

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

*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 <https://mc.manuscriptcentral.com/nmc>. 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  $\leq 20$  MB including figures and tables.
- The manuscript file must be submitted as a Microsoft Word file, including title page, abstract, text, COI disclosure, references, and figure legends. Number all pages consecutively in this order.
- The manuscripts should be typed double-spaced throughout with  $\geq 12$ -point type face, formatted for A4 paper leaving margins of at least 2.5 cm (1 inch).
- Figures and tables must NOT be embedded within the manuscript file. Tables must be submitted as either Microsoft Word or Excel files, NOT converted into images. Figures must be submitted as JPEG, PNG, or GIF files. Related illustrations should be grouped into one figure on one page.
- The affidavit following the instructions must be completed and signed by all authors, and submitted with the manuscript.
- Authors of revised manuscripts must submit a detailed point-by-point response to the reviewers' comments in the field of **Response to Decision Letter**, and upload both the *previous manuscript* with the revised parts highlighted (e.g., underlined or red text), and the *revised manuscript*.

## Ethics:

- Experimental studies on animals must include a statement that the studies meet appropriate *ethical standards* of the responsible committee. The authors should state in the text whether the procedures followed in experiments on human subjects were conducted in accordance with the *ethical standards* of the responsible committee on human experimentation (institutional or regional review board) or with the *Declaration of Helsinki 1964*, and its later amendments. The authors should also obtain written informed consent from subject included in the study, and state such information in the text. A PDF of the statement of approval of the study by institutional or regional review board should be attached. Details in the text, figures, photographs that might disclose identity of subjects should be omitted to preserve subjects' anonymity. The Editors reserve the right to reject manuscripts that do not comply with the Journal's ethical standards. The authors are responsible when any faulty statement is disclosed.

## Randomized Controlled Trial Registry:

- All randomized controlled trials submitted for publication in the NMC should complete registration to one of 5 ICMJE-approved public trial registries ([www.umin.ac.jp/ctr/index/htm](http://www.umin.ac.jp/ctr/index/htm), [www.ClinicalTrials.gov](http://www.ClinicalTrials.gov), [www.actr.org.au](http://www.actr.org.au), [www.ISRCTN.org](http://www.ISRCTN.org), or [www.trialregister.nl](http://www.trialregister.nl)). Trials must be registered at or before the onset of patient enrollment. Authors should describe the registration number at the end of the abstract and in the session of Materials and Methods of the text.

## Systematic Reviews and Meta-analyses:

- Systematic reviews and meta-analyses must be reported according to PRISMA (Preferred Reporting Items for Systematic Reviews and Meta-Analyses) guidelines, an evidence-based minimum set of items for reporting in

systematic reviews and meta-analyses. (PRISMA: <http://www.prisma-statement.org/>)

## Conflicts of Interest (COI):

- All authors must disclose any financial and personal relationships with other individuals or organizations in the three years preceding the submission of the manuscript that could inappropriately influence their work. Examples of potential conflicts of interest include employment-consultancy relationship, stock ownership, honoraria, paid expert testimony, patent applications/registrations, and grants or other funding, etc. All members of Japan Neurosurgical Society (JNS) should make declaration of COI every year to the JNS Office.

## Title Page

The title page should carry the following:

- The concise but informative title of the article. Only the first letter of each word should be capitalized, except for conjunctions, articles, or prepositions 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 using superscript numbers.
- If an author who is a regular employee of a company is a researcher at a research institution, the name of the company (including department and title) must be listed as an organization to which the author belongs. The name of the university or research institute at which the author serves may be added.
- If one or more authors is a researcher who serves in an endowed program, the name of the endowed program should be listed as an organization to which the author belongs. It is also mandatory to add, for example, "Department X is an endowed department supported by an unrestricted grant from Y." Researchers at any institutions sponsored by external organizations are also required to add the names of all companies and organizations that provide funds.
- 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.
- 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.

### Conflicts of Interest Disclosure:

- All authors must state any actual or potential conflicts of interest with regard to the manuscript submitted for review under a heading of "Conflicts of Interest Disclosure" following the "Acknowledgment" section. Authors should also state if there are no conflicts of interest. In addition, authors who are members of The Japan Neurosurgical Society (JNS) must include a statement whether or not all authors have registered online Self-reported COI Disclosure Statement Forms through the website for JNS members.

### Other Categories:

*Case Reports:* Concise case report(s) may be accepted if important and educational. Case reports are published in *NMC Case Report Journal* except the articles which are recommended to be collected in *Neurologia medico-chirurgica* by editorial board.

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

*Rapid Communications:* 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

- **Number references consecutively in the order cited in the text, not alphabetically.** 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.
- 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, but papers in preparation, unpublished observations, and personal communication should be noted in parentheses in the text.
- The journal name should be abbreviated as in *Index Medicus*, but full name be provided if it is not registered in the *Index Medicus*.

### 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)

## 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 ¥ 50,000–55,000 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.
- If data can be described in one or two sentences in the text, do not present them in a table.

Correspondence concerning editorial problems should be addressed to:

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(Revised 1 December 2015)