# Instructions for Authors

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Click on any item in blue throughout these instructions to link to a section or website.

updated 1/2013
INSTRUCTIONS FOR AUTHORS

The Journal of Neurosurgery, Journal of Neurosurgery: Pediatrics, Journal of Neurosurgery: Spine, and Neurosurgical Focus are dedicated to the publication of original works relating to neurosurgery, including studies in clinical neurophysiology, organic neurology, ophthalmology, radiology, pathology, and molecular biology. The Editors and Editorial Boards encourage submission of clinical and laboratory studies. Other manuscripts accepted for review include technical notes on instruments or equipment that are innovative or useful to clinicians and researchers in the field of neuroscience, papers describing unusual cases, manuscripts on historical persons or events related to neurosurgery, and reviews. Letters to the Editor should reference the title and publication date of the article discussed. Editors are solicited by the Editors; unsolicited editorials will be returned without consideration.

Submitted manuscripts must be original and not published previously. Publication of the abstract alone (such as in meeting proceedings) does not preclude submission of a manuscript. Deposit of manuscripts on a preprint server is considered prior paper publication and disallows submission of a manuscript. All submissions are screened by iThenticate® Professional Plagiarism Prevention.

All submitted manuscripts undergo vigorous peer review by experts in the field.

Manuscripts and Letters to the Editor must be submitted online through one of our electronic submission websites. The following submission websites are available 24 hours a day.

- Neurosurgical Focus: http://focus.msubmit.net

Separate accounts are not required for each submission site; the login name and password will work for all Journal of Neurosurgery Publishing Group (JNSPG) submission sites. Authors should submit their manuscript to the submission site of the intended journal.

A Manuscript Template is available for formatting guidance. Manuscripts must be submitted as Microsoft Word files. Please upload the entire manuscript as 1 file (title page, abstract, text, reference section, and figure legends).

SUBMISSIONS THAT DO NOT MEET THE REQUIREMENTS OUTLINED IN THESE INSTRUCTIONS WILL BE RETURNED TO THE CORRESPONDING AUTHOR FOR CORRECTION.

Please see Common Errors in Manuscript Preparation on page 14.

FILES FOR SUBMISSION

Initial Submission

- COVER LETTER
- MANUSCRIPT — Microsoft Word document
- FIGURES — each figure should be submitted as a separate file (acceptable formats: TIFF, JPEG, GIF [new submissions only])
- TABLES — all tables should be created in Microsoft Word using the Table function. Save all tables in a single file.

In addition to the required files, the submitting author must be able to provide the following information at submission of all manuscript versions:

- Authors: first and last names, middle initial(s), degrees, postal addresses, telephone and fax numbers, and valid email addresses
- Manuscript detail information: title, abstract, running title, and key words (these can be copied and pasted from your manuscript file)
- as well as the following if appropriate:
  - name of institutional review board (IRB)/ethics committee and the human subjects assurance number or equivalent identifier
  - name of clinical trial registry and registration number
  - name of local institutional animal care and use committee (IACUC) and the approval number or equivalent assigned to the study
  - name and type of database repository (microarray, high-resolution structural data, nucleotide sequences) as well as accession number

Submission of Revised Manuscript or at the Request of the Editor

- COVER LETTER (with detailed responses to reviewers) and REVISED MANUSCRIPT (with tracked changes), FIGURES, and TABLES. In addition to the required files, each author of the manuscript will be required to complete the Copyright Assignment and Conflict of Interest forms. A link to complete these forms electronically will be emailed to each author at the time that a revision is requested. Each author must complete and submit the forms before the revised manuscript will be considered for publication. Note: The corresponding author should verify that all of the coauthors’ emails are valid in the submission site.

New submission and revision checklists are available for authors. These forms can be downloaded from the “Instructions & Forms” section on the “Author Instructions” page. The forms are for authors’ personal use and should not be submitted with the manuscript.

COVER LETTER AND SUBMISSION STATEMENT

A cover letter must be included with each submission stating that the manuscript has not been previously published in whole or in part or submitted elsewhere for review. Manuscripts may not be submitted to more than 1 JNSPG journal at 1 time and cannot be published in more than 1 of our journals.

MANUSCRIPT PREPARATION

Authors are encouraged to review guidelines for writing medical/scientific articles before they prepare manuscripts for any scholarly journal. Two valuable guidelines are the Uniform Requirements for Manuscripts Submitted to Biomedical Journals (http://www.icmje.org/urm_main.html) by the International Committee of Medical Journal Editors (ICMJE) and the EASE Guidelines for Authors.
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and Translators of Scientific Articles to be Published in English (http://www.ease.org.uk/guidelines/index.shtml) by the European Association of Science Editors (EASE).

Various types of manuscripts may be submitted to the JNSPG: clinical articles, laboratory investigations, case reports, case illustrations, technical notes, literature reviews, editorials (solicited only), special topics (such as historical vignettes or obituaries), and special articles (solicited only). The following sections contain formatting rules for clinical articles and laboratory investigations; many of these rules are applicable to other types of articles as well. Exceptions to these rules that are specific to other types of articles format can be found in the section Formatting for Other Types of Articles.

Title Page: The first page of the manuscript must contain the following:
• manuscript title
• complete names of all coauthors with each author’s name followed by his/her highest academic degree(s) (see Authors and Contributors in Special Considerations to determine if all coauthors meet the criteria for authorship of the manuscript). If 2 or more authors contributed equally to the study/manuscript, note this and place an asterisk after the name of each of these authors.
• department and institution to which each author belongs (use superscripted numbers to identify which author belongs to which department and institution) as well as the city, state or province, and country in which the institution resides
• designated corresponding author’s name, mailing address, telephone and fax numbers, and email address (see Authors and Contributors in Special Considerations for a description of the responsibilities of the corresponding author)
• 3 to 6 key words identifying the work
• running head consisting of no more than 65 characters/spaces
• all sources of financial and material support including the following: 1) names of the granting organizations; 2) applicable grant or contract numbers; 3) names of each author who received specific funding; and 4) specific material support given
• a note stating where and when any portion of the contents of the paper may have been presented (not published) previously

example: Portions of this work were presented in abstract form/in poster form/as proceedings at the First International Conference on Neurosurgical Rehabilitation, World Federation of Neurosurgical Societies, Münster, Germany, July 8, 1999.

Abstract: The manuscript must contain an abstract comprising a maximum of 450 words. Abstracts for clinical and laboratory studies should contain separate sections entitled Object (the goals of the study), Methods (methods used to achieve the study goals), Results (results/findings of the study), and Conclusions (conclusions drawn from the work). Abstracts for case reports, technical notes, historical vignettes, and other manuscripts should not be separated into sections. These abstracts should begin with a simple and clear statement of the paper’s purpose followed by appropriate details that support the authors’ conclusions. If your paper involves a clinical trial, provide the registration number of the clinical trial and the name and URL of the registry where it can be found at the end of the Abstract.

Key Words: Key Words should include 3 to 6 words or phrases to assist indexing and retrieval of the work.

Text: Most articles should be divided in order into Introduction, Methods, Results (or Summary of Cases), Discussion, and Conclusions. Use subheadings within these sections if they improve the organization of the report and its readability.

Introduction: In this untitled section state the purpose of the study reported and, when appropriate, concisely summarize the rationale for the undertaking. Reference major background reports but do not review in detail the pertinent literature; such a review belongs in the Discussion section.

Methods: Enough details should be furnished for the reader to understand the method(s) used in the study described. It is appropriate to refer to a previous work if the methods have been reported there in detail; however, this section should include enough information for the reader to gain an understanding of the method(s) without reference to another work.

If you are reporting a study involving humans, document approval of the study by the local institutional review board (IRB) and state that informed consent was obtained. If the study is an interventional clinical trial (see the section on studies involving humans in Special Considerations), provide the registration number of the clinical trial and the name and URL of the registry where it can be found in which it is listed. In general, no data or images leading to the identification of patients or healthy volunteers should be presented in the manuscript. If identifying data or images are deemed essential to the manuscript and included, the manuscript must be accompanied by a signed release form from the patient/volunteer or person authorized to give consent, which permits publication in both print and electronic versions of the specific journal to which you are submitting your manuscript. The form can be downloaded from the “Instructions & Forms” section on the “Author Instructions” page.

The standards to which animal studies must adhere are detailed in Guide for the Care and Use of Laboratory Animals (Institute for Laboratory Animal Research, National Research Council. Washington, DC: National Academy Press, 1996). When reporting experiments on animals, indicate that the study was performed in accordance with those standards and provide enough information to show clearly that the animals were handled in a humane fashion.

Editorial Board members reserve the right to judge the appropriateness of studies involving humans and animals. See Special Considerations for additional information on submitting manuscripts on experiments involving animals, studies involving humans, and patient confidentiality.

As a condition of publication, authors must agree to share the methods, materials, and data necessary to reproduce laboratory experiments and clinical trials and to verify their study’s results. See Sharing of Resources and Data in Special Considerations.

Results: In the Results section concisely summarize the study findings, listing them in the order established in the Methods section. The Results section should be devoted solely to the findings of the current report and not refer to previous investigations.

Discussion: In the Discussion section concisely emphasize major findings of the study and their significance. Do not repeat information presented in the Methods and Results sections.
sections. It is important in the Discussion section to use subheadings so that the reader can follow the authors’ train of thought.

Conclusions: In the Conclusions section restate the major findings of the study and address these findings’ potential clinical implications and/or applications.

Acknowledgments: This section provides a place to acknowledge people who have contributed to the study but do not fulfill all the criteria for authorship (see Authors and Contributors in Special Considerations). Examples include lab technicians, data collectors, and medical editors. It is particularly important to include any employees from sponsoring agencies or industries who have contributed to the work. Specify what type of contribution each person made to the study. The corresponding author must obtain written permission from contributors prior to including their names in this section AND must be able to furnish the Editorial Office with this permission if requested.

Disclosure: Include a section in the paper in which you state whether a potential conflict of interest—financial, personal, or professional—exists or could be construed as existing. If no conflict of interest exists or is specified, a Disclosure section will be added to the manuscript with the following statement: “The authors report no conflict of interest concerning the materials or methods used in this study or the findings specified in this paper.”

Figure Legends: Authors must include figure legends to accompany their figures. These legends should not repeat information found within the text. Instead, legends should state what type of figure is shown (for example, magnetic resonance image, Northern blot, photomicrograph, or bar graph), important features or findings in the figure, and definitions of abbreviations and/or labels. Descriptions of the figure should be given in the present tense. Legends accompanying photomicrographs must list the staining technique used and the original magnification (for example, “Masson trichrome, original magnification × 200”). Figures containing electron micrographs should contain a bar and a legend that indicates the distance that bar represents (for example, “Bar = 5 μm.”) or a statement specifying the original magnification. The figure legends should be placed at the end of the manuscript following the Reference section.

Formatting for Other Types of Articles

Case Reports: These articles focus on 5 cases or fewer. Major sections include Introduction (not titled), Case Report(s), and Discussion. There is generally no Conclusions section. Inclusion of subheadings in the Case Report(s) section (such as History, Examination, Operation, Pathological Findings, and Postoperative Course) are encouraged. All other submission and formatting requirements apply.

Case Illustrations: These short (250 word limit), 1-page articles focus on interesting aspects of a case and generally do not include a discussion of the literature. Case illustrations are limited to the following: 1) a title not to exceed 55 characters including spaces; 2) a concise statement/paragraph outlining the purpose of the investigation and the principal findings or conclusions (a total of 250 words or fewer); an abstract, tables, and subheadings are not acceptable; 3) a maximum of 5 references; and 4) a maximum of 4 figure parts. All other submission and formatting requirements apply. Note: Do not exceed the word and figure part limitations.

Technical Notes, Literature Reviews, Historical Vignettes, Obituaries, Etc.: Authors should supply an Abstract, Introduction, Methods section (if appropriate), and additional sections as needed. All other submission and formatting requirements apply, and there is no word limit for these article types. Note: The JNSPG only publishes obituaries for former Editors and Editorial Board members.

References

All references must be alphabetized by the first author’s last name and cited in text in superscripted numbers. The first six author names should be listed and followed by “et al” if appropriate. Abbreviations should conform to the style of MEDLINE. Acceptable references are those published and considered “widely available.” If the references are not properly formatted, the manuscript will be returned to you for correction.

The following items should not be included in the Reference section:

- software
- equipment manuals/drug information
- secondary citations

Items that are not acceptable in the Reference section and must be cited in the text as unpublished data include:

- proceedings, posters, and presentations from meetings unless they have been published in a journal or book of abstracts — cite in parentheses in text with meeting information

  example: (Gilbertson S, Ischebeck W: Music therapy in neurosurgical rehabilitation. Paper presented at the First International Conference on Neurosurgical Rehabilitation, World Federation of Neurosurgical Societies, Münster, Germany, July 8, 1999)

- personal communications — cite the name of the person in parentheses along with the year in which the communication occurred (Note: The corresponding author must obtain written permission from persons listed here AND must be able to furnish the Editorial Office with this permission if requested.)

  example: (T Jones, personal communication, 2012)

- manuscripts or a portion of the data therein that have been submitted to a journal, but not yet accepted

  example: (T Jones et al., unpublished data)

Verification

Although authors are responsible for the content of their references, it is our policy to verify the completeness and accuracy of all references. This occurs during the editing process. If a reference is unavailable to us, we will contact you and request a copy for verification. To avoid delays in the publication of a manuscript, these requests must be answered in a timely manner. If you cannot provide the requested verification, the reference will be removed. Note: Please ensure that ALL references cited in the paper are included in the Reference section, including references that are cited only in tables.
Examples of Appropriate Reference Styling


**Letter:** King JT Jr: Doppler ultrasound prediction of ischemic deficit. *J Neurosurg* 81:503, 1994 (Letter)


**Neurosurgical Focus:** Cohen DB: Infectious origins of cauda equina syndrome. *Neurosurgical Focus* 16(6):E2, 2004

**Journal in which article was published online ahead of print:** Albanese E, Russo A, Quiroga M, Willis RN Jr, Mercile RA, Ulm AJ: Ultrahigh-dose intraarterial infusion of verapamil through an indwelling microcatheter for medically refractory severe vasospasm: initial experience. Clinical article. *J Neurosurg* [epub ahead of print October 30, 2009. DOI: 10.3171/2009.9.JNS0997]


**Tables**

Tables should be created using the table formatting and editing feature of Microsoft Word (using “Insert Table”). Tables must be editable; graphic objects cannot be edited in Word and will not be accepted. The data in tables should be presented as cell-based, with the appropriate number of columns and rows. Tabs should not be used within cells, or in place of columns. **Note:** We are unable to format tables imported into Microsoft Word as PICT files. We are also unable to accept tables created in Excel or other spreadsheet programs, or tables created in PowerPoint or other presentation programs.

Tables should be grouped into 1 file with each table on its own page; **do not** submit tables as separate files or as part of the manuscript file. Cite all tables in text and number them accordingly. Each table must have a title, and any abbreviations used (including symbols) should be defined in the table legend and listed in alphabetical order. Correct scientific notation should be used for all numerical data.

**Literature Review Tables:** For tables that provide a review of the literature, references should be listed in the first (left) column by first author’s last name, et al. (if necessary), and the year of publication. Do not use numbers to cite references in the table. All references listed in a literature review table must also be listed in the Reference section of the manuscript. See the literature review example table on page 14.

**Figures**

To ensure the highest-quality reproduction of your figures, please carefully follow these instructions. Examples of publication-quality figures are given on pages 12–13. **Note:** It is the responsibility of the authors to provide publication-quality, high-resolution images with their revision submission or at the request of the Editorial Office. The JNSPG is not responsible for the quality of images in print if the figures do not meet our requirements. If you have questions, please consult a graphics specialist.

**File Requirements:** Acceptable formats include TIFF, JPEG, and GIF (GIF files are low resolution and should be used for peer-review submissions only). If saving as JPEG, ensure that compression has been set for maximum quality (minimal compression). Each figure should be submitted as a separate file, with the figure number as the file name (i.e. Fig1.jpg). Figures with more than 1 part should be combined by the authors in the correct orientation. Letters should only be used to designate figure parts for figures with more than 2 parts.

The submission website will not accept certain file types; please verify that the PDF conversion of your digital figures is identical to the uploaded images.

**Peer-Review Submission:** Low-resolution images (no greater than 150 DPI) should be uploaded for initial review purposes.

**Publication Submission:** High-resolution images should be submitted only if the Editor requests them after the initial peer review. Please submit full-size files that conform to the following specifications. **Note:** If the original figures are low resolution, changing the DPI to a higher resolution will not improve the quality of the image. Original figures should be created or scanned by the author at a publication-quality resolution.

**Resolution:** The quality of resolution is essential in the reproduction of your figures. Please submit full-size files at the following resolutions: line art at 1200 DPI, color,
INSTRUCTIONS FOR AUTHORS

grayscale with type, or color/grayscale with type combination at 600 DPI; and grayscale without type at 300 DPI. Images should be at least 6.5 inches in width (40 picas/16 cm). Note: When creating or scanning original figures, the figures should be publication size and meet the resolution requirements for publication. The DPI should be lowered for new submissions only; authors should retain the original high-resolution images for publication if the manuscript is accepted.

Color Mode: Color files should be supplied in CMYK color. Images supplied in RGB color mode will also be accepted, but authors should note that the RGB color space is significantly larger than the process CMYK color space. Therefore, depending on the content of the image, color shifts may occur during conversion if colors in the original image are outside the process CMYK gamut. Whenever possible, all images, whether RGB or CMYK, should have an ICC profile applied. If RGB figures are submitted, they will be converted to CMYK.

Charge for Printing Color Figures: There is no charge for inclusion of black and white figures in the print version of the paper or for inclusion of color figures in the online version. The charge for inclusion of color figures in the print version of the paper is $400 per figure. Authors who wish to include color figures in the print version of their paper should complete and sign the Color Payment Agreement form.

Note: An invoice for the inclusion of color figures in print will be sent to the corresponding author before publication of the article. Payment is due upon receipt of the invoice and publication of the article will not proceed until the JNSPG has received payment.

Fonts: Acceptable fonts are Arial, Helvetica, Times/ Times New Roman, Symbol (for mathematical symbols & Greek letters only), and Mathematical Pi (for mathematical symbols & Greek letters only).

Please check all figures carefully for spelling errors. If there are spelling errors that the production department cannot correct, the figure will be returned to the author for correction.

Letters: Capitalized letters should be used to designate figure parts in images that have more than 2 panels. The letters should be placed in the lower left corner of each panel. If there are only 2 panels, please use “upper” and “lower” or “left” and “right” to designate figure parts in the figure legend. Note: If letters designating each part are the only text in the figure and the figure is a grayscale image, the DPI does not need to be 600 (300 is sufficient).

Symbols: Any symbol used in a figure, including arrows or arrowheads, should be explained or defined in the legend. If abbreviations are used in a figure, the abbreviation should be defined in the legend.

Graphs: Please label the x and y axes.

Photographs: In general remove all information that can lead to identification of study participants. If a photograph can lead to the identification of a participant, the person must sign the Patient Consent form (available on the submission websites’ “Author Instructions” page in the “Instructions & Forms” section). If the person is younger than 18 years of age, infirm, or dead, an authorized person must sign the form. See Studies Involving Humans in Special Considerations for more information. Signed consent forms should be faxed or emailed to the Editorial Office, or uploaded with submission files.

Electron Micrographs and Photomicrographs: Electron micrographs should contain measurement bars that indicate the original magnification. Photomicrographs must be accompanied by a legend stating their original magnification and the type of staining method used.

Cover Illustrations: Submissions of art to be considered as a cover illustration must be labeled as such and should be rendered using the same criteria as figures used in the article. Please include a short legend for the cover submission. If the cover illustration is in color and is chosen, there is a $500 charge. The Editor-in-Chief chooses the cover image and the corresponding author will be notified at a later date.

Original Figures: As a condition of acceptance of a paper in a JNSPG journal, authors are required to assign, transfer, and convey all copyright ownership of previously unpublished figures (photographs, flowcharts, and other images) to the AANS by completing and signing the Copyright Assignment form.

Original Artwork: If an author wishes to include with his or her submission original artwork produced by an independent medical illustrator, a visual arts company, or an art division of the author’s institution, the author must first obtain permission from the copyright holder by using the Original Artwork Agreement form (found in the “Instructions & Forms” section of the “Author Instructions” page).

VIDEOS

Video Clips Accompanying an Article: Short video clips may take the place of a figure in an article. These clips are treated similarly to original artwork: the copyright holder is allowed to retain copyright and should sign and return the Short Video Clip Permission Request form (found in the “Instructions & Forms” section of the “Author Instructions” page). Video clips must be a minimum of 10 seconds in length, and should not be longer than 5 minutes.

Specifications for videos*

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<td>mov or mp4</td>
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<td>minimum 10 sec; maximum 5 min†</td>
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<tr>
<td>video codec</td>
<td>H.264</td>
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<tr>
<td>resolution</td>
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<td>128 Kbps</td>
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* The JNSPG is not responsible for the quality of videos that do not meet these requirements and does not guarantee that videos will play on all mobile devices, especially Android version 3.0 and older.
† The running time applies to videos that accompany articles. Video articles published in Neurosurgical Focus have a maximum running time of 15 minutes.
INSTRUCTIONS FOR AUTHORS

Video Article: Occasionally Neurosurgical Focus offers issues composed in part or in whole of longer videos, which serve as stand-alone articles. In this case, the videos are treated as articles and as such, copyright to them must be transferred to the AANS. A special Copyright Assignment for Videos can be found in the “Instructions & Forms” section of the “Author Instructions” page. The maximum time limit is 15 minutes for these videos. Video articles must be new work and not published elsewhere.

Patient consent must be obtained for all videos. Please use the Patient Consent form found in the “Instructions & Forms” section of the “Author Instructions” page.

Video Clip Preparation: Preferred file formats are mov or mp4. If no audio track exists in the video, please create a blank track for production purposes; this simplifies conversion to all streaming formats. Please include a legend and citation in the text for each video clip. Note: file size limit is 35 MB due to server capacity. If you have questions, please consult an audiovisual professional for assistance.

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Permission to include figures, tables, or videos previously published in a JNSPG journal and copyrighted by the AANS will be granted without need for a formal request on manuscript acceptance.

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Copies of these forms may be accessed from the “Instructions & Forms” section on the “Author Instructions” page on the submission websites. Completed forms must include the manuscript number and title. The signed forms can be submitted to the JNSPG Editorial Office by mail, fax, email, or uploaded with submission files.

The Copyright Assignment and Conflict of Interest forms will be available in electronic form on the submission sites. If the Editor has requested a revision of your manuscript, each manuscript author will receive a link to these forms. Note: It is the responsibility of the corresponding author to verify that all of the coauthors’ emails are valid in the submission site.

If an author is deceased prior to publication of the manuscript, we require that next of kin complete the Copyright Assignment and Conflict of Interest forms on behalf of the deceased author.

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Conflict of Interest Form: Authors are required to read the JNSPG Policy on Conflict of Interest and to complete the Conflict of Interest form. A link to this electronic form is emailed to each author upon the Editor’s decision.

Patient Consent: In situations in which images or data included with a submission can lead to the identification of a study participant (patient or healthy volunteer), signed permission must be obtained from the study participant or responsible parent or guardian/next of kin (if the patient/volunteer is under the age of 18 years). Signed permission forms must also be obtained for all video clips and video articles in which a patient appears, regardless of whether the patient can be identified. Note: These forms must be received in the Editorial Office with the initial manuscript submission.

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Additional Submissions

Continuing Medical Education Questions

Authors are required to send in Continuing Medical Education (CME) questions with their submission for Neurosurgical Focus only. Please provide 4 CME questions (either true/false or multiple choice) in a separate Microsoft Word document. Be sure to include the correct answer to each question.

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Authors are allowed to upload additional material for reviewers or the Editor that is not considered part of the manuscript. Additional material may include figures (low-resolution files [< 150 DPI]), prepress copies of articles cited in the Reference section, or previously published articles related to the submitted manuscript. Only 1 additional file for reviewers or the Editor is allowed per submission.

Letters to the Editor

Letters to the Editor commenting on articles recently published in the Journal of Neurosurgery, Journal of Neurosurgery: Pediatrics, and Journal of Neurosurgery: Spine are welcome. Letters should be submitted as a Microsoft Word document and refer to the title and authors of the published article. Figures and tables are permitted; please follow the previous instructions for proper formatting. References should also be formatted according to the instruc-
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- “drafting the article or revising it critically for important intellectual content”
- “final approval of the version to be published” (Uniform Requirements for Manuscripts Submitted to Biomedical Journals: Writing and Editing for Biomedical Publication (http://www.icmje.org). Listed authors are held responsible for their contributions to the paper and must sign the Copyright Assignment form.

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Addition or removal of an author’s name during peer review or manuscript production must be approved in writing by all authors. Any change in the order of authors listed should also be approved in this manner. Forms for the addition and removal of an author and a change in author order may be accessed on the submission websites’ “Author Information” page in the “Instructions & Forms” section.

If an author is deceased at the time of submission, this should be noted and the person who inherited copyright (usually the author’s next of kin) should complete the Copyright Assignment and Conflict of Interest forms on the deceased author’s behalf.

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Note: Please include the article that you are commenting on in the Reference section as well as in the opening paragraph of your letter.

The authors’ names and affiliations should be listed at the foot of the letter, with 1 author designated as the corresponding author. Please include the complete mailing address, phone and fax numbers, and email address of the corresponding author.

Letters and any accompanying figures or tables should be submitted on the manuscript submission website. Letters to the Editor and Responses are printed at the Editor’s discretion in the Neurosurgical Forum section of the appropriate JNSPG journal.

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After the manuscript has been accepted, the corresponding author must be available to respond to questions that may arise during editing and composition. Please make sure that your email address is correct and that you check your email regularly. Advise the Editorial Office of any changes in your email address or phone and fax numbers.

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The JNSPG publishes a podcast that accompanies the weekly publication of online ahead-of-print articles for the Journal of Neurosurgery and Journal of Neurosurgery: Spine. The podcast consists of a synopsis of some of the articles that are included in this weekly online publication.

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**Data:** Authors must make their data available to other academic, noncommercial researchers insofar as possible, taking into account that special consideration may be required when patient confidentiality is involved.

Authors must make high-resolution structural data and nucleotide sequences available. See Other Considerations.

Clinical trials and studies involving microarrays must be registered and the registry name and number must be specified in the manuscript and in the appropriate place in the manuscript submission site. See Studies Involving Humans for additional information.

**Studies Involving Humans**

Studies involving patients or healthy volunteers described in manuscripts submitted to the JNSPG must adhere to the principles set forth in the US Code of Federal Regulations, Title 45, Part 46, Protection of Human Subjects, revised January 15, 2009 (http://www.hhs.gov/ohrp/humansubjects/guidance/45cfr46.html) and the World Medical Association Declaration of Helsinki (http://www.wma.net/en/30publications/10policies/b3/index.html). Authors should insert a statement in the Methods section of the manuscript that the protocol followed adheres to these principles.

**IRB Approval:** A statement must be included in the Methods section of the manuscript showing that the rel-
evant institutional review board (IRB) or ethics committee approved the study protocol. The human subjects assurance number or equivalent identifier must be entered into the JNSPG manuscript submission site when preparing to upload the manuscript.

**Informed Consent:** A statement must be included in the *Methods* section of the manuscript showing that informed consent was obtained from the study participant (patient or healthy volunteer) or, in the case of an underage (younger than 18 years of age) or incapacitated participant, from the person authorized to give consent (for example, the guardian or next of kin).

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Authors must specify sources of funding for the clinical trial in their manuscripts. To assist in reporting the results of randomized trials, we suggest that authors refer to the Revised CONSORT Statement and follow the design of the CONSORT flow chart and the checklist of items to include in such a report (http://www.consort-statement.org/consort-statement/).

**Confidentiality of Patient Identity**

**Names and Identifiers:** No names, initials, dates of birth, social security numbers, or other coding numbers that could lead the reader to identify patients or healthy volunteers should be included in the manuscript’s text, figures, and tables, and in any material submitted for ancillary publication online. In addition, specific dates of hospital stay should be deleted prior to manuscript submission; month and year are allowed when showing the time course of a disease or treatment.

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**Exceptions—When Use of Identifiers Is Necessary:** Occasionally, recognizable images or other identifiable data are integral components of an article. In such cases, before manuscript submission, written approval of publication (in print and electronic forms) of identifiable information in a JNSPG journal must be obtained from the study participant or, in the case of a participant who is younger than 18 years of age or incapacitated or deceased, the guardian or next of kin, respectively.

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**Other Considerations**

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FIGURE AND TABLE EXAMPLES

2-PART GRAYSCALE FIGURE. DPI: 300.

This figure does not need letters to designate each part because it only has 2 parts, which will be referred to in the text and legend as Left and Right.

GRAYSCALE GRAPH. DPI: 600.

This figure is considered grayscale and not line art because of the gray shaded area. The DPI is 600 because of the text in the figure.

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LINE ART. DPI: 1200.

This figure does not have any gray or shaded areas and is therefore considered line art.
This is a color figure.

COLOR PHOTOMICROGRAPH. DPI: 600.

This is a 4-part photomicrograph in color. Note the arrows and scale bars; both should be explained in the figure legend. If bars had not been provided the original magnification would also need to be stated. Authors will need to provide the staining technique(s) used.

This figure has both color and text. It is not considered line art because of the color.
### TABLE: Literature review example

<table>
<thead>
<tr>
<th>Authors &amp; Year</th>
<th>Age (yrs), Sex</th>
<th>Suprasellar Extension</th>
<th>Symptoms</th>
<th>MRI Characteristics</th>
<th>Time to Regression (mos)</th>
<th>Pituitary Function at Cyst Discovery</th>
</tr>
</thead>
<tbody>
<tr>
<td>Igarashi et al., 1999</td>
<td>25, F yes</td>
<td>visual field defect</td>
<td>T1: iso, T2: high thin wall enhancement</td>
<td>NA</td>
<td>NA</td>
<td></td>
</tr>
<tr>
<td></td>
<td>46, M yes</td>
<td>visual field defect</td>
<td>T1: iso, T2: high thin wall enhancement</td>
<td>NA</td>
<td>NA</td>
<td></td>
</tr>
<tr>
<td></td>
<td>34, M yes</td>
<td>visual field defect</td>
<td>T1: iso, T2: high thin wall enhancement</td>
<td>NA</td>
<td>NA</td>
<td></td>
</tr>
<tr>
<td>Maruyama et al., 2008</td>
<td>81, M yes</td>
<td>headache</td>
<td>T1: iso, no wall enhancement</td>
<td>0.5</td>
<td>panhypopituitarism</td>
<td></td>
</tr>
<tr>
<td>Nishio et al., 2001</td>
<td>14, M yes</td>
<td>headache</td>
<td>T1: hyper, T2: hyper, w/ iso small nodule, thick wall enhancement</td>
<td>3</td>
<td>normal</td>
<td></td>
</tr>
<tr>
<td></td>
<td>31, F no</td>
<td>headache, nausea, vertigo</td>
<td>T1: mixed intensity, T2: hypo thin wall enhancement</td>
<td>6</td>
<td>normal</td>
<td></td>
</tr>
<tr>
<td>Nishioka et al., 2006</td>
<td>NA no</td>
<td>NA</td>
<td>T1: hyperintense</td>
<td>NA</td>
<td>hypopituitarism</td>
<td></td>
</tr>
<tr>
<td>Saeki et al., 1999</td>
<td>59, F yes</td>
<td>visual field defect</td>
<td>T1: iso, T2: high thin wall enhancement</td>
<td>1</td>
<td>normal</td>
<td></td>
</tr>
<tr>
<td></td>
<td>30, M yes</td>
<td>visual field defect</td>
<td>T1: iso, T2: high thin wall enhancement</td>
<td>0.5</td>
<td>low LH, FSH, GH</td>
<td></td>
</tr>
<tr>
<td>Simmons &amp; Simmons, 1999</td>
<td>15, F no</td>
<td>amenorrhea</td>
<td>T1: hypo, no wall enhancement</td>
<td>3</td>
<td>low LH, FSH, estradiol</td>
<td></td>
</tr>
</tbody>
</table>

### Common Errors in Manuscript Preparation:
Below are some common problems with manuscript preparation. These errors may result in a delay in the review or official acceptance of your manuscript, or in the manuscript’s return to the corresponding author for correction.

1. Improperly formatted manuscript
   - Manuscript formatting problems often include an incorrectly formatted title page, information missing from the title page (e.g., author academic degrees, corresponding author’s complete mailing address), and missing figure legends. We recommend using the Manuscript Template (available on the “Author Instructions” page of the submission sites) as a guide for formatting your manuscript.

2. Improperly formatted or cited references
   - References must be formatted according to our instructions, including listing the first 6 authors of the reference. In addition, the reference section must be alphabetized by the first author’s last name, and the references must be cited in the text with superscripted numbers.

3. Incomplete or missing forms‡
   - All authors of a revised manuscript must complete the required forms. The Copyright Assignment and Conflict of Interest forms are electronic forms, and a link will be sent to each author to complete the forms at the time a revision is requested. Note: It is the responsibility of the corresponding author to make sure that each coauthor’s email address is accurate in the submission site.

4. Tables submitted in wrong format
   - Tables must be submitted as Microsoft Word files and must be editable in Word. Tables that have been created in another program and imported into Word as graphics are not editable and will not be accepted. Excel files and PDFs of tables will also not be accepted.

5. Figures do not meet publication requirements†
   - Figures must meet size and resolution requirements for publication in all JNSPG journals. Failure to provide figures that meet our minimum requirements can result in poor-quality figures published in print.

6. Incomplete figure legends
   - Figure legends should describe the significance of any arrows or letters on the figure, including any abbreviations used. The original magnification and staining method used for any photomicrographs must be stated.

7. Obtaining permission for publication of previously published material
   - Submitting authors are responsible for obtaining permission from the copyright owner to reprint material (figures, tables, and videos) that have been previously published.

8. Inconsistent or undefined statistical data
   - Statistical data presented in the manuscript should be defined (standard deviations, standard error of the mean, etc.). Data should be consistent throughout the manuscript; values provided in the abstract, text, and tables should match.

9. Incorrectly tracked changes‡
   - For revised manuscripts, authors must use the Track Changes feature in Microsoft Word to mark the changes made to their manuscript. Marking changes with bold type, underlining, or strikethrough in the text will not be accepted. We recommend reading the Track Changes Tutorial to use this feature.

† Applies to figures for a revised manuscript only. Low-resolution images are permissible for new submissions.
‡ For revised manuscripts only.
## Quick Reference Guide for Submitting a Manuscript*

<table>
<thead>
<tr>
<th><strong>New Submission</strong></th>
<th><strong>Refer to New Submission Checklist for guidance†</strong></th>
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<tbody>
<tr>
<td>Cover letter</td>
<td>State that the manuscript has not been previously published or submitted elsewhere for review</td>
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<tr>
<td>Manuscript</td>
<td>Microsoft Word file</td>
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<tr>
<td>Title page</td>
<td>Includes all required elements in proper format</td>
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<td>References</td>
<td>Cited in the text with superscript numbers only</td>
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<td>Alphabetized by the first author’s last name</td>
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<td></td>
<td>First 6 authors are listed before et al is used (when applicable)</td>
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<tr>
<td>Figure legends</td>
<td>Provide a legend for each figure</td>
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<td>TIFF, JPEG, or GIF</td>
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<td>If applicable†</td>
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<td>Permission Request–Previously Published</td>
<td>For obtaining permission from the copyright holder for a previously published figure, table, or video</td>
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<td>Original Artwork Agreement</td>
<td>For obtaining permission from the copyright holder for original artwork to be published</td>
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<tr>
<td>Copyright holder: Independent medical illustrator, visual arts company, or art division of the author’s institution</td>
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</tbody>
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* Detailed information can be found in the Instructions for Authors.
† Available in the "Instructions & Forms" section of the “Author Instructions” page.