

The *Annals of Cardiothoracic Surgery* (ACS) is a premier multimedia journal that places special emphasis on surgical outcomes in cardiothoracic surgery. **Because the surgical procedures we perform are not without hidden risks and complications, we believe that it is important to highlight potential technical mistakes or adverse events, which are featured in the section "Safeguards and Pitfalls".**

Not only would lots of readers like to know "How I Do It", i.e. through demonstrations from experienced experts, they also find it more informative to know "What Not To Do". These reports should detail the mechanism of complications/difficulties, followed by recommendations of the appropriate management. Strategies to avoid these complications should also be included. Photos, drawings and videos are encouraged. Should a video be included, please include the following two components with your submission:

1. Written manuscript
2. Video component with narration.

This document describes the requirements for making a Safeguards and Pitfalls article.

WRITTEN MANUSCRIPT COMPONENT

FONT

The preferred file format is a Microsoft Word document. Please use 12 pt Arial or Times New Roman fonts throughout. Line spacing should be 1.5 or 2. There should be a space between each paragraph/bullet point.

TITLE PAGE

Title: maximum 200 characters

Authors: 6 authors maximum, include those who have contributed intellectually and practically. For all authors please include first name, middle initial (if appropriate) and last name

Institutions: primary and affiliated institutions, including Department, Institution, City and Country

Corresponding author: include first name, middle initial (if appropriate), last name, postal address (including Department, Institution, City and Country) and e-mail address. Also include the telephone number and fax number for the corresponding author

ABSTRACT

Not required

BODY OF TEXT

The following sections must be written in proper narrative prose with complete sentences. Please complete all the sections and limit the length to 1000 words. The Editors-in-Chief reserve the right to edit the manuscript in order to fit two ACS print pages. The main text should be divided into the following three subheadings: *Introduction*, *Safeguards* and *Pitfalls*, and *Comments*.

Introduction: should be succinct, in one to two paragraphs,

focusing on the clinical scenario to set the scene

Safeguards and Pitfalls: describe the operative mishaps, detailing the following aspects: *Pitfalls*, *Mechanisms* and *Safeguards*.

- *Pitfalls:* preferably one paragraph highlighting the sequence of events leading to the adverse outcome(s)
- *Mechanism:* preferably one paragraph exploring the underlying mechanism(s) of their occurrence. This could be disease-related, patient-related, operation-related, surgeon-related or team-related factors, presented in the bullet format
- *Safeguards:* preferably two paragraphs - one paragraph providing recommendations of the appropriate management and one paragraph outlining strategies to avoid these complications

Comments: a short discussion, based on your experience and expert opinions, of any other important components or points of relevance

Editor's Commentary: our Guest Editor for the issue may comment on your article in terms of its clinical importance

REFERENCES

5 references maximum

ACKNOWLEDGEMENT

Study funding/potential competing interests

VIDEO COMPONENT

GENERAL REQUIREMENTS

Your material must not contain any specific patient information and must be HIPPA compliant. For example, patient name or hospital identification numbers should not appear on radiographs, slides, or film contained in the video. If you are not the copyright holder of a portion of the video (artist illustrations, images from books, photos, cartoons, music, etc.), you must obtain permission to publish the item(s) from the copyright holder.

Do not include music in your video unless you are submitting the video accompanied by written permission from the publisher allowing us to republish the music on the Internet. Videos will not be considered for publication until all of the required information and documents have been received.

VIDEO CONTENT

It is advised to start your video presentation by describing the case history using introductory slides before progressing to a discussion of your operative techniques. This will correlate nicely with the text of the manuscript.

Clinical Vignette: should be succinct, no more than 2 minutes, focusing on the clinical scenario, such as age, gender, history of presenting illness, past medical history, clinical status and surgical plan.

Safeguards and Pitfalls: please try to depict the following



aspects of the operation: the sequence of events leading to the adverse outcome(s); how you managed to correct the situation or what to do to avoid the potential complications and briefly mention the postoperative course of this patient. If possible include a follow-up scan.

REQUIRED FORMATTING

Each video clip submitted to ACS should not be longer than 30 minutes (preferably 10-20 minutes), and must be accompanied by voice narration, in English.

ACS will accept digital files in mp4 (preferred), flash video (.flv), MPEG (MPEG video file), DVD video format, mov, avi, and wmv formats. We recommend using H.264/mp4 for the video codec and AAC for the audio codec. Please contact ACS if your file does not conform to the above standards. Both 4:3 and 16:9 (widescreen, preferred) aspect ratios are acceptable.

Contributors are asked to be succinct, and the Editor-in-Chief reserves the right to require shorter video duration. The video should be of high quality (resolutions of at least: 480p: 854x480; 360p: 640x360). The video should demonstrate the descriptions in the text of the manuscript. Additional video

editing by the authors, including the insertion of a voice-over, may be required.

POWERPOINT PRESENTATION

If you would like to make a video PowerPoint presentation, please refer to *Instructions for Authors – Video PowerPoint Presentation*.

SUBMITTING VIDEOS ONLINE

Videos can be submitted with a manuscript online (<http://www.annalscts.com/author/submitYourManuscript>).

For fast uploads please attach your file(s) as compressed .zip or .sit files. Once upload has been initiated, do not close the window until you have received on screen confirmation that your upload has been successful. Please note that the maximum size of each file is 2GB. If your file(s) for submission are greater than this limit, please divide the file into multiple segments, with the file names labeled in the correct order.

Should you have any questions, please contact the ACS editorial office (editor@annalscts.com).

