

# **Neurosurgery Quarterly**

## **Instructions for Authors**

### **Scope**

*Neurosurgery Quarterly* seeks to obtain an adequate historical view of neurosurgical practices that culminates in synthesis of this with contemporary techniques and practice. The journal aims to provide its readers with information about the most current techniques performed by some of the world's best surgeons. The journal also stresses discussion on existing controversies in the field and the challenge of improving diagnosis and treatment of disease in the future.

### **Publication Policy**

The Editor and Editorial Board of *Neurosurgery Quarterly* are pleased to consider for publication review articles on timely clinical topics in neurosurgery and related fields. Please submit potential topics to Dr. Long for consideration; he will communicate with you concerning the suitability of the topic.

**On-line manuscript submission:** All manuscripts must be submitted on-line through the new web site at <http://www.editorialmanager.com/wng>.

First-time users: Please click the Register button and enter the requested information. On successful registration, you will be sent an e-mail containing your user name and password. Note: If you have received an e-mail from us with an assigned user ID and password, or if you are a repeat user, do not register again. Just log in. Once you have an assigned ID and password, you do not have to re-register, even if your status changes (that is, author, reviewer, or editor).

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### **Potential Topic Inquiries**

Send the manuscript with a cover letter that includes the corresponding author's e-mail address and full mailing address to: Dr. Donlin M. Long, Department of Neurological Surgery, The Johns Hopkins Hospital, 600 North Wolfe Street, Baltimore, MD 21205; telephone (410) 955-3536; telefax (410) 955-6407; [dmlong@jhmi.edu](mailto:dmlong@jhmi.edu).

Dr. Long will provide the author with a deadline for the final manuscript to his office. The publisher, Lippincott, Williams & Wilkins, requires a production schedule of a minimum of four months between the receipt of the manuscripts at Lippincott, Williams & Wilkins and the publication of the issue. Therefore, there is little leeway in the deadline provided by Dr. Long.

### **Preparation of Manuscript**

Manuscripts that do not adhere to the following instructions may be returned to the corresponding author for technical revision. The manuscript should be 45 double-spaced typewritten pages, including figures, tables and references. This should equal about 15-20 printed pages in the final issue.

### **General format:**

**Title page:** Include on the title page (a) complete manuscript title; (b) authors' full names, highest academic degrees, and affiliations; (c) name and address for correspondence, including fax number, telephone number, and e-mail address; (d) address for reprints if different from that of corresponding author; and (e) sources of support that require acknowledgment, and a short title of no more than 45 characters (including spaces) for use as a running head.

The title page must also include disclosure of funding received for this work from any of the following organizations: National Institutes of Health (NIH); Wellcome Trust; Howard Hughes Medical Institute (HHMI); and other(s).

**Summary and key words:** Limit the summary to 250 words. It must be factual and comprehensive. Limit the use of abbreviations and acronyms, and avoid general statements (eg, "the significance of the results is discussed"). List three to five key words or phrases.

**Text:** Organize the manuscript into journal-specific main headings. Define abbreviations at first mention in text and in each table and figure. If a brand name is cited, supply the manufacturer's name and address (city and state/country). Acknowledge all forms of support, including pharmaceutical and industry support, in an Acknowledgments paragraph.

**Abbreviations:** For a list of standard abbreviations, consult the Council of Biology Editors Style Guide (available from the Council of Science Editors, 9650 Rockville Pike, Bethesda, MD 20814) or other standard sources. Write out the full term for each abbreviation at its first use unless it is a standard unit of measure.

**References:** The authors are responsible for the accuracy of the references. Key the references (double-spaced) at the end of the manuscript. Cite the references in text in the order of appearance. Cite unpublished data, such as papers submitted but not yet accepted for publication or personal communications, in parentheses in the text. If there are more than three authors, name only the first three authors and then use et al. Refer to the List of Journals Indexed in Index Medicus for abbreviations of journal names, or access the list at <http://www.nlm.nih.gov/tsd/serials/lji.html>. Sample references are given below:

*Journal article*

1. Butcher K, Baird T, Parsons M, et al. Medical management of intracerebral hemorrhage. *Neurosurg Q.* 2002;12:261–278.

*Book chapter*

2. Garber JE, Hassenbusch SJ. Neurosurgical operations on the spinal cord. In: Loeser JD, ed. *Bonica's Management of Pain.* 3rd ed. Philadelphia, PA: Lippincott Williams & Wilkins; 2001:2023–2037.

*Entire book*

3. Rohen JW, Yokochi C, Lütjen-Drecoll E. *Color Atlas of Anatomy: A Photographic Study of the Human Body.* 5th ed. Philadelphia, PA: Lippincott Williams & Wilkins; 2002.

*Software*

4. Epi Info [computer program]. Version 6. Atlanta: Centers for Disease Control and Prevention; 1994.

### *Online journals*

5. Friedman SA. Preeclampsia: a review of the role of prostaglandins. *Obstet Gynecol* [serial online]. January 1988;71:22-37. Available from: BRS Information Technologies, McLean, VA. Accessed December 15, 1990.

### *Database*

6. CANCERNET-PDQ [database online]. Bethesda, MD: National Cancer Institute; 1996. Updated March 29, 1996.

### *World Wide Web*

7. Gostin LO. Drug use and HIV/AIDS [JAMA HIV/AIDS web site]. June 1, 1996. Available at: <http://www.ama-assn.org/special/hiv/ethics>. Accessed June 26, 1997.

### **Figures:**

Cite figures consecutively in the text, and number them in the order in which they are discussed. Write the first author's last name, the figure number and figure part (1A, 1B, 1C), and an arrow to indicate the top edge of the figure on a label pasted to the back of each figure. Submit all artwork in duplicate in camera-ready form; illustrations should be glossy prints or high-quality, laser-printed illustrations. Photocopies are unacceptable. Lettering should be large enough that it will remain legible after figure reduction; typewritten or unprofessional lettering is unacceptable. Figure parts (A, B, C) may be left unlabeled (but clearly marked on back) for professional placement by the journal's printer.

**Figure legends:** Legends must be submitted for all figures. They should be brief and specific, and they should appear on a separate manuscript page after the references. Use scale markers in the image for electron micrographs, and indicate the type of stain used.

**Color figures:** The journal will consider publishing a limited number of color figures that enhance an article. The journal's editor will let the author know whether the journal will cover the cost of color reproduction if an author chooses to submit color art with a manuscript.

### **Digital figures:**

#### Creating Digital Artwork

1. Learn about the publication requirements for Digital Artwork: <http://links.lww.com/ES/A42>
2. Create, Scan and Save your artwork and compare your final figure to the Digital Artwork Guideline Checklist (below).
3. Upload each figure to [Editorial Manager](#) in conjunction with your manuscript text and tables.

#### Digital Artwork Guideline Checklist

Here are the basics to have in place before submitting your digital artwork:

- Artwork should be saved as TIFF, EPS, or MS Office (DOC, PPT, XLS) files. High resolution PDF files are also acceptable.
- Crop out any white or black space surrounding the image.
- Diagrams, drawings, graphs, and other line art must be vector or saved at a resolution of at least 1200 dpi. If created in an MS Office program, send the native (DOC, PPT, XLS) file.
- Photographs, radiographs and other halftone images must be saved at a resolution of at least 300 dpi.

- Photographs and radiographs with text must be saved as postscript or at a resolution of at least 600 dpi.
- Each figure must be saved and submitted as a separate file. Figures should not be embedded in the manuscript text file.

Remember:

- Cite figures consecutively in your manuscript.
- Number figures in the figure legend in the order in which they are discussed.
- Upload figures consecutively to the Editorial Manager web site and enter figure numbers consecutively in the Description field when uploading the files.

**Tables:** Create tables using the table creating and editing feature of your word processing software (e.g., Word, WordPerfect). Do not use Excel or comparable spreadsheet programs. Group all tables at the end of the manuscript, or supply them together in a separate file. Cite tables consecutively in the text and number them in that order. Key each on a separate sheet and include the table title, appropriate column heads, and explanatory legends (including definitions of any abbreviations used). Do not embed tables within the body of the manuscript. They should be self-explanatory and should supplement, rather than duplicate, the material in the text.

**Patient anonymity and informed consent:** It is the author's responsibility to ensure that a patient's anonymity be carefully protected and to verify that any experimental investigation with human subjects reported in the manuscript was performed with informed consent and following all the guidelines for experimental investigation with human subjects required by the institution(s) with which all the authors are affiliated. Authors should obtain written consent from the patients and submit written consent with the manuscript for all figures from which a patient's identity could be discovered (masking the eyes is not sufficient).

Investigations on experimental animals must include a statement indicating that the investigators followed guidelines, either from the institution or from the National Research Council, for the care and use of laboratory animals.

**Compliance with NIH and Other Research Funding Agency Accessibility Requirements:**

A number of research funding agencies now require or request authors to submit the post-print (the article after peer review and acceptance but not the final published article) to a repository that is accessible online by all without charge. As a service to our authors, LWW will identify to the National Library of Medicine (NLM) articles that require deposit and will transmit the post-print of an article based on research funded in whole or in part by the National Institutes of Health, Wellcome Trust, Howard Hughes Medical Institute, or other funding agencies to PubMed Central. The Copyright Transfer Agreement provides the mechanism.

**Conflicts of Interest:**

Authors must state all possible conflicts of interest in the manuscript, including financial, consultant, institutional and other relationships that might lead to bias or a conflict of interest. If there is no conflict of interest, this should also be explicitly stated as none declared. All sources of funding should be acknowledged in the manuscript. All relevant conflicts of interest and sources of funding should be included on the title page of the manuscript with the heading "Conflicts of Interest and Source of Funding:". For example:

"Conflicts of Interest and Source of Funding: A has received honoraria from Company Z. B is currently

receiving a grant (#12345) from Organization Y, and is on the speaker's bureau for Organization X – the CME organizers for Company A. For the remaining authors none were declared.”

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### **After Acceptance**

Page proofs and corrections:

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**Publisher's contact:** Return corrected page proofs and any other related materials to Journal Production Editor, Neurosurgery Quarterly, Lippincott Williams & Wilkins, 351 W. Camden Street, Baltimore, MD 21201; fax: 410-361-8040.

### **Manuscript Checklist**

- Two copies of complete manuscript
- Two sets of clearly labeled figures
- Cover letter
- Title page
- Abstract
- References double-spaced in AMA style
- Corresponding author designated, and full mailing address included, in cover letter and on title page
- E-mail address of corresponding author included in cover letter and on title page
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