

Journal of Vascular Surgery® Cases

EDITORIAL POLICIES

SCOPE OF THE JOURNAL

Journal of Vascular Surgery Cases is a surgical journal dedicated to publishing peer-reviewed high-quality case reports related to all aspects of arterial, venous, and lymphatic diseases, including the placement and maintenance of arteriovenous dialysis accesses with an emphasis on the practicing clinician. The journal seeks to provide novel and timely information to vascular surgeons, interventionalists, phlebologists, wound care specialists, and allied health professionals involved in the management of patients with the entire spectrum vascular disease.

PEER REVIEW

Principles of peer review

Objectives. The purpose of peer review is to help ensure that the published papers are of the highest quality by (1) advising the Editors on the originality of the work, its importance relative to what has already been published in the current literature, its relevance to the objectives of the *Journal*, its scientific creditability, and its acceptability for publication, given the space that is available; and (2) by suggesting changes and providing advice and assistance to the authors on important aspects that may improve the manuscript.

Fairness. The success of peer review requires that all reviewers exercise careful scientific judgment, be impartial and equitable, and form a balanced view of the content of each manuscript. There is no formula that can guide the reviewers in this task, apart from the requirement to be objective and fair.

Confidentiality. All documents and information provided for the purpose of peer review must be kept entirely confidential. To prevent unauthorized access, manuscripts must be stored in a secure manner. The manuscript must not be shared with other colleagues. If a reviewer wishes to seek a colleague's opinion on the scientific merit of a manuscript, the Editors must be consulted first, and the colleague must adhere to the same standards of confidentiality.

The manuscript must not be photocopied or shared electronically. When the review is completed, any personal electronic files should be deleted, and any printed documents must be destroyed.

Any inquiries received by individual reviewers about a manuscript should be referred to the Editors.

Conflict of interest. The decisions of the Editors must be fair and objective and they must be seen to be impartial. Because the final decision on publication

rests with the Editors, their decisions must not be influenced by the Society for Vascular Surgery®, or representatives of companies, advertisers, government, or others who might have conflicts of interest.

Reviewers must decline to review any manuscript applications with which they may have a conflict of interest and should avoid reviewing any manuscript if circumstances exist that could be viewed as affecting their impartiality. For example, a reviewer should not review a manuscript submitted by a close personal friend, individuals from his or her institution, individuals with whom the reviewer has collaborated, or a scientist with whom the reviewer has had longstanding scientific or personal differences. When the reviewer is uncertain as to whether a conflict exists, he or she should inform the Editor of the circumstances and the Editor will make the final decision.

The peer review process. The Editors and reviewers, by providing prompt and authoritative review, aim to optimize the quality of the published papers.

All submitted manuscripts are reviewed initially by the Editors or Associate Editors. A submission may be rejected outright if it does not have sufficient merit to warrant further review or deals with subject matter outside the scope of the *Journal*.

Other manuscripts will be sent to at least one member of the Editorial Board and two or three additional reviewers. The identities of these reviewers are kept confidential. Reviewers are asked to give the Editors a confidential opinion on the importance, originality, and scientific merit of the manuscript; rank its importance relative to what has already been published in the medical literature; rank its importance regarding inclusion on the cover and suggest changes that will improve the paper.

If two manuscripts are received on the same subject, unless both can be accommodated in the *Journal*, priority in the review process will be given to the manuscript that was submitted first as determined by the submission date in the *Editorial Manager* system. The Editor will promptly contact the authors of the second manuscript to inform them of the problem and give them the option of submitting their manuscript to another journal.

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the Committee on Publication Ethics (COPE). The *Journal* follows COPE Guidelines regarding misconduct. These guidelines can be found at <http://publicationethics.org/>. Failure to adhere to these guidelines may negatively influence the opinions of the Editors and reviewers, and thus the manuscript may be returned to the author for appropriate revisions in organization before it is sent out for peer review.

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If revisions are requested, the Editors expect the authors to revise the manuscript appropriately and promptly to meet publication deadlines. The authors must clearly indicate the changes that have been made and/or explain their difference of opinion with the reviewers. More specific directions can be found in the *Journal's* Information for Authors.

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The authors must certify that their article is original, has been written by the stated authors, has not been published previously, and is not under consideration for publication by another journal.

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If the results of the study may potentially have a major impact on patient management, the authors can request the Editor's consideration of prompt review and publication.

Once submitted to the *Journal*, discussion of the contents of a manuscript with the media must be delayed until the review process is complete and the manuscript is posted at the *Journal's* Web site pending publication unless the Editors provide prior approval.

If the authors provide additional information to the media during the peer-review process, the article may be rejected or withdrawn from publication.

In some instances, the Editors may ask the authors to prepare a brief press release summarizing the manuscript. However, as with all papers, further discussion of the results with the media must be deferred until the acceptance and postings of the manuscript.

AUTHORSHIP

It is not appropriate to include an individual as an author unless he or she has made a significant contribution to the conception or completion of the manuscript and is willing to share the responsibility for the content of the paper. Specifically, each of the authors should have made a direct and substantial contribution to the following areas: (1) conceiving and designing the study and/or analyzing and interpreting the data; (2) writing the manuscript or providing critical revisions that are important for the intellectual content; and (3) approving the final version of the manuscript. For more information on the requirements for authorship, see the "Recommendations for the Conduct, Reporting, Editing, and Publication of Scholarly Work in Medical Journals" (<http://www.icmje.org/icmje-recommendations.pdf>), section II.A on Authorship and Contributorship.

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