

INSTRUCTIONS FOR AUTHORS

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

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The *Journal of Neurosurgery*, *Journal of Neurosurgery: Pediatrics*, *Journal of Neurosurgery: Spine*, and *Neurosurgical Focus* are devoted 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 in *Neurosurgical Focus*, occasional reviews. Letters to the Editor should reference the title and publication date of the article discussed. Book reviews and editorials are solicited by the Editors; unsolicited book reviews and editorials will be returned without consideration.

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.

Journal of Neurosurgery
<http://jnns.msubmit.net>

Journal of Neurosurgery: Pediatrics
<http://jnspeds.msubmit.net>

Journal of Neurosurgery: Spine
<http://jnsspine.msubmit.net>

Neurosurgical Focus
<http://focus.msubmit.net>

Separate accounts are not required for each submission site; the login name and password will work for all of the Journal of Neurosurgery Publishing Group (JNSPG) submission sites. Authors should submit their manuscript to the submission site for 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 one file (title page, abstract, text, reference section, and figure legends). **Note:** The JNSPG submission websites cannot accept Microsoft Word 2007 documents (.docx) files until a stable production version of this program is released. Please submit only Microsoft Word files saved as the older file type (.doc).

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

FILES FOR SUBMISSION

- COVER LETTER
- MANUSCRIPT — Microsoft Word document (.doc files **only**)
- FIGURES — each figure should be submitted as a separate file (acceptable formats: TIFF, JPEG, GIF [peer review submission only])
- TABLES — all tables should be contained in one file (acceptable format: Microsoft Word document)
- COPYRIGHT ASSIGNMENT FORM — signed by all authors

of the manuscript and submitted to the Editorial Office by mail or fax **only**

• CONFLICT OF INTEREST FORM — each author must sign a separate form and submit it to the Editorial Office by mail or fax **only**

In addition to the required files, the submitting author must be able to provide the following information:

• *Authors:* first and last names, middle initial(s), degrees, postal addresses, telephone and fax numbers, and 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

A **manuscript submission checklist** is available for authors. This form can be downloaded from the “**Instructions & Forms**” section on the “Author Instructions” page. This form is 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 one JNSPG journal at one time and cannot be published in more than one of our journals.

MANUSCRIPT PREPARATION

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)

• 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)

• name and address of author to whom reprint requests should be sent (if other than corresponding author)

• three to six key words identifying the work

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- 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.

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

Text: Most articles should be divided in order into *Introduction*, *Materials and Methods* (or *Clinical Materials and 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: This section should be named *Clinical Materials and Methods* if humans are involved and *Materials and Methods* if they are not. 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.

Proprietary drugs, surgical devices, and other items should be indicated by capitalizing the first letter of the product name and following the name with the appropriate symbol: ® or ™.

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 sections on studies involving humans and animals in **Special Considerations**), include the registration number of the study and the name of the registry 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 or patient's family member (if the patient is younger than 18 years of age),

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 the sections on studies involving humans and animals in **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. 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 should obtain written permission from contributors prior to including their names in the *Acknowledgments*. This section is also the appropriate place to specify if two or more of the authors shared the work equally.

Disclosure or Disclaimer: 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 (see **Conflict of Interest Statement and Form**, available on the submission websites' "Author Instructions" page in the "**Instructions & Forms**" section). If no conflict of interest exists or is specified, a *Disclaimer* section will be added to the manuscript with the following statement: "The authors do not report any conflict of interest concerning the materials or methods used in this study or the findings specified in this paper."

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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 $\times 200$ ”). 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.

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.”

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 in parentheses in text with the year

example: (T Jones, personal communication, 2007)

- 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

Journal: Coubes P, Cif L, El Fertit H, Hemm S, Vayssiere S, Picot MC, et al: Electrical stimulation of the globus pallidus internus in patients with primary generalized dystonia: long-term results. **J Neurosurg** **101**:189–194, 2004

Abstract: Maldaun MV, Suki D, Lang FF, Prabhu S, Shi W, Fuller GN, et al: Cystic glioblastoma multiforme: survival outcomes in 22 cases. **J Neurosurg** **100**:61–67, 2004 (Abstract)

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

Foreign Language Journal: Tomita H, Urui S, Kokunai T, Tamaki N: [A case of metastatic tumor of the pituitary gland presenting as a subarachnoid hemorrhage.] **No Shinkei Geka** **28**:1117–1120, 2000 (Jpn)

Authored Book: Jefferson G: **The Invasive Adenomas of the Anterior Pituitary**. Springfield, IL: Charles C Thomas, 1995, pp 56–60

Article or Chapter in an Edited Book: Bloodworth JMB Jr, Kovacs K, Horvath E: Light and electron microscopy of pituitary tumors, in Linfoot JA (ed): **Recent Advances in the Diagnosis and Treatment of Pituitary Tumors**. New York: Raven Press, 1979, pp 141–159

Article in an Edited Book With Volume: Crocker DW: The pituitary gland, in Coulson WF (ed): **Surgical Pathology**. Philadelphia: JB Lippincott, 1978, Vol 2, pp 879–898

Article in an Edited Book With Edition and Volume: Day AL, Rhoton AL Jr: Aneurysms and arteriovenous fistulae of the intracavernous carotid artery and its branches, in Youmans JR (ed): **Neurological Surgery, ed 2**. Philadelphia: WB Saunders, 1982, Vol 3, pp 1764–1785

Article in an Edited Book Within a Series: Worth RM, Markand ON, DeRosa GP, Warren GH: Intraoperative somatosensory evoked response monitoring during spinal cord surgery, in Courjon J, Mauguière F, Revol M (eds): **Clinical Applications of Evoked Potentials in Neurology. Advances in Neurology, Vol 22**. New York: Raven Press, 1982, pp 367–373

Entire Edited Book: Suzuki J (ed): **Cerebral Aneurysms. Experiences with 1000 Directly Operated Cases**. Tokyo: Neuron, 1979

Website Article: Office for National Statistics (UK): **Health expectancy: living longer, more years in poor health**. Newport, UK: Office for National Statistics, 2004 (<http://www.statistics.gov.uk/CCI/nugget.asp?ID=934&Pos=3&ColRank=2&Rank=512>) [Accessed 2 November 2007]

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

ADDITIONAL FORMS FOR SUBMISSION

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 fax or mail **only**; for legal reasons we cannot accept signed forms in PDF format.

Copyright Assignment: All authors should read this form carefully and sign it in the appropriate place(s). All authors

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who are not employed by the US government are required to assign copyright for their work (manuscript, tables, and images) to the American Association of Neurological Surgeons (AANS), publisher of the JNSPG journals. They should do so by submitting a signed copy of the Copyright Assignment form.

Conflict of Interest Form: All authors are required to read the JNSPG Policy on Conflict of Interest and to complete and sign the Author Conflict of Interest Form.

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.

Color Payment Agreement: Black and white figures are printed without charge. Authors wishing to include color figures in the **print version** of their paper must complete and sign the Color Payment Agreement Form. If an author wants figures to appear in color in the online version and black and white in the print version, this can be done without charge.

EXCEPTIONS TO FORMATS GIVEN

Case Reports: These articles focus on five 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 one-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 five references; and 4) a maximum of four figure parts. All other submission and formatting requirements apply. **Note:** Do not exceed the word and figure part limitations.

Technical Notes, Review Articles (Neurosurgical Focus only), Historical Vignettes, and Obituaries: Authors should supply an *Abstract*, *Introduction*, *Methods* section (if appropriate), and additional sections as needed. All other submission and formatting requirements apply. **Note:** The JNSPG only publishes obituaries for former Editors and Editorial Board members.

TABLES

Tables should be created using the table formatting and editing feature of Microsoft Word. Please use tabs to separate data in each column and end each row of data with a return. **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 one 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 abbrevia-

tions 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. For literature review tables, references must also be listed in the *Reference* section of the manuscript.

FIGURES

To ensure the highest-quality reproduction of your figures, please carefully follow these instructions. Examples of publication-quality figures are given on pages 10–11.

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) (see http://dx.sheridan.com/guidelines/tsg_preflight_solutions_3.pdf). 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 one 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 two 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. If you have questions concerning the creation or submission of digital art, please visit http://dx.sheridan.com/guidelines/digital_art.html. To check artwork before submission, go to <http://dx.sheridan.com/onl>.

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 has requested a *revision* of your manuscript after the initial 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, 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

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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 upon acceptance of the manuscript for publication. Payment for publication of color figures in print 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 two panels. The letters should be placed in the lower left corner of each panel. If there are only two 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 identifies 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, a parent or guardian must sign the form. See *Studies Involving Humans* in **Special Considerations** for more information. Signed consent forms should be faxed to the Editorial Office.

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.

Video Clips: Digital files can be sent in QuickTime (versions 4–7), Windows Media (versions 7–9), Real Media (versions 8–10), or MPEG-1. If there is no audio in the video, please create an audio track in the file; this simplifies conversion to all streaming formats. **Note:** File size limit: 35 MB.

Original Figures: As a condition of acceptance in a JNSPG

journal, authors are generally required to assign, transfer, and convey all copyright ownership of previously unpublished figures (photographs, artwork, and other images) and videos to the AANS by completing and signing the Copyright Assignment form. Exceptions to this may occur with original artwork, depending on how it was initially acquired.

Original Artwork: 1) If original artwork submitted with a manuscript was commissioned by the author or the author’s institution as “work for hire,” the author/institution holds copyright for that artwork and must assign, transfer, and convey all copyright ownership of the artwork to the AANS. 2) If original artwork was obtained from an artist or artist corporation that holds copyright on the artwork, the author must obtain signed permission from the copyright holder to reproduce the figure in the appropriate JNSPG journal. Permission should include the nonexclusive right to display, copy, publish, distribute, transmit, and sell digital reproductions in print and electronically worldwide and for all time. If the artist does not grant this permission, the artwork and accompanying legend must be removed from the manuscript.

Previously Published Figures and Videos: If a figure has been published earlier in a non-JNSPG journal or book or a video has been copyrighted, the authors must obtain signed permission from the copyright owner (if a copyright is in effect) to reproduce the figure or video in the appropriate JNSPG journal. (A reference chart showing copyright terms in the US can be found at <http://www.copyright.cornell.edu/training/copyrightterm.pdf>.) The copyright owner should be asked to grant nonexclusive worldwide rights for all languages and media and for all future editions. Signed permission forms must be forwarded to the JNSPG office before the manuscript can be accepted.

Authors should also request permission to reproduce a figure previously published in a JNSPG journal or a video displayed earlier in *Neurosurgical Focus* prior to submission. Permission forms to reproduce these figures can be obtained by using the **Reprints and Permissions** link on the JNSPG home page (<https://thejns.org/action/permissions>).

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 four CME questions (either true/false or multiple choice) in a separate Microsoft Word document. Be sure to include the correct answer to each question.

Additional Material for Reviewers

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 one additional file for reviewers or the Editor is allowed per submission.

Letters to the Editor

Letters to the Editor commenting on articles recently

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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 instructions for manuscripts. **Note:** Do not include the article that you are commenting on in the *Reference* section; the full citation of the article on which you are commenting should be included in the opening paragraph of your letter.

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

Each author of the Letter to the Editor must sign and submit the Copyright Assignment form. 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.

Notices

Items to be considered for inclusion in the *Notices* section of JNSPG print journals require 10 weeks' lead time and should be emailed to the Editorial Office (jneuro@thejns.org) for the Editor's approval. Items published in this section include meetings, courses and symposia, and fellowship and grant opportunities.

AFTER MANUSCRIPT ACCEPTANCE

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 operational and that you check it regularly. Advise the Editorial Office of any changes in your email address or phone and fax numbers.

Page Proofs

Page proofs in a PDF file will be available to authors for review and correction. Corrections or approval of the proofs must be returned by fax or email within 48 hours of receipt. We cannot guarantee the inclusion of corrections received after the 48-hour deadline. **Note:** It is our policy that your manuscript is substantively edited and complies with JNSPG style. Stylistic changes cannot be made at this time. In addition, last-minute rewrites or substantial alterations to the *Results* and *Conclusions* sections may require an additional review by the Editor and the Editorial Board, and thereby cause a significant delay in the publication of the manuscript.

Reprints

A reprint order form will be sent to authors with their page proof notification email. The reprint order form is also available on the JNSPG homepage by clicking on the "[Reprints and Permissions](#)" link and on the "Author Instructions" page of the submission websites in the "[Instructions & Forms](#)" section.

The Editorial Office does not accept reprint orders; all inquiries regarding reprints should be directed to Lori Laugh-

man at Sheridan Reprints (phone: 800-352-2210 ext. 8134; email: lbaughman@tsp.sheridan.com).

SPECIAL CONSIDERATIONS

Authors and Contributors

Authorship: The JNSPG agrees with the International Committee of Medical Journal Editors (ICMJE) that authorship should reflect **all three** of the following criteria:

- "substantial contributions to conception and design, or acquisition of data, or analysis and interpretation of data"
- "drafting the article or revising it critically for important intellectual content"
- "final approval of the version to be published"

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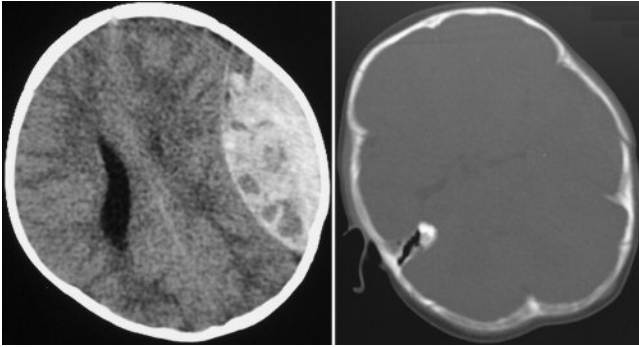
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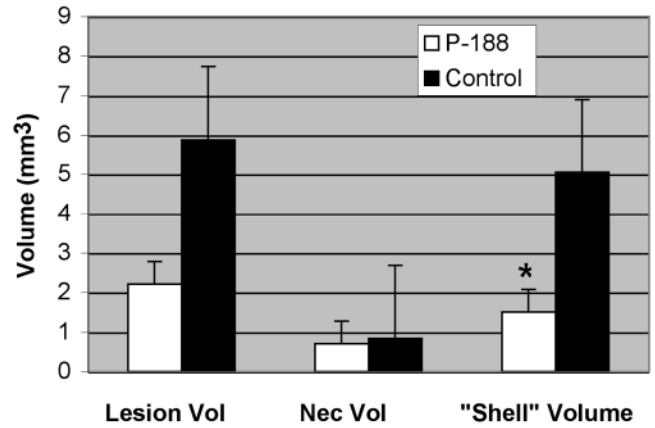
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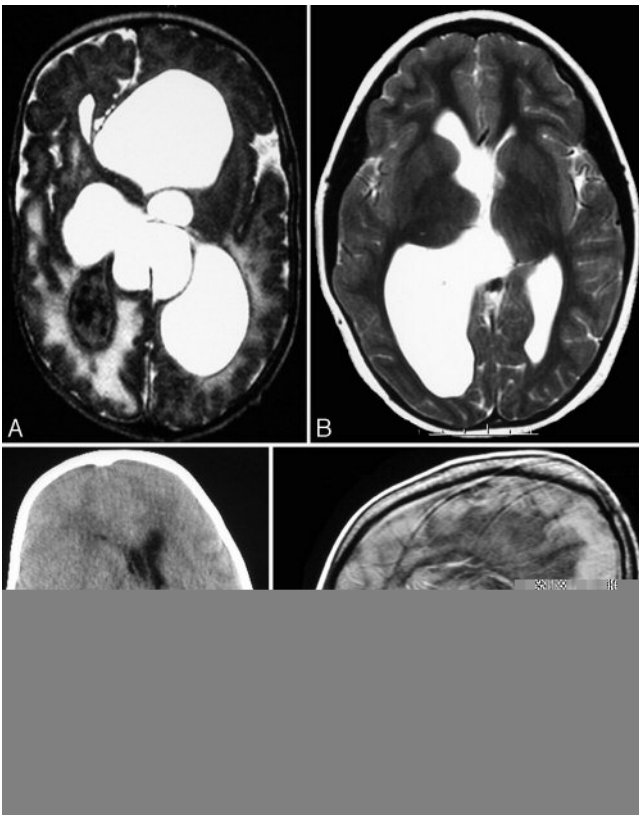
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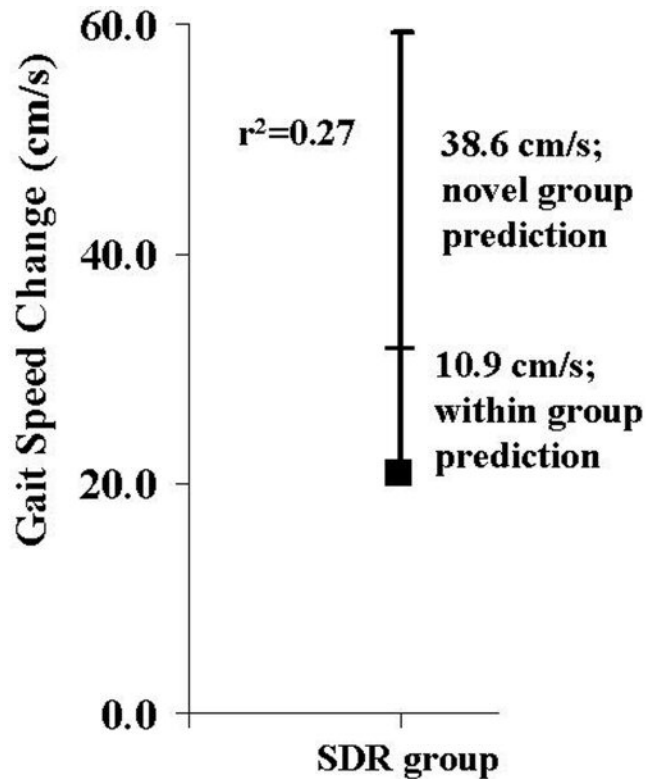
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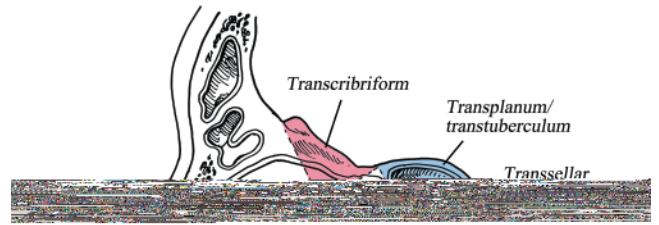
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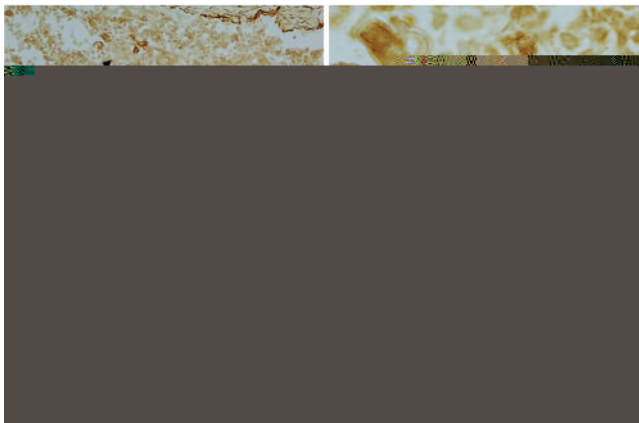
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