

Canadian Journal of Neurological Sciences

Proofreading Guidelines

Proofreading Goals

- Professional
- Consistency
- Concise
- Reputable

Check for completeness

By comparing the original Manuscript submitted by the author to the draft Article to be published in the CJNS.

Title Page

Is the following included within the title page:

- Title
- Authors
- Telephone, email and fax numbers
- Address for reprints
- The Department and institution is included for each author, initials are used for location of doc. Eg: Division of Neurology (WD), University of Calgary
- Do not use Titles such as Dr. Prof. etc or degrees such as MD, PhD etc.

Major Headings

There are typically three heading styles

- **PRIMARY HEADING** (Small Caps and Bold)
 - METHODS, MATERIALS AND METHODS, BACKGROUND, OBJECTIVES, PURPOSE, PATIENTS AND METHODS, BACKGROUND, RESULTS, CONCLUSIONS, CASE REPORTS, ACKNOWLEDGEMENTS, DISCUSSION, REFERENCES, DECLARATIONS

These are some of the main headings usually found in the Abstract. If none of the above heading are listed but secondary heading are under them then small caps and bold is used (at the visual discretion of the Production Coordinator). Secondary headings are to be in just bold and/or italics. This would be a visual thing and would be at the discretion of both the Production Coordinator and the authors copy.

Text

- **Do not to start a sentence with an abbreviation or numerals unless in the main title.**
- Check for:
 - Symbols
 - Omissions
 - Hyphenations
 - Correctness of grammar
 - Uniformity of spelling throughout (we accept American and English spelling).
 - Quotes are true " " not " "
 - Mark widows and orphans
- All figures and tables are referred to in text, including separate references to Figs A,B, etc.

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Proofreading Guidelines

- **Acronyms are defined on first appearance in text.**
NOTE: This rule does not apply abstracts. Take out either the long form or the acronym if it has been previously defined.
- Any acronyms in a table must be defined in the legend below it.
- **International System of Units (SI) are used** and the unit abbreviations are correct.
- Numbers
 - one to ten are written out
Note: Exception to this rule is a series of numerals e.g. 1, 2, 6, 12) Leave consistent.
 - 11 upwards are in numerals (this may not apply when lists of results are given or for quantities e.g. 4 ml)
 - All numerals are to be spelled out if at the beginning of a sentence.
- Examples of hyphenation used: Years-of-age, Year-old, Up-to-date etc.
- The words "Figure" and "Table" are not abbreviated and should begin with a capital letter. If there is only one table or figure it should be referred to as Figure or Table with no number.

Legends

- One for each Figure Listed, including reference to parts A, B etc. Ensure that the A, B, C are consistently placed on the figure on bottom left if possible.
- Need separate Figure legend at the end of text in manuscript and not on the actual figure.
- Ensure that figures or tables taken from other references are fully acknowledged. (Permissions must be obtained from publishers)

Acknowledgement

- Simplify language to read: the author thanks , not, the author wishes to

References

- References cited in text must appear in reference list and vice versa.
Note: Exceptions to this rule are personal communications and secondary sources, which are cited in text.
- If references fall within a table then the table must be placed in that area where references are listed.
- Must be in chronological order in the text.
- Make sure references are superscript and in order through text even if not listed that way in authors copy.
- Number usually follows directly after authors and not at the end of the sentence.
eg: Macleod et al found that ...
- Are listed in Reference List in order of their citation in the text, not alphabetically.
- Are in the correct format as given in "Information for Authors".
- No more than **six** authors are listed.
 - If less than six authors, list all six authors
 - If more than six authors, list first 3 authors followed by et al.

Please review section on Uniform Requirements for Manuscripts Submitted to BioMedical Journals: Sample Reference

Syntax

- No titles or degrees with any names
- MRI, CT, CSF are acceptable abbreviations that do not need defining.