

# Instructions for Authors

## *Neurotherapeutics*<sup>®</sup>

### **Editorial Policy**

*Neurotherapeutics*<sup>®</sup> is the official journal of the American Society for Experimental NeuroTherapeutics (ASENT). The journal publishes original research articles and invited topical reviews relating to the treatment of neurological disorders. *Neurotherapeutics*<sup>®</sup> appears quarterly in print and online. Original research articles are posted online in advance of print after copyediting and proofing.

### **Audience**

Researchers and practitioners in the field of neurotherapeutics including neurologists, neurosurgeons, psychiatrists, and pain specialists, as well as basic scientists, and individuals from academia, advocacy, government, and industry.

### **Invited Thematic Reviews**

Each quarterly issue of the journal includes a series of invited review articles relating to a specific topical theme. The selection of manuscripts is made by one or more designated guest editors, who also organize peer review. Unsolicited review articles will not be considered. Manuscripts for invited reviews should be uploaded according to the online submission instructions given below.

### **Original Articles**

Original research articles may be submitted for consideration at any time.

Submission of a manuscript implies that the work described has not been published previously, except in the form of an abstract or briefly in a review article; that it is not under consideration for publication in another journal; and that its publication has been approved by all co-authors, if any, as well as by the responsible authorities – tacitly or explicitly – at the institution where the work has been carried out.

Authors are responsible for obtaining approval to republish copyrighted material. The publisher does not defray any associated costs and will not be held legally responsible should there be any claims for compensation due to copyright infringement or plagiarism.

### **Review process**

With submission, authors should provide the name and contact information, including email addresses, of at least three possible reviewers who are familiar with the subject area and who have the expertise to critically evaluate the submission. The Editorial Office may make use of the authors' suggested reviewers or may make its own assignments.

### **Review Articles**

#### **Timeline**

Because *Neurotherapeutics*<sup>®</sup> volumes are topic specific and are published according to a strict schedule it is very important that authors adhere to the deadlines as communicated by the *Neurotherapeutics*<sup>®</sup> Editorial Office or designated guest editor(s).

## **Review process**

With submission, authors should provide the name and contact information, including email addresses, of at least three possible reviewers who are familiar with the subject area and who have the expertise to critically evaluate the submission. The Editorial Office may make use of the authors' suggested reviewers or may make its own assignments.

## **Preparation of Manuscripts**

### **Organization of Submitted Manuscripts**

Manuscript files must contain a title page, summary, corresponding author information, section headings where appropriate, Acknowledgments, References, Table and Figure Legends, in addition to separate artwork files for figures (see instructions for artwork detailed below).

It is acceptable to embed actual size digital images in the manuscript text within the list of figure captions, above the corresponding caption. This is useful for reviewers. If the original figure represents a large size, high resolution file, it is advisable to reduce the image file size before embedding. Even if figures are embedded for the convenience of reviewers, separate files containing the full resolution production-quality images must be uploaded to the journal web site.

Invited review articles should fall in the range of 20-25 double-spaced pages (full review articles), or 6 double-spaced pages (guest editors' editorials) in a single word processing document (MS Word) including all figures, tables and references, unless otherwise instructed by the guest editors.

### **Title Page**

The title page must include:

- The name(s) of all authors (first name, middle initial, surname)
- A concise and informative title
- The affiliation(s) and address(es) of the author(s) and their institutions, departments or organizations (use the following symbols in this order: \*, †, ‡, §, ¶, ||, #, \*\*, ††, ‡‡, §§, ¶¶, || ||, ##).
- Article type (invited review or original research); if invited review, state issue theme
- The e-mail address, telephone and fax numbers of the corresponding author
- A running title (not to exceed 40 characters)

### **Summary**

A summary of 150 to 250 words must be provided. The summary should be unstructured and should not contain any undefined abbreviations. References should not be included in the summary.

### **Key Words**

Please provide 5 or 6 Key Words which can be used for indexing purposes.

## **Text**

### **Preparation of manuscripts**

- Manuscripts should be submitted in Microsoft Word (.doc) or RTF (.rtf) file format.
- All text should be double-spaced (including references, tables, and legends).

- For original articles, subheadings of Introduction, Methods, Results, and Discussion should be used.
- Margins should be 1 inch wide.
- Use the automatic page numbering function to number the pages.
- Use a traditional serif or sans serif font for text, at least 11.5 point. Times New Roman and Arial are acceptable.
- The following sections should begin on separate pages: title page, summary/key words, references, acknowledgments, each table, and figure legend.
- Major heading and up to two levels of subheadings are permitted. Headings are set in bold type. If there are any subheadings of the article, the level of heading (major, minor, subminor) should be clear from the formatting.
- Use italics for emphasis; do not underline.
- Do not use field codes.
- Use tab stops or other commands for indents; do not use multiple spaces to indent.
- Use the table function to make tables; do not embed spreadsheets.
- Use the equation editor or MathType for equations. (Note: If you use Word 2007, do not create the equations with the default equation editor but use the Microsoft equation editor or MathType instead. Manuscripts with mathematical content can also be submitted in LaTeX.)

### **Abbreviations**

Abbreviations should be defined at first mention and used consistently thereafter. Abbreviations should not be used only once unless it seems necessary for clarity

### **Footnotes**

Footnotes may be used to give additional information, which may include a citation to a reference included in the reference list. They should not consist solely of a reference citation, and they should never include the bibliographic details of a reference. They should also not contain any figures or tables. Footnotes to the text are numbered consecutively; those to tables should be indicated by superscript lower-case letters (or asterisks for significance values and other statistical data). Always use footnotes instead of endnotes.

### **Acknowledgments**

Acknowledgments of people, grants, funding sources, etc., should be placed in a separate section before the reference list. The names of funding organizations should be included in this section and written in full. Please include the sentence: Full conflict of interest disclosure is available in the electronic supplementary material for this article.

## **References**

### **Citation**

Reference citations in the text should be identified in numerical order in the text using Arabic numbers within brackets.

*Some examples:*

- Negotiation research spans many disciplines [1].
- This result was later contradicted by Becker and Seligman [2].
- This effect has been widely studied [1-3].

### **Reference list**

The list of references should only include works that are cited in the text and that have been published or accepted for publication. Personal communications and unpublished works should only be mentioned in the text and permission for their use must be obtained. **Do not use footnotes or endnotes as a substitute for a reference list.**

Entries in the reference list should be double-spaced and numbered consecutively in the order of first citation within the text.

References should follow the Vancouver style format. All authors should be quoted for papers with up to six authors; for papers with more than six authors, list the first six followed by 'et al.'. Articles that have been accepted for publication but not yet published should be listed as "in press".

*Neurotherapeutics*<sup>®</sup> reference format:

- If there are more than six authors, the bibliography should list only three authors followed by *et al.*
- Journal name is **not** underscored or italicized, and should be followed immediately by publication year, volume number, colon, page numbers (see example below).
- Always use the standard abbreviation of a journal's name according to the ISSN List of Title Word Abbreviations, see <http://www.issn.org/2-22661-LTWA-online.php>
- References are numbered in the order of citation in the text and should appear in the text as Arabic numbers in brackets
- When the authors name is referred to in the text, the citation should be closely positioned to the author's name. Thus avoid "Smith et al. found that . . . [47]" and instead use "Smith et al. [47] found that...".
- The reference list must be double-spaced, as is the body of the manuscript.
- Ensure that references are listed in order of presentation in the text and that all references are cited.
- Do not provide issue number of a journal article

Examples:

***Journal article***

Krupp LB, Elkins LE. Fatigue and declines in cognitive functioning in multiple sclerosis. *Neurology* 2000;55:934-939.

***Published abstract***

van den Bent MJ, Keime-Guibert F, Brandes AA, Taphoorn MJB, Eskens FALM, Delattre J-Y. Temozolomide chemotherapy in recurrent oligodendroglioma. *Neurology* 2000;54 (suppl 3):A12. Abstract.

***Unpublished material***

Mark MH, Dickson DW, Schwarz KO, et al. Familial diffuse Lewy body disease. Presented at the 10th International Symposium on Parkinson's Disease; October 19, 1991; Tokyo.

***Letter***

Neurology Assessment Panel. Assessment of neuropsychological testing. *Neurology* 1997;49:1183-1185. Letter.

***Online book or website***

Garrow A, Weinhouse G. Anoxic brain injury: assessment and prognosis. In: UpToDate Cardiovascular Medicine [online]. Available at: [www.UpToDateInc.com/card](http://www.UpToDateInc.com/card). Accessed February 22,

2006.

***Online journal article***

Miyamoto O, Auer RN. Hypoxia, hyperoxia, ischemia, and brain necrosis. *Neurology* [serial online] 2000;54:362-371. Available at: [www.neurology.org](http://www.neurology.org). Accessed February 23, 2006.

***Monograph in electronic format***

Chee M, Chiappa K. *Waveguide: an EEG atlas on CD-ROM*. Philadelphia: Lippincott Williams & Wilkins, 1998.

***Computer file***

EMG analyzer software [computer program]. Version 1.0. Tustin, CA: B & L Engineering, 1998.

***Online Correspondence***

Henderson VW, Drachman DA. Dementia and voter competence [electronic response to Swerdloff, Post-election anecdote]. *Neurology* 2002. <http://www.neurology.org/cgi/eletters/58/7/995> (accessed 21 May 2002).

**Cross-citation**

For invited reviews only it may be appropriate to cite one or more of the other articles in the dedicated volume. This will produce flow among the articles and cohesiveness to the volume. When another paper in the issue is cited the author should include the source in the numbered reference list and provide as much detail of the title and authors of the paper as is known, so that the Production Editor can complete the actual page range when the issue is compiled. To facilitate cross-citation, the guest editors will provide a table of contents to authors a few weeks before the due date of the manuscript.

**Tables**

- All tables are to be numbered using Arabic numerals (example: Table 2).
- Tables should always be cited in text in consecutive numerical order.
- For each table, please supply a title. Most figures will also have a caption (situated below the table body) that explains the components of the table.
- Identify any previously published material by giving the original source in the form of a reference at the end of the title.
- Footnotes to tables should be indicated by superscript lower-case letters (or asterisks for significance values and other statistical data) and included in the caption.

**Artwork**

- Color art is free of charge for online publication and is free in print for invited reviews.
- Authors must submit all artwork electronically.
- Indicate which graphics program was used to create the artwork.
- For vector graphics, the preferred format is EPS or PDF; for bitmaps or halftones, please use TIFF or PNG format. PDF or Microsoft Office files are also acceptable as long as they are of sufficient resolution.
- Vector graphics containing fonts must have the fonts embedded in the files.
- Name your figure files with "Fig" and the figure number, e.g., Fig1.eps.
- Multipart figures to be assembled by the publisher must be clearly identifiable by the file names: fig1A.tif, fig1B.tif, Fig1C.tif, etc. The physical labels (A, B, C, etc.) will be added by the publisher.

- Resolution should be 300 dpi for images and 1200 dpi for line art.
- For optimal results, scaling, rotation, and cropping should be done using an image editing program (such as Adobe Photoshop) rather than a page layout program. All images must be easily readable and have good contrast. To ensure clarity fonts and type size should be uniform among the parts of a multipart figure, and among all of the figures within a manuscript.
- Titles and legends should not appear within the figure file, but should be provided in the list of captions included in the manuscript.

### **Line Art**

- Definition: Black and white graphic with no shading. The best way to produce line art is in vector format (for example, with Adobe Illustrator). Vector art should be saved as an .eps or as a separate .pdf file. (Do not use .pdf files to transmit manuscript text!) Line art can also be produced as a bitmap with a minimum resolution of 1200 dpi and saved in .tif or .png format.
- Do not use faint lines and/or lettering and check that all lines and lettering within the figures are legible at final size.
- All lines should be at least 0.1 mm (0.3 pt) wide.
- Vector graphics containing fonts must have the fonts embedded in the files, unless the fonts are standard such as Ariel or Helvetica.

### **Halftone Art**

- Definition: Photographs, drawings, or paintings with fine shading, etc.
- If any magnification is used in the photographs, indicate this by using scale bars within the figures themselves.
- Halftones should have a minimum resolution of 300 dpi.

### **Combination Art**

- Definition: a combination of halftone and line art, e.g., halftones containing line drawing, extensive lettering, color diagrams, etc.
- Combination artwork should have a minimum resolution of 600 dpi.

### **Color Art**

- Color art is free of charge for online publication and is free in print when color is deemed necessary by the editors
- If black-and-white will be shown in the print version, make sure that the main information will still be visible. Many colors are not distinguishable from one another when converted to black and white. A simple way to check this is to make a photocopy to see if the necessary distinctions between the different colors are still apparent.
- If the figures will be printed in black-and-white, do not refer to color in the captions.
- Color illustrations should be submitted as RGB (8 bits per channel).

### **Lettering Within Figures**

- It is best to use a sans serif font such as Arial or Helvetica for lettering.
- Keep lettering consistently sized throughout your final-sized artwork, usually about 2–3 mm high (8–12 pt).
- Variance of type size within an illustration should be minimal; e.g., do not use 8-pt type on an axis and 20-pt type for the axis label.
- Avoid effects such as shading, outline letters, etc.

### Figure Numbering

- All figures are to be numbered using Arabic numerals. Do not include the numbers within the artwork itself.
- Figures should always be cited in the text in consecutive numerical order.
- Figure parts should be denoted by lowercase letters (a, b, c, etc.).

### Figure Captions

- Each figure should have a concise caption describing accurately what the figure depicts. Include the captions in the text file of the manuscript as a figure legend, not in the artwork figure file. Note that as discussed above it is acceptable to embed actual size artwork above each caption for the benefit of reviewers.
- Figure captions begin with the term “**Fig.**” in bold type, followed by the figure number, also in bold type.
- No punctuation is to be included after the number, nor is any punctuation to be placed at the end of the caption.
- Identify all elements found in the figure in the figure caption; and use boxes, circles, etc., as coordinate points in graphs.
- Identify previously published material by giving the original source in the form of a reference citation at the end of the figure caption (see “Permissions” section below).

### Figure Placement and Size

- We prefer that your figures be submitted actual size. When preparing your figures, it is best to size figures to fit in the width of 1 column. If the figure cannot be sized to a single column, it is acceptable to size to 1.5 or the full 2 column width.
- Each figure should be sized (column width and depth) to one of the following as desired for printing:
  - 1 column: 19 picas (approx. 3 1/8 inches or 7.94 cm) wide
  - 1.5 columns: 28.5 picas (4 3/4 inches or 12.07 cm) wide
  - 2 columns: 40 picas (6 5/8 inches or 16.83 cm) wide

### Permissions

If you include figures that have already been published elsewhere, you must obtain permission from the copyright owner(s) for both the print and online format. Please be aware that some publishers do not grant electronic rights at no charge (free) and that Springer is unable to refund any costs that may have occurred to receive these permissions. In such cases, material from other sources should be used.

### Accessibility

In order to give people of all abilities and disabilities access to the content of your figures, please make sure that:

- All figures have descriptive captions (so that blind users can use text-to-speech software or a text-to-Braille hardware)
- Patterns are used instead or in addition to colors for conveying information (so that color-blind users are able to distinguish the visual elements)

### Conflict of Interest

When authors submit a manuscript they are responsible for disclosing all financial and personal relationships that might bias their work (e.g., consultancies, stock ownership, equity interests, patent-licensing arrangements).

The journal abides by the Uniform Requirements for Manuscripts Submitted to Biomedical Journals of the International Committee of Medical Journal Editors. Information is available at: <http://www.icmje.org/>

All authors are required to complete a ICMJE uniform disclosure form (PDF format) available at the below web site. Acknowledgments of people, grants, funding sources, etc., should be placed in a separate section before the reference list. The names of funding organizations should be included in this section and written in full. Please include the sentence: "Full conflict of interest disclosure is available in the electronic supplementary material for this article." Published articles will include a link to the completed form in the Acknowledgements section.

[http://www.icmje.org/coi\\_disclosure.pdf](http://www.icmje.org/coi_disclosure.pdf)

Investigators must disclose potential conflicts to study participants and should state in the Methods section of the manuscript whether they have done so.

Reviewers or editorial staff having potential conflict of interest will be required to disclose conflict of interest and/or remove themselves from review of manuscript.

## **Protection of Human Subjects Research**

When reporting experiments with human subjects, authors should indicate whether the procedures followed were in accordance with the ethical standards of the responsible committee on human experimentation (institutional and national) and with the Helsinki Declaration of 1975, as revised in 2000 (World Medical Association Declaration of Helsinki 2000). If doubt exists whether the research was conducted in accordance with the Helsinki Declaration, the authors must explain the rationale for their approach, and demonstrate that the institutional review body explicitly approved the doubtful aspects of the study. The institutional review board should be identified in the Methods section or other appropriate section.

## **Human Subject Informed Consent**

Studies with human subjects are required to state in the manuscript that all subjects gave their consent to the study in accordance with the informed consent regulations of the institution where the research was conducted.

## **Protection of Animals in Research**

When reporting experiments using animals, authors should indicate whether the institutional and national guide for the care and use of laboratory animals was followed. The institutional Animal Care and Use Committee should be identified in the Methods section or other appropriate section.

## **Online Manuscript Submission**

Authors should submit their manuscripts using the journal's online submission system. Electronic submission substantially reduces the editorial processing and reviewing times and shortens overall

publication times. Our online manuscript submission and review system offers authors the option to track the progress of the review process of manuscripts in real time. Please follow the hyperlink “Submit online” on the right and upload all of your manuscript files following the instructions given on the screen.

<http://www.editorialmanager.com/nerx/>

Should you encounter any difficulties while submitting your manuscript, please contact the Publishing Editor via the “Contacts” link at the right of the journal homepage

## **Accepted Submissions**

Upon acceptance of your article you will receive a link to the special Author Query Application at Springer’s web page where you can sign the Copyright Transfer Statement online and indicate whether you wish to order OpenChoice and offprints. Once the Author Query Application has been completed, your article will be processed and you will receive the proofs.

### **Open Choice**

In addition to the normal publication process (whereby an article is submitted to the journal and access to that article is granted to customers who have purchased a subscription), Springer now provides an alternative publishing option: Springer Open Choice. A Springer Open Choice article receives all the benefits of a regular subscription-based article, but in addition is made available publicly through Springer’s online platform SpringerLink. We regret that Springer Open Choice cannot be ordered post facto for published articles. Springer Open Choice  
[<http://springer.com/openchoice>]

### **Copyright transfer**

Authors will be asked to transfer copyright of the article to the Publisher (or grant the Publisher exclusive publication and dissemination rights). This will ensure the widest possible protection and dissemination of information under copyright laws. Articles where authors opt to pay for Open Choice do not require transfer of copyright as the copyright remains with the author. In opting for open access, they agree to the Springer Open Choice License.

### **Proofreading**

The purpose of the proof is to check for typesetting errors and the completeness and accuracy of the text, tables and figures. Substantial changes in content, e.g., new results, corrected values, title and authorship, are not allowed without the approval of the Editor. After online publication, further changes can only be made in the form of an Erratum, which will be hyperlinked to the article.

### **Offprints**

Offprints can be ordered by the corresponding author.

### **Color illustrations**

Publication of color illustrations is free of charge.

### **Author Proofs and Proofreading**

The purpose of the proof is to check for typesetting or conversion errors and the completeness and accuracy of the text, tables and figures. Substantial changes in content, e.g., new results, corrected values, title and authorship, are not allowed without the approval of the Editor. After online publication, further changes can only be made in the form of an Erratum, which will be hyperlinked to the article.

**Online First**

The article will be published online after receipt of the corrected proofs. This is the official first publication citable with the DOI. After release of the printed version, the paper can also be cited by issue and page numbers.