



Requirements for Supplemental Digital Content

Reference Guide:

Help with viewing videos: <http://links.lww.com/A147>

Knowledge Base for digital content: <http://links.lww.com/A194>

Authors may submit supplemental digital content that enhances their article's text to be considered for online posting. Supplemental digital content may include the following types of material:

- Text documents
- Graphs
- Tables
- Figures
- Graphics
- Illustrations
- Audio
- Video

Please note that the same journal policies for manuscript submission relating to peer-review, patient anonymity, copyright, and permissions also apply to supplemental digital content. Refer to a journal's Instructions for Authors prior to submitting an article that includes supplemental digital content.

Supplemental digital content that does not meet these requirements may be returned to the author without review.

€ File Requirements

To ensure a quality experience for those viewing supplemental digital content, the following file requirements should be followed:

- 1) Supplemental digital files should be **no larger than 10 MB each**.
- 2) **Documents, graphs, and tables** may be presented in any format.
 - Common file extensions include: .doc, .xls, .pdf, etc.
- 3) **Figures, graphics, and illustrations** should be submitted according to the following criteria:
 - File types: .tif, .eps, .ppt, .jpg*, .pdf*, .gif*

- *Only acceptable for online-only figures. Figures intended to be printed in the journal may not be submitted as .jpg or .pdf file types.
- 4) **Portable Audio files** (under 10 MBs) should be submitted according to the following criteria:
- File types: **.mp3, .wma**
 - Caption: Submissions must include a title, summary, author name, participants, length (minutes), and size (MB).
- 5) **Portable Video clips** (under 10 MBs) may be submitted according to the following criteria:
- File types: Windows Media Video (**.wmv**), Quicktime (**.mov, .qt**), MPEG video (**.mpg, .mpeg, .mp4**)
 - Image size: **320 X 240 pixels** (suggested)
 - Length / Duration: **5 minutes or fewer** (suggested)
 - File size: **10 MB or fewer** (suggested)
 - Caption: Submissions must include a title, summary, author name, videographer, participants, length (minutes), and size (MB).
- 6) Authors interested in submitting **audio or video files over 10 MBs** to accompany their text should first query the journal office for approval. Pending editorial approval, high resolution videos may be submitted according to the following criteria
- Audio file types: **.mp3** (strictly enforced)
 - Video file types: **.wmv** (strictly enforced)
 - Video Image size: **320 X 240 pixels, 640 X 480 pixels, 720 X 480 pixels (NTSC)**
 - Length / Duration: **No minimum length**
 - File size: **100 MB or fewer** (strictly enforced)
 - Caption: Submissions must include a title, summary, author name, videographer (for video), participants, length (minutes), and size (MB).



Unacceptable file types

We do not accept the following file types because of their potential for playback errors:

- Audio / Video Interchange (**.avi**)
- DVD / CD disc rips (**.vob, .ifo, .bup, .iso, .img**)
 - This includes any file that is attained by copying files from a DVD movie disc or files obtained through a DVD disc or CD disc image rip.
- Uncompressed audio (**.wav**)

€ Call-outs and Legends of Supplemental Digital Content

- 1) Cite all supplemental digital content consecutively in the text. Citations should include the type of material submitted, should be clearly labeled as “Supplemental Digital Content,” should include the sequential legend number, and should provide a brief summary of the supplemental content. Audio and video citations should also include the length and size of the file.

Examples:

- (see Video, Supplemental Digital Content 1, which demonstrates the degrees of flexibility in the elbow, 5 minutes, 10MB)
- (see Table, Supplemental Digital Content 2, which illustrates the rise in cost of knee replacement surgery)

- 2) Provide a legend of supplemental digital content at the end of the text. List each legend in the order in which the material is cited in the text. The legends must be numbered to match the citations from the text. Include a title and a brief summary of the content. For audio and video files, also include the author name, videographer, participants, length (minutes), and size (MB).

Examples:

- Supplemental Digital Content 1. Video that demonstrates the degrees of flexibility in the elbow.
 - Author: John Smith
 - Videographer: Jerry Denholm
 - Participants: Wendy Steinburger and Jim Reynolds
 - Length: 5 minutes
 - Size: 10MB
- Supplemental Digital Content 2. Table that illustrates the rise in cost of knee replacement surgery.

€ Online Submission

When submitting supplemental digital content online to a system such as Editorial Manager®, the digital files should be uploaded along with your other submission items.

- 1) Name the file to appropriately identify the author’s name and the legend number of the file as referenced by the text (i.e., “Smith_SD-Content1.mov”).
- 2) Choose the “Supplemental Digital Content” submission item.
- 3) In the “Description” field, provide the legend number that corresponds to the order the file is cited in the text (i.e., “Supplemental Digital Content 1”).

- For audio and video files, provide the following information about the file: Author, Title, Summary, Videographer, Participants, Duration (minutes), Size (MB).
- 4) Browse for the file on your hard drive.
- 5) Click to “Attach” the file to the submission.
- 6) Wait for the file to appear at the bottom of the screen in a queue. It may take some time for a large file to upload if a high-speed Internet connection is not being used.
 - Uploads fail on the Internet after a 15-minute waiting period. If the upload process fails due to time-out, choose to submit the file “Offline,” click “Attach,” then complete the online submission process. Send the “Offline” file to the journal office by saving to a data disc and sending by postal mail.

Remember to always preview the audio and visual submissions for clarity prior to submitting them to the journal.

Frequently Asked Questions

Is there a place to search questions about Digital Content? The following Web page provides a list of questions and answers relating to digital content submissions: <http://links.lww.com/A194>

How do I check the file type of my file?

PC Users

- Locate the file on your computer.
- Usually the file extension will be shown as part of the file name.
 - o If the file extension does not show in the file name, right click on the file and choose “Properties” to view the full extension.

MAC Users

- Locate the file on your computer. Usually the file extension will be shown as part of the file name.
 - o If the file extension does not show in the file name, single-click on the file and click “Apple + i” to view the full name and extension.

How do I check the MB size of my files?

PC users

- Locate the file on your computer.

- Right click on the file and choose “Properties” to view the “Size” properties of the file.

MAC users

- Locate the file on your computer.
- Single-click on the file and click “Apple + i” to view the “” properties of the file.

How do I check the resolution/size of my video?

PC users

- Locate the file on your computer.
- Right click on the file and choose “Properties.”
- Click the tab labeled “Summary.”
- The resolution of the video is shown as the “Width” and “Height.”

MAC users

- Locate the file on your computer.
- Single-click on the file and click “Apple + i”
- The size of the video is shown as the “Dimension”

How do I check the length of my video?

PC users

- Locate the file on your computer.
- Right click on the file and choose “Properties.”
- Click the tab labeled “Summary.”
- The length of the video is shown as the “Duration.”

MAC users

- Locate the file on your computer.
- Single-click on the file and click “Apple + i”
- The size of the video is shown as the “Duration”

Are there any resources to help me format my video? The following Web site provides a selection of guides, references, and user forums to assist with video editing: www.videohelp.com

Are there any resources to help me set up my computer to view a video? The following Web page provides system requirements for video viewing: <http://links.lww.com/A147>

What software is commonly used to listen to audio?

Audio File Extensions	Rich Media Viewing Software
.mp3	Quick Time, Windows Media Player
.wma	Windows Media Player

What software is commonly used to view a video?

- Before attempting to view a video, you will need to have the appropriate viewing software for that file extension downloaded and installed on your computer.

Video File Extensions	Rich Media Viewing Software
.wmv	Windows Media Player
.mov, .qt	Quick Time
.mpg, .mpeg	Quick Time, Windows Media Player
.mp4	Quick Time

Where can I download audio and visual software?

Viewing Software	Available for Download at:
Real Player	www.real.com
Quick Time	http://www.apple.com/quicktime/win.html
Windows Media Player	http://www.microsoft.com/windows/windowsmedia/default.msp