

General Manuscript Specifications

Before submitting a manuscript, please gather the following information

- All Authors First Names, Middle Names/Initials, Last Names
- Author affiliations/Institutions
- Departments
- Phone and Fax Numbers
- Street Addresses
- E-mail Addresses
- Title and Running Title (you may copy and paste these from your manuscript) YOUR TITLE MUST BE UNDER 80 CHARACTERS (including spaces)

File Formats

- Manuscript files in Word, WordPerfect, or Text formats

Figures Ideal Resolution/Minimum Resolution

- Figures/Images in TIF, EPS, PDF, or JPG formats (400 KB minimum)
- Must follow high resolution formats below:
 - Line Bitmap 1200 dpi (ideal) 600 dpi (min)
 - Color photo CMYK 300 dpi (ideal) 200 dpi (min)
 - B/W halftone (black and white photo) Grayscale 300 dpi (ideal) 200 dpi (min)
 - Line/halftone Grayscale 600 dpi (ideal) 200 dpi (min)

Tables

- Tables accepted in XLS or DOC formats only.
- Type tables double-spaced on pages separate from the text.
- Provide a table number and title for each.
- Particular care should be taken in the preparation of tables to ensure that the data are presented clearly and concisely.
- Each column should have a short or abbreviated heading.
- Place explanatory matter in footnotes, not in the heading.
- Do not submit tables as photographs.

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Cover Letter

A cover letter is required and must state that the manuscript has not been published elsewhere, except in abstract form, and is not under simultaneous consideration by another journal.

Once a decision is made by the Editor on your manuscript, the Journal office will send you an Author Release form and a Conflict of Interest form only if your manuscript has been accepted for revision.

Abstracts

For articles that require abstracts either Structured (250 words) or Unstructured (150 words), see website for Manuscript Category specifications.

Articles with structured abstracts should be submitted under conventional headings of Objective Background, Methods, Results, Discussion, and Conclusions but other headings will be considered if more suitable.

Acknowledgements

Acknowledgements, including recognition of financial support, should be typed on a separate page at the end of the text.

The SI system (système international d'unités) should be used in reporting all laboratory data, even if originally reported in another system.

References

- References should be numbered in the order of their citation in the text. Those cited only in tables and legends for illustrations are numbered according to the sequence established by the first identification in the text of a particular table or illustration.
- Titles of journals should be abbreviated according to the style used in Index Medicus.
- List all authors when there are six or fewer; for seven or more, list only the first three and add "et al".
- Provide the full title, year of publication, volume number and inclusive pagination for journal articles.
- Unpublished articles should be cited as [in press]. Do not reference unpublished or "submitted" papers; these can be mentioned in the body of the text.
- Avoid "personal communications" and, if necessary, include them in the body of the text, not among the references.
- Reference citations should not include unpublished presentations or other non-accessible material.
- Books or chapter references should also include the place of publication and the name of the publisher.

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For Uniform Requirements for Sample References go to http://www.nlm.nih.gov/bsd/uniform_requirements.html.

Examples of correct forms of reference:

Journals

1. Rose ME, Huerbin MB, Melick J, et al. Regulation of interstitial excitatory amino acid concentrations after cortical contusion injury. *Brain Res.* 2002;935(1-2):40-6.

Chapter in a book

1. Meltzer PS, Kallioniemi A, Trent JM. Chromosome alterations in human solid tumors. In: Vogelstein B, Kinzler KW, editors. *The genetic basis of human cancer*. New York: McGraw-Hill; 2002. p. 93-113.

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- Photographs of recognizable persons must be accompanied by a signed release from the legal guardian or patient authorizing publication.

Conflict of Interest

Authors who have non-scientific or non-academic gain, whether it be financial or other, from publishing their article are responsible for declaring it to the Editor. Any financial interest, research grant, material support, or consulting fee associated with the contents of the manuscript must be declared to the Editor.

These guidelines apply to each author and their immediate families. Conflicts of interest are not necessarily wrong, nor do they necessarily change the scientific validity of research or opinion, but the Journal and readers should be aware of the conflict. If the Editor considers the conflict to compromise the validity of the paper, it will not be accepted for publication.

Authors, editorial staff and reviewers are asked to declare any relationship that would be considered as a conflict of interest whether or not they believe that a conflict actually exists.

Information that the Journal receives about conflict or potential conflict will be kept confidential unless the Editor or Associate Editor considers it to be important to readers. Such conflicts will be published in the author credits or as a footnote to the paper, with knowledge of the authors.

For detailed instructions regarding style and layout refer to "Uniform Requirements for Manuscripts Submitted to Biomedical Journals". Copies of this document may be obtained on the website <http://www.icmje.org>.

After the manuscript is submitted, you will be asked to select the order you would like the files to be displayed in a merged PDF file that the system will create for you.

Next, you will be directed to a page that will allow you to review your converted manuscript. If the conversion is not correct, you can replace or delete your manuscript files as necessary.

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You may also add additional files at this time. After you have reviewed the converted files, you will need to click on "Approve Converted Files." This link will have a red arrow next to it. Throughout the system, red arrows reflect pending action items that you should address.

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If you need additional help, you can click on the help signs spread throughout the system. A help dialog will pop up with context-sensitive help.

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After you approve your manuscript, you are finished with the submission process.

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Logging into the AllenTrack system with your password

Clicking on the link represented by your manuscript tracking number and abbreviated title

Clicking on the "Check Status" link at the bottom of the displayed page

This procedure will display detailed tracking information about where your manuscript is in the submission/peer-review process.

Specific Manuscript Category Specifications

Please download the appropriate Specific Manuscript Category Specifications from the CJNS Website.

Manuscript Categories include:

- Review Article*
- Original Article*
- Historical Article*
- Editorial
- Neuroimaging Highlights*
- Critically Appraised topics (CATs)
- Brief Communications
- Reflections
- Obituary
- Letters to the Editor
- Medical Hypothesis
- Commentary
- Experimental Neuroscience
- Autobiographies (by invitation only)
- In the Spotlight: Featuring Resident and Fellow Authors (January 2012)
- Transaction Neuroscience (January 2012)

* preferred Manuscript Category

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Starting

The manuscript submission process starts by pressing the "Submit Manuscript" link. Please make sure you have gathered all the required manuscript information listed above BEFORE starting the submission process.

<http://cjns.allentrack.net/cgi-bin/main.plex>

To view and download General Manuscript Specifications, applicable to all Manuscript Categories, in addition to the specifications of a specific Manuscript Category, please visit <http://www.cjns.org> and click the "Authors" tab on the right side of the Journal website.



<http://cjns.allentrack.net/cgi-bin/main.plex>