and represent that the Video is my original work. If any materials were prepared jointly, I agree to inform the co-contributors of the terms of this Agreement and to obtain their signatures to this Agreement or their prior written permission to sign on their behalf. If any excerpts from works protected by copyright owned by third parties are included in the Video, I will obtain prior written permission from the copyright owners for all uses. I also warrant that my contribution contains no libelous or unlawful statements, and does not infringe on the right or privacy of others.

4. I hereby release the Publisher and any successors, assigns and licensees from any and all claims of any kind that may be asserted against them based on the Video, including without limitation any claims for copyright infringement, invasion of privacy or publicity. My heirs, executors, and assigns shall be bound by this release.

5. Model Release: I irrevocably consent to the use of the Video for the purposes set out in this Agreement and any ancillary advertising and publicity material relating to the Video in all media throughout the world (the "Purposes"). I shall obtain the prior written consent of any persons that are visible in the Video to use their image in the Video for the Purposes and shall provide the Publisher with copies of all such written consents as soon as reasonably practicable following signature of this Agreement.

I have read and accept the above terms and warrant that I have full authority to enter into this Agreement.

Signed:

Name of Contributor(s):

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