Guide for Continuum Guest Editors

Thank you for agreeing to guest edit an issue of Continuum. This brief guide outlines your responsibilities as guest editor.

HONORARIA
The guest editor will receive an honorarium and a one-year complimentary subscription to Continuum upon publication of the issue. Additional honoraria are also paid should the guest editor author an article, patient management problem, or practice or ethics article.

Each invited author will receive an honorarium and a one-year complimentary subscription to Continuum. The Patient Management Problem author will also receive an honorarium and a one-year complimentary Continuum subscription.

SELECTING AND INVITING AUTHORS
Suggesting authors is at your discretion, although experienced content-expert colleagues from a variety of institutions is most desired. All contributing authors must be neurologists (with exceptions made only after discussion with the editor-in-chief). Please choose authors that you believe will be reliable and timely. Residents and fellows may not serve as authors or coauthors of the primary review articles in each issue.

Please try to oversee creation of all issue material, ensuring that each component is of the highest quality. Your review and edit of individual author contributions into a single, integrated whole before submission of the manuscript is an important step in the process. You should meet all deadlines for submission and revision in accordance with our production schedule.

Coauthors
Authors are selected for their particular content expertise. As such, we strongly discourage the addition of coauthors. Invited authors are allowed no more than one additional content expert coauthor. All requests by authors to invite a coauthor must be approved in advance by the guest editor and Continuum Editor-in-Chief Steven Lewis, MD, FAAN. (For instance, a coauthor may be approved in order to provide specific additional expertise in an article topic.) As noted above, we are no longer allowing fellows or residents to serve as authors or coauthors of the primary review articles in each issue.

If a coauthor is approved, it is the responsibility of the original invited author to determine sharing of the honorarium, if desired. Coauthors will appear as contributors to
an issue and will be expected to submit all necessary copyright and disclosure forms. The original invited author will remain the lead author of the article and is responsible for submitting the manuscript and all revisions to the Editorial Manager manuscript system.

**PROCESS OVERVIEW**

1. Editor-in-chief appoints guest editor and provides a preliminary publication date and manuscript due date.

2. Guest editor submits a preliminary table of contents and proposed author list to editor-in-chief for approval. A planning document is provided by the editorial office for this purpose. Ideally each issue will have 8 to 10 articles. Exceptions may be discussed with the editor-in-chief. Since an effort is made to adhere to a consistent issue size, article word limits will be impacted by a greater number of articles in an issue (see chart on page 4).

3. Guest editor also identifies an author to write the Patient Management Problem (see page 4). The author of the Patient Management Problem can be the guest editor, an article author, or an additional author.

4. After the author list is approved, guest editor invites authors and provides the editorial office with a complete author list and preliminary table of contents when authors have been confirmed.

5. Through the Editorial Manager system, the editorial office sends a proposal to each author, which includes the “Brief Guide for Continuum Authors” and a letter of agreement. Authors must accept the proposal. Physical copies of a past issue are also mailed to authors at this time.

6. Editorial office schedules a “kick-off” meeting by conference call.

7. Authors submit manuscripts and all ancillary materials (figures, tables, videos, etc.) to the Editorial Manager manuscript system by the assigned deadline. Guest editor reviews material for general completeness and coverage of topics, requesting revisions from authors as needed through the Editorial Manager system, and notifies the editorial office when the manuscripts are ready for editing.

8. Editorial office reviews all articles and ancillary materials and verifies that all components are present, complete, and clear. If components are missing, incomplete, or need clarification, revisions are requested from the authors via the Editorial Manager system.

9. Manuscripts are run through a web-based manuscript check to make sure the work is original. If manuscripts are found to overlap with previously published articles (even if written by the same author) manuscripts will be returned to authors for revision.
10. Manuscript is assigned to peer review and multiple-choice question writers. Manuscript is edited by the editor-in-chief and editorial office staff. Editorial office staff obtains any necessary figure and table permissions.

11. Authors are notified of edited manuscripts to review and revise as requested before the manuscript is submitted to the publisher. Peer reviews are sent to the editor-in-chief and guest editor for consideration and to authors as requested by the guest editor. Authors review the multiple-choice questions prepared for their articles.

12. Manuscript is submitted by the editorial office to the publisher.

13. Guest editor reviews first page proofs for consistency and accuracy, paying particular attention to dosages, if given, and monitors author reviews of their articles for accuracy.

**EACH ISSUE MUST INCLUDE**

**Learning Objectives**
The guest editor submits learning objectives for the issue using the issue planning form that is sent in with the guest editor packet and via email. The learning objectives should consist of points detailing knowledge to be gained by participants upon completing the issue. Each article should be represented in the learning objectives. Guest editors should review the learning objectives before the issue is published to make sure they still represent the content provided in the issue.

**Structured Abstracts**
A structured abstract of 150 to 250 words should be included at the beginning of each article. The abstract must include these sections: Purpose of Review, Recent Findings, and Summary.

**Text**
The tone should be conversational, as if on rounds with colleagues, whenever possible; limited use of the first person when referring to the experience of your practice, institution, or laboratory is acceptable. The style of writing should be as consistent as possible throughout the text. References should be numbered in the text as they occur; for example, \(^1\), \(^1\)\(^2\) or \(^1\)\(^3\). A modified Vancouver style of listing references is used. Don’t worry about submitting references in this style; all references will be changed to conform to the *Continuum* style during the editing process. Be sure, however, to include a full reference at the end of the article for each citation in the text.

The issue in total should comprise approximately 228 double-spaced, typewritten, manuscript pages including text, cases, and references, but excluding tables and figures. Please use the guide below to determine how long manuscripts should be. Tables, graphs, photos, charts, and other aids should be used liberally.
<table>
<thead>
<tr>
<th>Number of Articles in the Issue</th>
<th>Double-spaced, Typewritten Manuscript Pages (Including Text, Cases, and References)</th>
<th>Approximate Number of Total Words</th>
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</thead>
<tbody>
<tr>
<td>7</td>
<td>32.5</td>
<td>7,600</td>
</tr>
<tr>
<td>8</td>
<td>28.5</td>
<td>6,700</td>
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<td>9</td>
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<td>5,900</td>
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<td>10</td>
<td>23</td>
<td>5,300</td>
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<td>20.5</td>
<td>4,800</td>
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<td>12</td>
<td>19</td>
<td>4,400</td>
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**References**
Each article should include a reference list of recent journal articles, preferably within the last three years, of reasonable length (no more than 40 references per article). The reference list should consist only of the references cited in the text and on tables and in figure legends. Older “classic” references may be used when you feel it useful. Book citations may be used but should be kept at a minimum, since there may be a problem of access for many readers. All references should have already appeared in print (avoid “submitted,” “in press,” or “personal communication” citations). It is probably best not to over-cite your own work, but don’t hesitate to do so if needed.

**Cases**
Case histories should be used liberally within the text, since they make Continuum more user-friendly and less like a textbook. Each article should include a minimum of one case, but two to three case histories or vignettes is recommended. Cases should be written in the past tense and focus on specific educational points and must be followed by a comment that relates the case to the text material that follows. The case with comment should be no more than 350 words. Each case should be referred to within the text (eg, Case 1; or “Case 1 is a typical example of . . .”; or “This is a point well demonstrated by Case 1”). (Cases and comments will be highlighted in gray boxes by the related text in the published Continuum.)

**Patient Management Problem**
Each issue includes a Patient Management Problem (PMP). The guest editor is responsible for identifying the author of the PMP. The PMP is an extended case with 12 multiple-choice questions regarding history, examination, diagnostic evaluation, therapy, and management. A separate document outlining instructions for preparing a PMP, with an illustrative example, is included with your guest editor materials and on Continuum’s website at ContinuumJournal.com. You may consider assigning one author to write the PMP instead of an article.

**Ethical Perspectives in Neurology**
Each Continuum issue will contain a two- to four-page ethics case and discussion related to the issue topic. The author of this article will be chosen by Continuum’s Associate Editor of Ethics. The Continuum guest editor will have an opportunity to review the case.
in terms of its pertinence to the topic before publication.

**Practice Issues in Neurology Section**
Each *Continuum* issue will contain a two- to four-page practice case, covering a practice topic such as practice guidelines, systems-based learning, communication issues, or patient safety related to the issue topic. This section will be reviewed and edited by *Continuum*’s Associate Editor of Practice; however, we may ask that the guest editor suggest a topic or potential author for this section. This individual may be an invited author or a separate author. The *Continuum* guest editor will have an opportunity to review the case in terms of its pertinence to the topic before publication.

**Coding Issues**
As part of the Practice Issues section, each issue of *Continuum* will contain a coding issues section related to the issue topic. This section includes information on diagnosis coding, procedure coding, or evaluation and management coding with instructive examples. The author of this section will be determined by *Continuum*’s Associate Editor of Coding.

**Pediatric Neurology**
The guest editor is encouraged to include an article or ask authors to include sections on pediatric neurology pertaining to the issue topic. This article will be reviewed by *Continuum*’s Associate Editor of Child Neurology.

**Illustrations**
Include as many tables, graphs, photographs, and figures as possible. Number tables and figures consecutively throughout the article and refer to each within the text. Criteria for figures are included in the “Brief Guide for *Continuum* Authors” document.

**Permissions**
The editorial office will secure and pay for any necessary permissions to use direct quotations, tables, or illustrations. Specifics are discussed in the “Brief Guide for *Continuum* Authors” document.

**Key Points**
Short key points will be highlighted in the margins of the published text. Subscribers use these as an overview of the issue and find them especially useful for review purposes.

**Websites**
Authors are encouraged to include a list of useful websites relating to their article text. The list will appear at the end of the article before the reference list.

**Dosages**
*Continuum*’s style is to use generic drug names unless only the brand name is available. Guest editors are asked to review dosages included in the manuscript to provide another “eye” and ensure accuracy. Each manuscript will also be reviewed by a consulting pharmacist who will confirm that dosing is within normal limits and that side effects and interactions are adequately covered.
AAN Practice Guidelines/Clinician Summaries
We encourage authors to cite appropriate AAN practice guidelines in their articles. While space does not allow us to reprint the entire practice guideline in the issue, we will include clinician summaries in an appendix when possible or a table showing all related AAN guidelines and web addresses. Guest editors will be asked to identify topic-appropriate AAN practice guidelines on the issue planning document.

Informed Consent
*Continuum* adheres to the International Committee of Medical Journal Editors (ICMJE) standards regarding informed consent as specified in I.I.E.1. of its Uniform Requirements for Manuscripts Submitted to Biomedical Journals: Writing and Editing for Biomedical Publication (www.icmje.org/index.html). Identifying information, including patients’ names, initials, hospital numbers, or facial features, should not be included in case reports or figures. If this information is essential for scientific purposes, you must submit written informed consent from the patient to the editorial office. The editorial office can provide a patient release form that meets HIPAA requirements.

Trends
At appropriate sites in the text, a section on “trends” may be useful. These might include key directions of future treatment, research, etc. There is, incidentally, no need to avoid controversy, past or future, if indicated as such: these often enliven a manuscript.

Core Competencies
The American Board of Psychiatry and Neurology (ABPN) has reviewed *Continuum: Lifelong Learning in Neurology* and has approved this product as part of a comprehensive lifelong learning and self-assessment program, which is mandated by the ABMS as a necessary component of maintenance of certification. As part of an effort to maintain that endorsement, authors are encouraged to address core competencies in each issue whenever possible. Core competencies are as follows:

- Patient care
- Medical knowledge
- Interpersonal and communication skills
- Practice-based learning and improvement
- Professionalism
- Systems-based practice

Descriptions of the core competencies can be found on the ABPN website at www.abpn.com/downloads/core_comp_outlines/core_psych_neuro_v4.1.pdf.

VIDEOS
Inclusion of pertinent, preferably recent video content directly related to the manuscript text is encouraged. Video material will appear in the iPad edition of *Continuum* and will be accessible online and in the print issue through permanent supplemental digital content links. Space is limited, however, allowing for roughly 20 to 30 videos per issue. Videos should be no more than 2 minutes long and be edited for presentation. Please do not include text on the videos. If subtitles are desired, please provide instructions to the
editorial office, who o will add these along with titles and branding (see video instructions for more information).

The AAN requires a signed consent form from each patient recorded after April 1, 2003, and a signed author representations and warranties agreement from the contributing author. If video contributors are unable to obtain patient signatures, they are responsible for the de-identification of patients in the video. Authors should discuss any video content with the guest editor and submit the videos along with their manuscripts via the Editorial Manager system. Videos should be cited in the text similarly to figures or tables (eg, Video 1) and submitted in an uncompressed mp4 file format.

In addition to the text citation, authors must provide the following for each video:
1. Short title of eight words or less.
2. Short descriptive legend of 50 words or fewer (which will appear as a subtitle on the video intro screen).
3. Longer descriptive legend, if desired, which will appear in a Video Legend section at the end of the article. (This legend may be identical to the short descriptive legend above.)

Additional video instructions are available on the journal website (ContinuumJournal.com) and will be provided to contributors on the scheduled conference call. The editorial office will work with video contributors to edit or reformat video content if necessary. Videos will also be branded with the Continuum and AAN logos.

MULTIPLE CHOICE QUESTIONS
Two multiple-choice question writers will draft multiple-choice questions; from these the editor-in-chief will select 40 for the issue. Authors will be sent questions for their article for review and editing before the manuscript is sent to the publisher.

MANUSCRIPT SUBMISSION
All manuscripts should be submitted to Continuum’s Editorial Manager manuscript submission site at http://cont.edmgr.com/. Guest editors will also use this system to review manuscripts, request revisions, and make decisions and comments regarding the manuscripts. You will receive an email with your user name and password, but you can also contact the editorial office for this information.

EDITORIAL OFFICE STAFF
During the development of the Continuum issue, you will work closely with the editorial office staff. Please feel free to contact any of us at any time in the process. General responsibilities and roles are highlighted below.

Missy Render, Senior Administrator
mrender@aan.com
Tel: (612) 928-6105; Fax (612) 454-2749
Responsible for sending and monitoring receipt of required author forms and oversees the peer review process.
Katie Izzo, Production Editor
kizzo@aan.com
Tel: (612) 928-6008; Fax (612) 454-2749
Responsible for the production of Continuum, including copyediting and proofing of manuscripts. Works closely with the publisher during the various stages of production.

Amanda Doering Tourville, Program Manager
atourville@aan.com
Tel: (612) 928-6095; Fax (612) 454-2749
Responsible for the overall production of Continuum including manuscript-submission and figure process, pre-edit manuscript review, and obtains permissions to reprint figures and tables. Works closely with the associate editors of Continuum.

Andrea Weiss, Executive Editor
aweiss@aan.com
Tel: (612) 928-6134; Fax: (612) 454-2749
Responsible for the overall business, editorial, and marketing direction of Continuum. Serves as the primary liaison to the editor-in-chief, editorial board, and publisher.