

Journal of Neurological Surgery—Part A: Central European Neurosurgery

Journal of Neurological Surgery—Part A: Central European Neurosurgery is the official organ of the German Society of Neurosurgery and the Professional Organization of German Neurosurgeons (Berufsverband Deutscher Neurochirurgen). It is an international journal, appearing six times a year, publishing scientific studies on clinical or experimental neurosurgery. All papers are subject to a single-blinded peer review process by independent referees before it is decided whether they will be accepted, rejected, or returned for revision. Only papers that are of the highest scientific quality, concisely written and consistent with the Instructions for Authors can be accepted. The journal reserves the right to edit the language of accepted papers for clarity and correctness, and to make formal changes to ensure compliance with the style of *Journal of Neurological Surgery—Part A*. Authors have the opportunity to review any such changes in the proofs.

General Policy

Because language of publication is English, only English manuscripts are accepted for review. Manuscripts written by authors whose first language is not English should be checked by an English native speaker before submission. Manuscripts that do not meet acceptable language standards will be returned to authors. Submission of a manuscript to *Journal of Neurological Surgery—Part A* implies that it represents original research not previously published and that it is not being considered or has been submitted for publication elsewhere. The corresponding author must declare that the manuscript is submitted on behalf of all authors and that all named authors have participated in the work to be published in *Journal of Neurological Surgery—Part A*. In case of clinical or experimental studies with human subjects, the study protocol has to be approved by an ethical committee. Copyright belongs to the publisher upon acceptance of the manuscript. Submission of a manuscript signifies acceptance of the journal's Instructions for Authors.

1. Submission of Manuscripts

Manuscripts are to be submitted exclusively via online submission. Hardcopy submission or electronic submission via email/CD will not be accepted.

2. Manuscript Types and Structure of Manuscripts

Authors are invited to submit the types of paper listed as follows for consideration: original article, review, surgical technique article, case report, letter to the editor, technical note, editorial, comment, consensus statement, historical article, or invited manuscripts on specific subjects of interest to neurosurgeons.

3. Structure of original articles (surgical technique articles, and reviews are similar)

Original articles should present the results of original research in the form of a full-length study. They should be structured in:

(a) Abstract (max. of 2500 characters incl. spaces each): It should contain the most relevant information preferably structured in:

- background and study aims/object
- patients/material and methods

- results
- conclusions

(b) Main part:

- *Introduction*: Because it describes the background of the questions examined in the paper it should concisely summarize the purpose of the study and the rationale of the hypothesis tested or clinical questions examined.
- *Patients/Material and Methods*: The methodology should be described with enough details to be fully comprehended by the reader. When referring to previous papers using the same method, the description of methodology can be abbreviated but should still be comprehensible. In clinical studies the type of study (prospective, retrospective, randomized, cohort, etc.) should be detailed and it should be clearly stated whether the patient group consisted of a consecutive series or which inclusion and exclusion criteria have been used.
- *Results*: The results should be precisely reported. Tables and figures are useful and should maximize clarity and comprehension.
- *Discussion*: In this section the main findings of the study can be emphasized, their significance commented and their relationship to results obtained by other authors outlined. This is also the section in which weaknesses of the study can be presented, e.g., factors that have become apparent, which limit the impact of the results.
- *Conclusion*: This section summarizes the major results of the study.
- *References* (see also Table 1): References should be limited to important recent publications. Only those articles cited in the text may be included in the reference list. The references are indicated in the text, tables, and illustrations by superscript arabic numbers. The references should be cited in the text in ascending numerical order. The list of references is placed at the end of the article and lists the references in order of their appearance in the text. For articles with more than 3 authors the term “et al.” is placed after the third author. For articles in press (accepted for publication) at the time of submission of your manuscript the DOI has to be stated instead of the issue and page number. Abstracts should only be cited if published in a scientific journal and have to be marked with “abstr” followed by the page number. Manuscripts that have been submitted but not yet accepted, unpublished data, or personal communications should not be mentioned in the reference list but indicated in the text.
- *Legends*: Please include all legends of figures, tables, and videos on a separate page at the end of the main document.
- *Text formats*: Do not use automatic line numbers

Table 1 Citation formats

Cited Medium	Citation Format (examples)
Articles in journals	Stüer C, Stoffel M, Hecker J, et al. A staged treatment algorithm for spinal infections. <i>J Neurol Surg A Cent Eur Neurosurg.</i> 2013;74:87–95
Chapters in books	Krisht AF, Türe U. Surgical Approaches to Craniopharyngiomas. In: Badie B, ed. <i>Neurosurgical Operative Atlas.</i> 2nd ed. New York: Thieme Medical Publishers; 2005:9–16
Whole books	Kobayashi S. <i>Neurosurgery of Complex Vascular Lesions and Tumors.</i> 1st ed. New York: Thieme Medical Publishers; 2005

4. Submitting your manuscript data at: <http://mc.manuscriptcentral.com/jnls-a>

In case of any questions concerning the online submission process please contact the Editorial Office: by email: katharina.lange@med.uni-goettingen.de. For further information you may also download the “Author’s Guide for Submission of a Manuscript,” which is available as a pdf file under “Instructions & Forms.”

Please register for using the online submission system in the “New User?” section to the right of the “Log In” window.

To submit a manuscript, enter the “Author Center.” Then choose “Click here to submit a new manuscript” to start the submission process, which is structured in different steps as described in Table 2. For each submission step, detailed online instructions are provided at the corresponding online pages, too. You can interrupt the submission process whenever you like. Not yet submitted manuscripts can be found in the Author Center after choosing the “Unsubmitted Manuscripts” section. To continue the submission, please click the corresponding link in the “Continue Submission” column.

- *Important notes:* Fields marked “req” (= required) have to be filled out. Otherwise the system will not allow you to submit your manuscript.

5. Special remarks concerning revisions

- Please indicate in the main document changes you made in reference to your original submission, e.g., by using the MS Word “track changes” function.
- You will find the reviewed manuscript in the “Manuscripts with Decision” section. The deadline assigned for the revision is displayed in the “Status” column. If it has already expired please contact the Editorial Office for a prolongation of the deadline.
- Please click “Create a revision” under the “Action” column.
- Please add an extra file named “response to the reviewer’s commands” in Word format. You will be asked to briefly comment on the reviewers concerns and state if and how changes in the manuscript have been performed. If you do not agree with the reviewer’s remark feel free to substantiate your position to the reviewer and the editorial staff.
- Most textboxes contain the information of your original submission. Please make sure to update this data if necessary.
- Please upload all files that have been updated during the revision process in the “File Upload” step and delete the corresponding previously submitted files.

Table 2 A short overview on the information to be entered in the different submission steps

Submission Step	Data to be inserted or uploaded/Remarks to be considered																		
Type, Title & Abstract	<ul style="list-style-type: none"> – Manuscript type to be selected in the drop down menu – Title (max. 200 characters incl. spaces each) – Abstract (max. 2500 characters incl. spaces each) 																		
Attributes	Keywords (min. 3, max. 5)																		
Authors & Institutions	<ul style="list-style-type: none"> – The following data for all co-authors: Names, academic titles, institutions/departments, city, email addresses ▶ Please be sure to indicate the correct email addresses of all co-authors because accounts will be created for them on the basis of their email addresses. Only manuscripts with correct email addresses of all co-authors can be accepted. Please to tick the appropriate checkbox if the corresponding author differs from the submitting author. 																		
Details & Comments	<ul style="list-style-type: none"> – Background information on manuscript – Acknowledgements (if applicable, max. 800 characters incl. spaces) – Conflict of interest: Please state if you do have any conflict of interest and, if yes, describe it briefly but concisely. 																		
File Upload	<ul style="list-style-type: none"> – Main document File format: doc, txt or rtf ▶ Please do not include figures in the main document but upload each of them separately. – Figures, tables, and videos Legends have to be entered in the appropriate textboxes which will appear during the uploading process AND also have to be included on a separate page in the main document. <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th></th> <th>File format</th> <th>Resolution</th> </tr> </thead> <tbody> <tr> <td>Images</td> <td>jpg, tiff, eps</td> <td>min. 300 dpi (for a width of min. 8.5 cm)</td> </tr> <tr> <td>Line art</td> <td>jpg, tiff, eps</td> <td>min. 800 dpi (for a width of min. 8.5 cm)</td> </tr> <tr> <td>Diagrams</td> <td>doc, xls</td> <td></td> </tr> <tr> <td>Tables</td> <td>doc, rtf</td> <td></td> </tr> <tr> <td>Videos</td> <td>mpg (MPEG1 codec)</td> <td>max. length: 1 min</td> </tr> </tbody> </table> <p>If you have any questions concerning the guidelines for figures please do not hesitate to contact the Production Manager at David.Stewart@thieme.com.</p> <ul style="list-style-type: none"> ▶ Corresponding file designations must be chosen in the drop down menu. ▶ To designate the order in which your files appear, use the drop-down menus in the “Order” column. ▶ Entitle the files precisely and number the files consecutively for each file designation separately. ▶ If you use figures from books or other journals be sure to mention the accurate reference in the legend and confirm that you have the permission for reproduction. ▶ Before publication of any illustration in which the patient may be recognized, the author of the article must provide the publisher with the patient’s written consent to publication of the respective photograph. An appropriate standard form as pdf file is available in the “Details & Comments” step or under the “Instructions for Authors” menu. Please note that a black bar placed across the eyes may no longer be considered sufficient to preserve the patient’s anonymity. 		File format	Resolution	Images	jpg, tiff, eps	min. 300 dpi (for a width of min. 8.5 cm)	Line art	jpg, tiff, eps	min. 800 dpi (for a width of min. 8.5 cm)	Diagrams	doc, xls		Tables	doc, rtf		Videos	mpg (MPEG1 codec)	max. length: 1 min
	File format	Resolution																	
Images	jpg, tiff, eps	min. 300 dpi (for a width of min. 8.5 cm)																	
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Diagrams	doc, xls																		
Tables	doc, rtf																		
Videos	mpg (MPEG1 codec)	max. length: 1 min																	
Preview	<ul style="list-style-type: none"> – Shows overview of submitted data/files, missing required data is marked and must be filled in the corresponding step. Otherwise the manuscript cannot be submitted. – All files will be combined into a single pdf and html file for submission. Therefore please verify your data by viewing both the html and pdf file before submission. 																		

6. General information

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