

Instructions for authors

Surgery and Surgical Endoscopy is the official journal of the Slovenian Society of Endoscopic Surgery. It is a multidisciplinary journal devoted to publishing original and high-quality scientific papers, pertinent to surgery, surgical oncology as well as surgical endoscopy.

The Editorial Board requires that the paper has not been published or submitted for publication elsewhere. The authors are responsible for all statements in their papers. Accepted articles become the property of the journal and, therefore, should not be published elsewhere without the written permission of the editors.

Peer review process

All submitted papers will undergo a rigorous peer review process based on initial editor screening and anonymous review of two expert reviewers. With this process the quality of the published articles is sustained and plagiarism is prevented. The review and acceptance steps are as follows:

Once the manuscript is submitted to the editors, the paper undergoes the initial screening to assure that the paper has been written according to the journal's guidelines.

The editor then forwards the manuscript to two peer-reviewers with expertise in the field of the manuscript for comments and approval by the journal Editor-in-Chief.

The article is then sent back to Editor-in-Chief along with the comments and recommendations whether the manuscript is suitable for publication. The Editor-in-Chief based on these recommendations decides whether the paper will be rejected, revised or published.

Editor's decision and the reviewers' comments are then sent back to the corresponding author to make the revision of the manuscript based on the reviewers' feedback.

The corrected article and the corresponding's author comments are sent back to the editor.

If the updated manuscript is accepted, the manuscript will be forwarded for the publication process.

I. SUBMISSION OF THE MANUSCRIPT

The journal accepts *review articles, research articles, case reports, letters to the editors, study protocols and "How I do it" submissions*.

All articles are subjected to the editorial review. The editorial board reserves the right to ask authors to make appropriate changes of the contents as well as grammatical and stylistic corrections when necessary.

Articles are published printed and on-line as the open access (www.zeks.si/journal). There is no publication fee.

When manuscripts are submitted under multiple authorship, it is the corresponding author who has the authority to act on behalf of all the authors in all matters pertaining to publication. Submitted manuscripts are reviewed by the editorial board on the assumption that all listed authors concur in the submission and are responsible for its content.

The manuscript written in English should be submitted to Editors-in-Chief, Tomaž Jagrič or Jan Grosek (tomaz.jagric@gmail.com; jangrosek@gmail.com). The manuscript must be accompanied by a completed authorship declaration form. In the case of a video submission a completed publication agreement must be sent as well.

II. PREPARATION OF MANUSCRIPTS

The manuscript should be submitted as .doc or .docx file. It should be written in grammatically and stylistically correct language. Abbreviations should be avoided. If their use is necessary,

they should be explained when first mentioned in the text. The chapter headings should not contain abbreviations. The technical data should conform to the SI system. Each section should be started on a new page, and each page should be numbered consecutively with Arabic numerals.

The Title page should include a concise and informative title, followed by the full name(s) of the author(s); the institutional affiliation of each author; the name and address of the corresponding author (including telephone, fax and E-mail). Authors should be qualified for authorship. They should contribute to the conception, design, analysis and interpretation of data, and they should approve the final version of the contribution.

This should be followed by the abstract page, summarizing in less than 250 words the reasons for the study, experimental approach, the major findings (with specific data if possible), and the principal conclusions. Three to six key words should be provided for indexing purposes. Structured abstracts are required for research articles only.

Review articles

The Editorial Board encourages submission of review articles on topics of current interest. The manuscript should be restricted to 5000 words and up to 50 references. An abstract of no more than 250 words and up to six key words should be provided.

Research articles

The abstract of the research article should be structured (Background, Methods, Results, Conclusions) and of no more than 250 words (Slovenian language abstracts are limited to 400 words).

Research article should be structured as well, divided into sections: Introduction, Methods, Results and Discussion. Manuscript should be restricted to 4000 words.

Introduction should summarize the rationale for the study or observation, citing only the essential references and stating the aim of the study.

Materials and methods should provide enough information to enable experiments to be repeated. New methods should be described in detail.

Results should be presented clearly and concisely without repeating the data in the figures and tables. Emphasis should be on clear and precise presentation of results and their significance in relation to the aim of the investigation.

Discussion should explain the results rather than simply repeating them as well as interpret their significance and draw conclusions. It should discuss the results of the study in the light of previously published work.

All randomized controlled clinical trials should conform to the CONSORT criteria (<http://www.biomedcentral.com/1471-2288/1/2>). In the methods the author should include whether the trial has been registered as a randomized controlled clinical trial.

Case reports

This section presents reports on rare or otherwise interesting case report or case series. Articles must be authentic, ethical, educational and clinically interesting to an international audience of surgeons, trainees and researchers in all surgical subspecialties, as well as clinicians in related fields.

The manuscript should be in the format:

- Introduction
- Case report/case presentation
- Discussion

Submissions to this section should carry no more than 2500 words, two figures and 20 references. An unstructured abstract of up to 200 words and six key words should be provided.

Letters to the Editor

Comment on papers recently published in the Journal. The letters should be restricted to up to 500 words and three references and should not carry any figures.

Study protocol

Study protocol articles can be for proposed or ongoing prospective clinical research, and should provide a detailed account of the hypothesis, rationale and methodology of the study. Study protocols for pilot or feasibility studies will be treated on a case by case basis. Study protocols without ethics approval will generally not be considered. The manuscript should be structured the same way as a research article.

How I do it?

Submissions to this section should provide description of a well-established procedure focussing on its technical aspects. The manuscript should be in the format:

- Introduction
- Preoperative preparation
- Operative steps
- Postoperative care

The operative steps should be illustrated with high-quality figures. The manuscript should be restricted to 1500 words, a 150-word abstract, six key words and may carry up to 10 figures and 10 references.

III. DECLARATIONS

All manuscripts must contain the following sections under the heading "Declarations".

- Ethics approval and consent to participate
- Consent for publication
- Competing interests
- Authors contributions
- Funding
- Acknowledgements

If any of the sections are not relevant to your manuscript, please include the heading and write "Not applicable" for that section.

a) Ethics approval and consent to participate

Manuscripts reporting studies involving human participants, human data or human tissue must:

- include a statement on ethics approval and consent (even where the need for approval was waived), and
- include the name of the ethics committee that approved the study and the committee's reference number if appropriate.

All authors are expected to follow ethical standards accepted by the Helsinki declaration. Studies involving animals must include a statement on ethics approval. If your manuscript does not report on or involve the use of any animal or human data or tissue, please state "Not applicable" in this section.

b) Consent for publication

If your manuscript contains any individual person's data in any form (including any individual details, images or videos), consent for publication must be obtained from that person, or in the case of children, their parent or legal guardian. All presentations of case reports must have consent for publication. You should not send the form to us on submission, but we may request to see a copy at any stage (including after publication). If your manuscript does not contain data from any individual person, please state "Not applicable" in this section.

IV. REFERENCES

References must be numbered in the order in which they appear in the text and their corresponding numbers quoted in the text. Authors are responsible for the accuracy of their references. References to the Abstracts and Letters to the Editor must be identified as such. Citation of papers in preparation or submitted for publication, unpublished observations, and personal communications should not be included in the reference list. If essential, such material may be incorporated in the appropriate place in the text. References follow the style of Index Medicus, DOI number (if exists) should be included. All authors should be listed when their number does not exceed six; when there are seven or more authors, the first six listed are followed by "et al.". The following are some examples of references from articles, books and book chapters:

1. Dent RAG, Cole P. In vitro maturation of monocytes in squamous carcinoma of the lung. *Br J Cancer* 1981; 43: 486-95. doi:10.1038/bjc.1981.71
2. Chapman S, Nakielny R. A guide to radiological procedures. London: Bailliere Tindall; 1986.
3. Evans R, Alexander P. Mechanisms of extracellular killing of nucleated mammalian cells by macrophages. In: Nelson DS, editor. *Immunobiology of macrophage*. New York: Academic Press; 1976. p. 45-74.

V. CHARTS, ILLUSTRATIONS, IMAGES AND TABLES

Charts, Illustrations, Images and Tables must be numbered and referred to in the text, with the appropriate location indicated. Each of them should contain a title and an explanation of all the abbreviations and non-standard units used. Charts, Illustrations and Images, provided electronically, should be of appropriate quality for good reproduction and should be submitted as separate files. Illustrations and charts must be vector image, created in CMYK colour space, preferred font "Century Gothic", and saved as .AI, .EPS or .PDF format. Colour charts, illustrations and Images are encouraged, and are published without additional charge. Image size must be 2.000 pixels on the longer side and saved as .JPG (maximum quality) format. In Images, the identities of the patients should be masked. Tables should be typed double-spaced. The files with the figures and tables can be uploaded as separate files.

VI. PAGE PROOFS

Page proofs will be sent by E-mail to the corresponding author. It is their responsibility to check the proofs carefully and return a list of essential corrections to the editorial office within three days of receipt. Only grammatical corrections are acceptable at that time.

VII. OPEN ACCESS

Papers are published electronically as open access on www.zeks.si/journal.