The Journal of Minimally Invasive Gynecology is a bimonthly periodical devoted to the health care of women.

The Journal of Minimally Invasive Gynecology
Authors Guide
Important Contact Information

For any questions, you may telephone the Journal office at the following or email:

Lindsey Huckabee
Journal Office Administrator

Amy Swartz
Editorial Assistant

JMIG Editorial Office
(919) 650-1459 ext. 221
Email: jmig@jjeditorial.com

AAGL
6757 Katella Ave
Cypress, Ca. 90630
714-503-6200
Monday -Thursday - 8:00 am - 5:00 pm Pacific
    Friday - 8:00 am - 4:00 pm Pacific

Revised 05/2017
Getting Started

This guide is designed to assist you in understanding all of the elements required to submit and get published in the The Journal of Minimally Invasive Gynecology (JMIG).

What is EES? — EES (Elsevier Editorial System) is the system the Journal uses to keep track of and maintain all submissions. All authors submitting a written manuscript or video article must have an account on EES. Please use the appropriate links below once you have read through this guide and are ready to begin the submission process.

New Authors!
If you have never submitted a manuscript to the journal, you must first register and create an account for yourself. This account will allow for all of your materials to be easily managed and tracked throughout review process. Please use the link below to create a new account:

New JMIG Author

Returning Authors
If you have previously submitted a manuscript to the Journal use this Link:
Returning Author Login

Forgotten Username / Passwords
If you have previously submitted to the Journal but don’t remember your username or password, please click this link “Forgot Username and/or Password”. You will need to supply a valid email address on file and your username and password will be sent to you.

By publishing a manuscript in the JMIG, the authors(s) agree to transfer copyright authorization to the JMIG. This authorization will provide the widest distribution of your paper under established publication guidelines.
Article Types

Written Manuscripts (Traditional Method)
This type of manuscript requires the author(s) to submit a structured abstract, along with a full written manuscript. The article may contain images, graphs, statistics and even video to support or demonstrate the findings of the article.

Video Articles (Work presented in Video Form).
This type of manuscript requires the author(s) to submit a structured abstract, along with a Video Article. The Video article must be 6-8 minutes in length, must cover all of the elements found in a written manuscript, must be narrated in English and may not contain music. Video Article may contain images, graphs and/or statistics support or demonstrate the findings of the Video Article.

For either submission type you must submit all work via our EES (Elsevier Editorial Site) site.
To learn more about specific requirements, please select the article type you will be submitting

WITTEN   VIDEO
Manuscript Processing
When a manuscript is received, the corresponding author will be sent a verification letter. A manuscript will not be published unless a conflict of interest has been signed by all contributors and returned to the Journal office. Any manuscript submitted must be original material that has not been published previously and is not under consideration by another Journal. The Journal will not accept a manuscript that contains material that has been published elsewhere.

When a manuscript is published, it becomes the sole property of the AAGL, and the copyright will be held in the name of the JMIG. The editor and publishers accept no responsibility for opinions expressed by contributors.

Disclosures
All listed authors must complete and submit the ICJME’s standardized disclosure form. Please submit all completed COI forms via EES with your manuscript submission.

ICMJE Form for Disclosure of Potential Conflicts of Interest

Instructions
The purpose of this form is to provide readers of your manuscript with information about your other interests that could influence how they receive and understand your work. The form is designed to be completed electronically and stored.

If uncertain as to what might be considered a potential conflict of interest, authors should err on the side of full disclosure. The ICJME disclosure form was created to be a uniform document for the reporting of potential conflicts of interest, and requires Adobe Reader to work properly. Note to Apple Mac users, Apple’s operating system includes a program called Preview which will not correctly display all of content contained in the COI PDF.

Download the COI Form Here
You may also download Adobe reader for Mac or PC here.

Authors
For manuscripts that have more than one author, each author must qualify by having made substantial contributions to the concept and design, analysis and interpretation of data, and drafting and revisions. The cover letter that accompanies a submitted manuscript must include confirmation that each author has fulfilled these conditions. Cover Letter Sample

Revised 05/2017
Manuscripts submitted without disclosure or an attestation report will not be forwarded to the editor until received. The attestation report is required if there are more than three authors. [Attestation Letter Sample](#)

Please provide no more than two professional affiliations for each author. These will appear as a footnote on the first page of the article. Please include a complete mailing address and fax number on the title page. Also on the title page, please specify what, if any, financial interest you may have in any aspect of the work (e.g., instrument manufacturer) or financial support you may have received (e.g., grants). If the authors have no disclosure to report for their papers, they should include a statement on their title page.

**Note to Authors from Non-English Speaking Countries**

Elsevier offers authors two services to help prepare their manuscripts for submission to an English-language journal.

**Translation of your manuscript from your native language to English**

[Translation Services](#)

Elsevier provides a service that will translate your manuscript from your native language (Chinese, French, Korean, Portuguese, Spanish, or Turkish) into either British or American English. This process takes approximately 12 days and cost for an average manuscript is less than $1,000. Please visit External link http://webshop.elsevier.com/languageservices/translationservices/pages/howdoesitwork.html for more details and to upload your manuscript. [Translation Services Link](#)
Ensuring you are using correct scientific English for manuscript

Elsevier provides a service that will review and make edits to your manuscript already written in English to ensure it is in correct scientific English. This process does not change the content of your manuscript but improves understanding and readability for an English-speaking reader. This process takes approximately five days and the cost of an average manuscript is less than $400.

Please note that these services are not mandatory for publication in an Elsevier journal. Using these services does not guarantee selection for peer review or acceptance. Neither are you obliged to submit your edited manuscript to an Elsevier journal. English Language Editing Link

Manuscript Preparation, General
All elements of manuscripts—abstracts, references, tables, legends, and figures—must be typed double-spaced on one side of the paper. Scientific (generic) names of drugs should be used at all times. Weights and measures must be expressed in metric values and temperatures in Celsius (centigrade). Prior presentation as an abstract or at a professional meeting should be described fully in a footnote.

It is your responsibility to obtain permission to reproduce figures, tables, and text from published material. Written permission must be obtained from the original copyright holder (generally the publisher, not the author or editor) of the Journal or book concerned and a copy of the permission sent with the manuscript. An appropriate credit line should appear at the end of a figure legend or in a table footnote; for example, "Reprinted with permission from reference 17." Full publication data must appear in a numbered entry in the reference list. Written permission must be obtained from the author of unpublished material that is cited.

Manuscripts should be in the following format: title, précis, abstract, text (this may, but does not have to, consist of Materials and Methods, Results, Discussion, and Conclusion), references, tables, and figure legends. The précis is a one-sentence synopsis of no more than 30 words that describes the basic findings of the article. Precis Letter Sample
It appears in the table of contents under the author(s) name(s). All submitted manuscripts must include e-mail address, phone and fax numbers on the title page and **page numbering** with the first author's last name in upper right corner of all pages. **Title Letter Sample**

**Journal style now reflects JAMA Manual of Style, 10th edition.**
Numbers are Arabic, not spelled out. Delete zeros before decimal point when reporting *p*-values. *p*-values should not be carried out past 3 decimal places.

**Manuscript Preparation, Specific**
Original Articles: The Original Articles section of the Journal is reserved for manuscripts that represent original research. Abstracts for these manuscripts must appear in **structured format**, as follows: Study Objective, Design, Design Classification, Setting, Patients, Interventions, Measurements and Main Results, and Conclusion. All of these abstract sections must be complete.

The Design portion of abstracts (for Original articles only) are to be classified by the author according to the Canadian Task Force Classification of Study Designs (see table below).

- **Canadian Task Force**
- **Classification of Study Design**

<table>
<thead>
<tr>
<th>I</th>
<th>Evidence obtained from a properly designed, randomized, controlled trial</th>
</tr>
</thead>
<tbody>
<tr>
<td>II-</td>
<td>Evidence obtained from a well-designed controlled trial without randomization</td>
</tr>
<tr>
<td>II-</td>
<td>Evidence obtained from well-designed cohort or case-control studies, preferably from more than one center or research group</td>
</tr>
<tr>
<td>II-</td>
<td>Evidence obtained from several timed series with or without the intervention. Dramatic results in uncontrolled experiments, such as the results of the introduction of penicillin treatment in the 1940s, could also be regarded as this type of evidence</td>
</tr>
<tr>
<td>III</td>
<td>Opinions of respected authorities based on clinical experience, descriptive studies, or a report of an expert committee</td>
</tr>
</tbody>
</table>

*Adapted from Arch Intern Med, Volume 152, May 1992*

**Other sections:** Manuscripts that do not contain original research are placed in the section of the Journal that is most appropriate; for example, Review Articles, Case Reports, Instruments and Techniques, Special Articles, and Complications. These manuscripts require abstracts in paragraph form.
**Perspectives:** These are different from editorials that deal with an article in the issue. They are short articles between 1,000 and 2,000 words with no more than 5 references on a topic of current interest in the gynecologic surgical community.

**Editorials:** Manuscripts submitted for this section of the Journal must pertain to the topic assigned by the Editor-in-Chief and must contain references as necessary, not to exceed 6 double-spaced pages, not including references. All elements of the manuscripts, including references in the Journal's format, must be double-spaced.

**Images in Gynecologic Surgery:** This section of the Journal is one page in length and does include one color photo and text of no more than 150 words. The Editor-in-Chief will choose one or two color photos per issue.

**Case Report:** *JMIG* will limit the number of authors to six.

**Review Articles:** Manuscripts submitted for this section of the Journal must contain references, tables, and figure legends, not to exceed 20 double-spaced pages, not including references. All elements of the manuscript, including references in the Journal's format, must be double-spaced.

Letters to the Editor are openly solicited. The Journal supports this as a forum to convey comments and opinions regarding recently published articles. Original material such as preliminary data may also be published at the discretion of the Editor. When sending *JMIG* your revised paper, send your clean, corrected, and marked corrected paper. DO NOT SEND YOUR ORIGINAL PAPER.

**Abbreviations:** For a list of accepted abbreviations and initialisms for use in journal manuscripts please click here.

**Statistics**
Manuscripts dealing with comparisons between groups--cohort, case-control and/or prospective randomized trials--must utilize proper statistical analysis; failure to do so may result in return of the manuscript to the author(s) without peer review. Means or medians, depending on distribution of the data, must be accompanied by standard deviations. Confidence intervals are mandatory where applicable. Use of "p" values for comparisons between groups is not sufficient; use of probability ratios, odds ratios or hazard ratios, where appropriate are necessary. Consultation with a medical statistician prior to submission is advised.

*Revised 05/2017*
Figures, Illustrations, and Tables
The editors reserve the right to establish a reasonable limit on the number of black and white
drawings that will be reproduced free of charge.

Electronic tables must be submitted as separate word files. All photographic, figures or Illustrations
images should be submitted at a resolution of 300 dpi. All line-art images should be submitted at a
resolution of 300 dpi. Black and white photographic images should be gray scale and bit map for line-art
images. Do not embed figures within documents. Color figures are preferred, but must be submitted in
high resolution (300DPI) tiff file form. The colors must be dark enough and have enough contrast for
reproduction.

Lettering and identifying characters must be clear and consistent on each figure. Titles, explanations,
and definitions of abbreviations must be noted in the legends, not on the figures themselves. A separate
typewritten sheet of legends should be included with the manuscript. If figures are not in line with these
guidelines and do not appear to be clearly reproducible, they will be returned to you with a request for
new ones. In order to maintain a clear separation between the author and any other agency, the editors
request that all figures, tables, and photographs must be submitted directly by the contributing author
and no other source.

Video Clips to Supplement Written Manuscripts
The Journal of Minimally Invasive Gynecology accepts electronic supplementary material to support and
enhance your scientific research. Supplementary files offer additional possibilities for publishing
supporting applications, movies, animations sequences, high-resolution images and background
datasets, sound clips, and more. Supplementary files supplied will be published online alongside the
electronic version of your article in Elsevier Web products, including Science Direct.

Videos will be accepted only for an Original Article or an article for the section titled Instruments and
Techniques.

JMIG will not edit any video or computer graphics nor may reviewers suggest changes in the video or
computer graphic. The video will be accepted or rejected as presented without an option for revision.
Videos and computer graphics will not be accepted separately from a manuscript that has been rejected;
however, a manuscript may be accepted even if a video is rejected.

Maximum cumulative length of videos or animated computer graphics is approximately 6-8 minutes.
Files may be divided into several smaller clips not to exceed 8 minutes in total. Video files are often very
large files. We ask that you submit your file to our video server to compress the file before submitting it
through JMIG. Video segments cannot exceed 50MB. The submission program will timeout if the file
size is larger than 50MB. To hasten the upload time, please ZIP the file and upload the ZIP file.

Revised 05/2017
If the video or animation is divided into several clips, each clip should be identified at the beginning of the section, e.g., Video Clip 1 or Graphic 1, and each clip or graphic should be saved as a separate file. Concise legends (typed on a separate page) must accompany each video clip or computer graphic presentation. A sound track is highly recommended.

The following formats for video will be accepted: MPEG-4, MPEG-1 or MPEG-2 (.mpg), QuickTime (.mov), Audio/Video Interface (.avi). The Journal provides a free conversion service which will convert your video into the appropriate format and correct size for submissions, at no charge. This service can utilized by going to www.JournalVideos.com

References
There is no limit of references for Original, Review, or CME articles, or Case Reports. Entries must be cited in order in the text in parentheses. Every entry must have only one number; if it is cited a second time, it should have the first (original) number, not a new number, ibid, or op cit. If a new entry is inserted into an established list, it must be numbered consecutively (not, 10a, 10b, etc.), with subsequent entries renumbered both in the text and in the reference list. If it becomes clear that in long reference lists (>20 entries) the entries (1) are cited incorrectly or (2) are single-spaced, incomplete, unclear, or otherwise in unacceptable format, they will be returned to you to be corrected. This will delay publication of the article. You are responsible for the accuracy of references, and are reminded that inaccurate references are highly frustrating to the reader, the cited author, and indexing services. Footnotes are not acceptable Journal style.

The Journal requests that the following formats be used for all reference lists, and that they be typed double-spaced.

Journal article

Journal article online ahead of print
This will also change the reference numbering for book, chapter in a book, and presentation.

Book

Chapter in a book
**Presentation**


Unpublished observations must not be included in the reference list.

**Page Proofs (Galleys)**

You will receive page proofs by e-mail. You will be requested to correct and return them by fax within 48 hours. Changes involving line or page length will be made at your expense. You are fully responsible for the accuracy of all numbers, references, figures, author affiliations, degrees and disclosures, and corresponding addresses as they appear in the page proofs.

**Reprints**

Reprints will be supplied at a nominal fee. Order blanks will accompany page proofs. Return orders, together with payment, to

Derrick Imasa  
230 Park Avenue  
Suite 800  
New York, NY 10169  
Email: reprints@elsevier.com

Reprints ordered after the issue is printed will be charged at a substantially higher rate.
Videos Articles

The Journal now accepts Video Articles. What exactly is a Video Article? A Video Article contains all of the elements outlined in a structured abstract and full written manuscript, but presented in video form. Using video author(s) now have the ability to present his or her scientific findings through visual media without having to write a paper. Instead the video provides the viewer with all of the elements supporting the findings in their data, but in a visual way.

Requirements

1. All of the rules and guidelines governing how and what can be included in written manuscripts apply to Videos Articles.
2. Work must be original and not published elsewhere, and all portions of the video clips must be the property of the author(s).
3. A structured abstract is required.
4. Narration must be in English.
5. Video may not contain any music.
6. Videos should be approximately 6-8 minutes long.
7. Videos may include slides, such as a title slide and slide(s) containing all or some elements provided in the structured abstract. Any slides should be short in time, no more than 1 minute in total.
8. Video should be focused on surgical technique and footage.
9. Occasionally, a very important educational video may be selected for publication, if considered to be of high importance for scientific proposes.
10. Videos that have been previously posted online, including on social media sites or YouTube, will not be considered.

Important: Your video article must be in the right format for publication: For this reason, the AAGL has created a service which will automatically convert your video a format and size acceptable for submission through the EES system, at no charge to you. Unless you are an expert in video types and file compression, we highly recommend that you upload the highest quality video possible to this site and allow for us to create an acceptable file for you. The service can be found here www.JournalVideos.com. We accept all of the following formats:

Quicktime (.MOV)
MPEG (MPEG-4, MPEG-2, MPEG-1 .MPEG, .MPG)
Windows Media – (.WMV)
Audio Video Interleave (.AVI) (Most are supported)

If your video is not in one of these formats, please contact our office and we may be able to assist you with converting the video.

Revised 05/2017
Below are some examples of an accepted Structured Abstract and Video Article

**Sample Structured Abstract**
Sample Video Article Submission
Other Helpful Guides

Author Pack
A guide to publishing in scholarly journals

Updated March 2013
Copyright © 2013 Elsevier Inc. All rights reserved. | Privacy Policy | Terms & Conditions | Feedback | About Us | Help | Contact Us
The content on this site is intended for health professionals.

Advertisements on this site do not constitute a guarantee or endorsement by the journal, Association, or publisher of the quality or value of such product or of the claims made for it by its manufacturer.