

Instructions for Authors Submitting Manuscripts to *Neurologia medico-chirurgica*

The instructions below can be used as a convenient checklist of requirements before submission of manuscripts.

Neurologia medico-chirurgica is an international publication covering primarily neurosurgery, but also including studies in related fields such as neurology and other neurosciences. Contributions of original articles in English from any country are welcome. The categories of papers are *Original Articles*, *Case Reports*, *Technical Notes*, *Rapid Communications*, *Special Topics*, and *Review Articles*.

Submission of Manuscripts

- Authors must submit their manuscripts through the homepage at <http://jns.umin.ac.jp/public/magazine/magazine.html>. All submissions must follow the instructions and advice on how to submit manuscripts, which is available at the web site.
- Total file size is limited to ≤ 12 MB including figures and tables (manuscript file ≤ 2 MB, with no more than 8 figure or table files).
- The manuscript file must be submitted as a Microsoft Word file and must include title page, abstract, text, references, and figure legends. Number all pages consecutively in this order, with the title page as page 1.
- The manuscripts should be typed double-spaced throughout with ≥ 12 -point type face, formatted for A4 paper leaving margins of at least 2.5 cm (1 inch).
- Each figure and table must be supplied as a separate file, not embedded within the manuscript file. Tables must be submitted as either Microsoft Word or Excel files, and figures as JPEG, PNG, or GIF files, with the figure/table number indicated in the filename. Figures produced with PowerPoint should be saved as JPEG, PNG, or GIF files. Figures should be prepared as the A4 size but with ample margins. Related illustrations should be grouped into one figure on one page.
- The affidavit following the instructions must be signed by all authors, and should be submitted via postal mail.
- Submission of revisions must include a detailed point-by-point response to the reviewers' comments in the cover letter, the previous manuscript showing the parts to be revised, and a revised manuscript showing the revised parts. All these parts must be clearly marked as underlined text.

Title Page

The title page should carry the following:

- Concise but informative title of the article, **should be capitalized except for conjunctions, articles, or prepositions of 3 letters or less (i.e., in, of, to, and; From, With, Through), unless the first word of the title.** Chemical formulas or abbreviations should not be used, but long common terms such as names of compounds or enzymes can be abbreviated.
- All authors' full names* without academic degrees.
- Full names of the department(s) and institution(s)* in which the research was done, together with the location (city, state, and nation). If the article has several authors from different institutions, it should be clearly indicated with which department and institution each author is affiliated.
- Key words*, limited to five words or short phrases, taken from *Index Medicus* or composed by analogy on the same principles.

- A brief running head*, not to exceed 60 characters (count letters and spaces). Abbreviations defined in the text can be used.
- Corresponding author's name, full address, telephone and fax numbers, and e-mail address.*

Abstract

- Not exceed 250 words (approximately 1 page of A4) in length.
- State the purpose of the investigation, then describe the study design or experimental procedure, main findings or major contributions, and finally the specific conclusion or recommendation, **in a single paragraph without subheadings.**
- Provide enough information for the *Abstract* to be easily understood without reference to the text, and emphasize new and important aspects of the study.

Text

- Avoid nonstandard abbreviations, unfamiliar terms or symbols, and laboratory jargon. Abbreviations should be kept to an absolute minimum; but if necessary, they must be spelled out at first mention. Standard metric units (mm, cm, ml, l, mg, g, msec, sec, min, hr, etc.) can be used throughout without definition.

Structure of Original Articles:

Introduction:

- Give *concise background information* relevant to the study and the *questions* the study seeks to answer. The readers should be able to understand why the study was done.

Materials and Methods:

- Describe *subjects, materials, and methods* used, including *experimental design or procedures*, in sufficient detail to enable the readers to evaluate and/or reproduce the results. Subjects should be described appropriately to show that the control and experimental groups contained matched subjects.
- Designate *drugs* by their generic names; but for particular chemicals or equipments, the brand names and locations of the supplier (city, state, and nation) should be given in parentheses.
- Describe *statistical methods and details of randomization or blinded observations*. Specify the numbers of observations made and individuals who could not be followed up until the end of the study.
- Indicate whether the procedures followed in experiments on human subjects were in accordance with the *ethical standards* of the responsible committee on human experimentation (institutional or regional) or with the *Helsinki Declaration of 1975, as revised in 1983*. Experimental studies on animals must include a statement that the studies meet appropriate *ethical standards* of the responsible committee.
- Protect *patient anonymity* by avoiding details that might identify patients unless essential for scientific purposes. Masking of the eye region in photographs of patients may be inadequate. If identification of patients is unavoidable, written permission should be obtained.

Results:

- Include *only the data and illustrative materials* that are *pertinent to the subject* of the article.

- Avoid repetition of all the data in the tables or illustrations in the text, but do emphasize or summarize important trends or observations.
- Avoid duplicate presentation of the same data in both tabular and graphic forms.

Discussion:

- Interpret *the present data concisely*, giving particular attention to the question or hypothesis posed in the *Introduction* section. Information presented in the previous sections should not be repeated.
- Include *discussion of previous works* that not only agree but also disagree with the present results.
- State *the conclusions or recommendations* that can be directly drawn from the present results. Logical implications of the present findings for practical applications or future studies are permissible, but unsubstantiated speculations must not be included.

Acknowledgments:

State *personal or institutional contributions*, and *financial or material support*. Supply full information for nature of support (technical help, critical review, data collection, and participation in clinical trial), number of grants-in-aid, and name and location of institution or organization.

Other Categories:

Case Reports: Concise case report(s) may be accepted if important and educational.

Technical Notes: New techniques or significant modifications of techniques that are directly applicable to clinical practice or research are considered.

Rapid Communication: A short, concise summary of highly significant findings requiring immediate publication can be submitted. Concentrate on the actual findings, and avoid extensive arguments or general discussion.

Special Topics: Social or ethical items related to neurosurgery, neurology, and neurosciences, such as cost-effective analysis or medical training issues, can be reported.

Review Articles: A review article providing timely or critical discussion about present status and directions for future research may be prepared at the invitation of or after discussion with the Editorial Board.

References

- The references cited in the article including figures and tables should be listed in *alphabetical order of all authors*. **If no person or organization can be identified as the author and no editors or translators are given, begin the reference with the title of the article. Do not use anonymous.**

A *reference to a journal* must include the surnames and initials of *all* authors, complete title of the article, journal name as abbreviated in *Index Medicus*, volume number, inclusive page numbers, and year of publication (see *sample 1*). Describe the full name of the journal if it is not registered in the *Index Medicus*.

A *reference to a part of a book* must include surnames and initials of *all* authors, complete title of the article or the chapter, surnames and initials of *all* editors, complete title of the book, edition or volume number, place of publication, publisher, year of publication, and inclusive page numbers (see *sample 2*).

A *reference to the entire book* must include surnames and initials of *all* authors, complete title of the book, edition or volume number, place of publication, publisher, and year of publication (see *sample 3*).

For *an article in a non-English language*, the title should be translated into English and enclosed in brackets, and the original language indicated in parentheses (see *sample 4*).

Samples:

- 1) Albright AL, Barry MJ, Painter MJ, Shultz B: Infusion of intrathecal baclofen for generalized dystonia in cerebral palsy. *J Neurosurg* 88: 73–76, 1998
 - 2) Donegan J: Anesthesia for pediatric neurosurgery, in Cottrell J, Turndorf H (eds): *Anesthesia and Neurosurgery*. St Louis, CV Mosby, 1986, pp 173–187
 - 3) Russell DS, Rubinstein LJ: *Pathology of Tumours of the Nervous System*, ed 5. London, Edward Arnold, 1989
 - 4) Tanaka T, Yonemasu Y, Olivier A, Andermann F: [Clinical analysis of reoperation in cases of complex partial seizure]. *No Shinkei Geka* 17: 933–937, 1989 (Japanese)
- All the references should be cited in the article as superscript numbers followed by a closing parentheses. Papers accepted but not yet published can be included in the reference list, designated by the journal name followed by “(in press),” but papers in preparation, unpublished observations, and personal communication should be noted in parentheses in the text.

Figures

- Cite all figures in the text, and number consecutively in the order cited in the text.
- Titles and detailed explanations should be given in the legends, not on the figures. All abbreviations used in each figure should be explained in each legend.
- Figure legends should provide a brief, self-sufficient explanation of the illustrations. Describe the staining method and original magnification for photomicrographs, and bar measurements for electron micrographs.
- If a figure has already been published, *obtain permission* to reproduce or modify from the copyright holder, and acknowledge the original source in the legend.
- Color photographs* can be accepted if the author is willing to pay for the extra cost (about ¥60,000–80,000 for one page).

Tables

- Cite all tables in the text, and number consecutively according to appearance in the text.
- Type each table on a separate page, supplying a brief title and explanatory footnotes. All abbreviations used in each table should be explained in the footnotes.
- Each column must carry an appropriate heading, and units in numerical measurements should be added to the column heading in parentheses. Avoid blanks in the body of the table, which should be replaced with informative statements such as “unknown,” “not detected,” or “not described.”
- If data can be described in one or two sentences in the text, do not present them in a table.

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