



Video Upload Instructions for Authors

The following instructions will detail how to submit a video file with your submission in Editorial Manager using the [JBJS Video Submissions Site](#). This will allow editors and reviewers to easily stream and evaluate your video online during the peer review process.

Before submitting video files to a journal in the JBJS, Inc. product line, we strongly encourage authors to visit our video hosting vendor's [webpage](#) that specifically details our supported formats and codecs. Specific links can be found here:

- [Best practices for recording, exporting, uploading and publishing](#)
- [Video source file specifications and recommendations](#)
- [Supported video codecs and containers](#)

NOTE:

- **All video files must be uploaded via the Video Submissions Site when submitting a paper. Video files should not be uploaded directly into Editorial Manager.**
- The site will generate a singular “playlist” for **each submitted manuscript**. This playlist will contain all of the videos associated with the paper and can be accessed in the future through a system-generated Playlist ID. **Each paper will have one (1) corresponding Playlist ID.**
- An individual URL will be created for each video file that you upload to the Video Submissions Site. You will need to copy and paste this URL into the Attach Files screen in Editorial Manager during the submission process.

STEP-BY-STEP INSTRUCTIONS FOR VIDEO UPLOAD

Go to <http://video-submissions.jbjs.org/>. You will have two options:

1. 'Upload a video to include with your submission'
2. 'Find a paper'.

The option you choose will depend on whether this is a new submission (Option 1) or an update to an earlier submission (Option 2).

JBJS VIDEO SUBMISSIONS

OPTION 1

Upload a video to include with your submission (Part 1 of 2)

*Title of Paper :

*First Author listed on the paper:

*Corresponding Author :

*Journal:
Select journal...

Continue

OPTION 2

Find a paper

Playlist ID :

Search

Option #1: "UPLOAD A VIDEO TO INCLUDE WITH YOUR SUBMISSION"

Select this option if you are creating a new submission.

Step 1: Enter in the submission information

In the designated fields, enter the Title of Paper, the First Author, and the Corresponding Author. Then select the journal that you are submitting your paper to from the drop-down menu.

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Upload a video to include with your submission (Part 1 of 2)

*Title of Paper :

*First Author listed on the paper:

*Corresponding Author :

*Journal:
Select journal...

Continue

Once all fields have been completed, click the 'Continue' button. This will generate a Playlist ID for your paper.

TEST

CREATED: Mon Oct 07 2013 09:50:05 GMT-0500 (CDT)
PLAYLIST NAME: JBJS - First Author - Test
PAPER TITLE: Test
FIRST AUTHOR: First Author
CORRESPONDING AUTHOR: Corresponding Author
JOURNAL: JBJS

Important: Please print this page for future reference. You will need the Playlist ID if you need to upload additional or revised videos.

PLAYLIST ID: 2727103933001

Print this page

The top red box in the above screenshot shows the Playlist Name—created by combining the Journal, First Author, and Title of the Paper. The bottom red box shows the unique Playlist ID number for the submission.

NOTE: Please click the red button to Print this Page and/or save this number for future use.

The Playlist ID is essential for the management of your video submissions. If any alterations or revisions are needed for your video(s) you will need to access the Playlist by entering the Playlist ID on the Video Submissions home page in “Find a paper.”

Step 2: Describe the video

Enter the video name (e.g. “JBJS Video 1”), a brief description, and keywords (optional). **Please do not include any identifying information, such as author last names, in the video name.** Then click the gray ‘Select File’ button.

Add New Video

*Video Name :

*Short description :

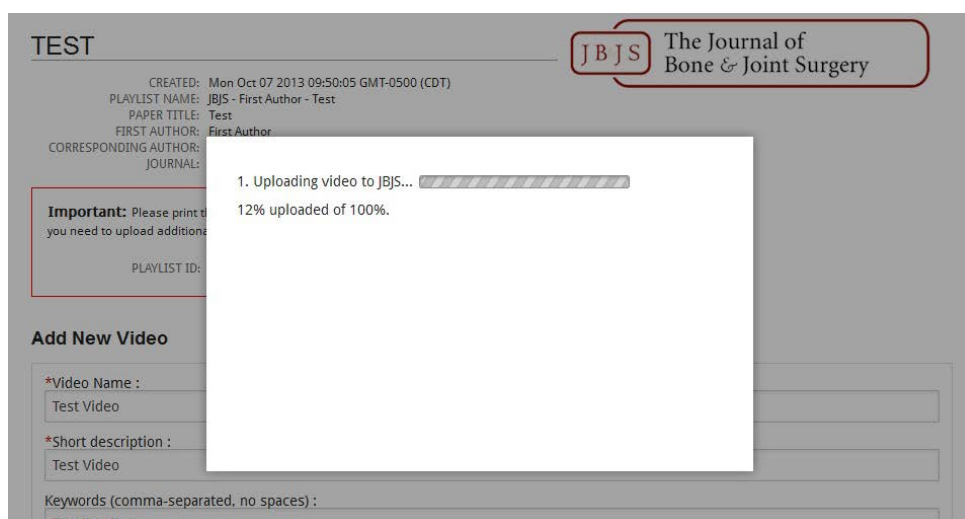
Keywords (comma-separated, no spaces) :

*File : Supported file types >

Step 3: Select video file and upload

After clicking the ‘Select File’ button the ‘Open Files’ window will open, and you will be prompted to select your video file from your computer or network. Once you have selected the file click the ‘Continue’ button to begin the video upload. The system will convert that file for storage and streaming.

There are three stages that happen for each video: 1) Uploading; 2) Storing video at hosting location; 3) Processing video for playback. The screen will be grayed out and you will see a series of messages that report on the video’s progress through the three stages. Depending on the size of your files and speed of your internet connection, this process may take an extended period of time.



Step 4: Check uploaded video file playback

Once the upload process is complete the gray screen will disappear and the screen will refresh to show the details on the video that was just uploaded. You may have to scroll down on the page to see this information. An example page is shown below:

Videos

Video URL	Thumbnail	Name	Short Description	Keywords	Running Time	
http://video-submissions.jbjs.org/video/2416406907001 <small>Cut and paste this URL into the manuscript submission system</small>		Late-onset tibia vara typically affects obese children and adolescents.	While varus of the proximal part of the tibia is the primary deformity, there may be associated varus or valgus of the distal part of the femur ^{1,2} . Tibia vara may be classified as mild, moderate, or severe based		00:00:40	View this video

For each video you will see the Video URL, Thumbnail, Name, Short Description, Keywords (if any), Running Time, and a 'View this video' button.

NOTE: Only videos from the selected playlist will appear—videos uploaded for other submissions will appear in each corresponding submission's playlist.

Click the 'View this video' button to make sure the files play properly in the streaming player. *This step is especially important if you do not see a thumbnail beside the Video URL. Depending on the size of the video, the thumbnail image may not appear, but the thumbnail image is not necessary for a successful submission.* If the video plays in the pop-up window, it has been successfully uploaded. If the video does not play, re-upload the video by going back to Step 2 and repeating the sequence.

Step 5: Copy the Video URL

Highlight the blue Video URL and copy for your use in Editorial Manager. **This step is crucial and must be completed before exiting the Video Submission Site.**

Repeat Steps 2-5 to add additional video files to your submission.

After printing/recording the Playlist ID number and copying the Video URLs, close this window and return to your submission in Editorial Manager to finish adding the video(s) to your paper.

Step 6: Attach the Video URL to the submission in Editorial Manager

Once all of the video files have been uploaded to the Video Submissions Site, complete the following to include them with your submission in Editorial Manager.

1. Select 'Video URL' from the Attach Files screen.

Required For Submission:

- ✓ Unblinded Title Page
- ✓ Manuscript (MS Word Format, Maximum 3000 Words)
- IRB Approval

Please upload the remaining required items (in red above) as well as any additional items you wish to provide (e.g. Figures, Tables, etc.).

Copyright Transfer and Conflict of Interest Forms are not required for unsolicited new manuscript submissions.

Helpful Links:
[Instructions for Authors](#)
[Author Video Guidelines](#)
[Video Upload Instructions](#)

Select Item Type
Video URL and Description (see above)
*Unblinded Title Page
*Manuscript (MS Word Format, Maximum 3000 Words)
*IRB Approval
Database Search Results (Staff Use Only)
Cover Letter
Acknowledgement
Table
Unblinded Table (Staff Use Only)
Figure
Unblinded Figure (Staff Use Only)
Video URL and Description (see above)
Supplemental Materials (Images, Audio, Presentation Files Only)
Appendix

Preview
the web address (e.g. www.targetsite.edu/datas
t location. Once you are satisfied with your entr

2. Copy and paste the Video URL from the Video Submissions Site into the URL/URI/External Resource Location box. Click the 'Preview' button to confirm that the video plays.

Select Item Type
Video URL and Description (see above)

Description
Video URL and Description (see above)

URL/URI/External Resource Location:
http:// [text input] Preview

Please select http://, https://, or ftp://, then type in the remainder of the web address (e.g. www.targetsite.edu/datasite/location). Once you are satisfied with your entry, click the Preview button.

Attach This Information

3. Click the gray 'Attach This Information' button. The URL will be built into an interactive link into the finished submission PDF. You may check to ensure the URLs are functional by clicking the 'Preview' button, or when viewing and approving the manuscript PDF.
4. Repeat as needed until all Video URLs have been added.

Note: Please ensure that all videos are cited in the text of the manuscript and are described at the end of the Figure Legend.

Option #2: FIND A PAPER OR REVISING VIDEO FILES

Use this option to add new or revised videos to an existing submission playlist.

In order to add files to your playlist you will need the unique Playlist ID that was provided to you with the original upload. Enter the Playlist ID number in this field and click 'Search.'

JBJS VIDEO SUBMISSIONS

Upload a video to include with your submission (Part 1 of 2)

*Title of Paper :

*First Author listed on the paper:

*Corresponding Author :

*Journal:
Select journal...

Find a paper

Playlist ID :

Once the playlist is located, you will be taken to the 'Add New Video' screen. Add the new/revised video using Steps 2-6 of the previous section. Note that existing videos cannot be deleted or replaced.

After the new/revised video files have been uploaded to the site, include the new Video URLs in the Attach Files step of Editorial Manager when submitting your revision online. Remove any old Video URLs from the Attach Files screen before proceeding with your submission.

Please contact editorial@jbjs.org with any questions.