

## Instructions for Authors

Please send manuscripts to: Professor G. M. Teasdale, The Royal College of Physicians and Surgeons of Glasgow, 232-242 St. Vincent Street, Glasgow G2 5RJ, Scotland, United Kingdom  
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### Formats of submission

Clear subdivision of the paper is an important help to the reader. Varying formats are appropriate for original scientific articles, editorials, reviews, case reports, personal commentaries, letters, and illustrations. The journal will endeavour to be flexible but adherence to certain guidelines will facilitate publication. Please state clearly the format of your paper, i.e. Clinical Article, Clinico-Pathological Studies, Case Report, Brief Report, Experimental Technique, Review or Other. All publications should also state "keywords" at the beginning of their paper

**Reports of original Clinical or Experimental Research.** For an original research paper the customary format consists of: summary, introduction, methods and materials, results, discussion, references.

The **summary** should be a short survey of the paper, structured using 4 headings: Background/Method/Findings/Conclusions. The summary can run to a maximum of one full type-written page (300 words). Four to six keywords should be provided. The **introduction** should summarise the underlying purpose of the paper. **Methods and materials** must give short but precise descriptions, for instance of the kind of experiments and how they were done, the characteristics of patients or other humans participating as subjects, the nature of observations made and the specific approach to statistical considerations. This section should enable the reader to analyse, to repeat or to continue the work presented. **Results** must contain sufficient information to enable appreciation and assessment of the original findings, e.g. absolute numbers in subgroups should be reported, preferably in tabular format, rather than only as a percentage. Where a normal distribution is assumed as a basis for summarising data (e.g. as a mean), this should be justified and measures should be specified. Statistical tests should be presented in sufficient detail to convey the full result, not only as a "p" value. In **discussion** a systematic, structured approach is advised. A statement of the principal findings demonstrated by the work should be followed by a "self-critique", focussing on the strengths and weaknesses of the study and how these may influence the validity and robustness of the findings. The relation of the work to other, relevant previous work, especially any differences, should be reviewed and analysed concisely. Finally, the implications of the findings of the study for advancing knowledge and understanding, for neurosurgical practice and for further work should be presented.

**Case reports.** Case reports should be limited to 6 pages of typescript (1500 words), including tables and illustrations. A summary in a single paragraph, maximum 100 words, should be included. The presentation should both adequately characterise the features of the subject(s) reported and make clear what generalisable deductions can be drawn.

**Brief reports of special cases.** The manuscript should have a maximum of 500 words, one illustration or one table and up to five references. The uniqueness (preferably) of the topic should be made clear.

**Neurosurgical techniques.** In reports of new aspects of neurosurgical techniques, the length and structure can be varied according to the extent of data provided in support of the performance and utility of the method presented. Declaration of potentially competing interest(s) is especially important

**Letters to the Editor** should be a maximum of 750 words and may include a table or figure and references.

The format for submissions of editorials, reviews, personal communications, concept articles, biographies and historical articles can be varied as appropriate to the topic, consistent with clarity and brevity.

*The final categorisation of an accepted submission is the responsibility of the Editor in Chief.*

### Declarations

**Authorship.** Authors should have made a substantial intellectual contribution to the report. The total number is usually limited to a maximum of 8 authors for a full article and 4 for a case report. **In a covering letter of submission, each author's contribution to the publication should be specified.** Contributions such as the collection of information, clinical management of a patient or editing of text should be recognised in an acknowledgement. All authors must approve the submitted paper. The telephone and fax numbers and email address of the corresponding author should be clearly indicated on the front page or covering letter.

**Human or animal experimentation ethics.** A report of research involving human participants and/or animal subjects must be accompanied by a

statement to the Editor specifying the method of review of the ethical aspects of the investigation. A copy of the statement from the body conferring approval will be required *before* acceptance.

**Disclosure of competing interest.** Each submission must have a statement of the grants and other sources of any financial or other support for the work reported. Authors should also state any other factors, such as personal or institutional financial interest potentially related to the submission.

### Reviewers

Authors may, if they wish, nominate two expert reviewers. These reviewers should be from another country than the corresponding author and there should not be, or have been in the past, any employer/employee relationship. If in any doubt, specific information should be provided about such interactions.

### Technical Advice

**Submission.** Submit the manuscript and illustrations **in quadruplicate with a copy on disk (figures and tables included where possible)**. Retain a copy for your own use. The manuscript must be type-written, with double spacing, on one side of the page only. *Ensure that you have complied with the copyright requirements, in the form of an accompanying letter at the time of submission, or the copyright transfer form available.* [http://www.springer.at/acta\\_neuro](http://www.springer.at/acta_neuro). All manuscripts are acknowledged by email or a fax quoting a **manuscript number**: This number must be quoted in the case of **all** queries. Please add at the end of the paper the names, titles and full addresses of **all** authors, and indicate to whom the galley proofs and requests for reprints should be sent. Authors are strongly encouraged to send the final version of their manuscripts – after acceptance for publication – in electronic form. Please follow the special technical instructions as printed in each issue of the journal.

**Style.** Acta Neurochirurgica principally uses the English spelling and not American. For instance, tumour is spelled with ou, haemorrhage with ae, and so on. American spelling is accepted only for manuscripts which are written by North American authors. References must be listed **alphabetically**. They should be numbered and identified by numbers in the text. A reference to a journal must include the surname(s) and initials of all the author(s), year of publication in parenthesis, full title of the paper, name of journal (abbreviated according to "Index Medicus"), volume number, first and last page numbers.

Example: Klekamp J (2002) The pathophysiology of syringomyelia – historical overview and current concept. Acta Neurochir (Wien) 144: 649–664

A reference to a book must include surname(s) and initials of author(s), year of publication in parenthesis, complete title of the book edition, publisher, place of publication, first and last page numbers.

Example: Sahuquillo J, Poca MA (2002) Diffuse axonal injury after head trauma: a review. In: Pickard ID, *et al* (eds) Advances and technical standards in neurosurgery, vol 27. Springer Wien New York, pp 23–86

**Figures** should be black and white. They may either match the width of the column (8cm) or the width of the entire page (17cm). Illustrations not conforming to this width should be reducible accordingly. Please note that submitted illustrations cannot be enlarged.

**Photographs** should be glossy prints, sharply focussed and showing strong contrast. Positive glossy prints of x-rays are requested. Areas considered of special interest may be indicated on a transparent cover so that they may receive special attention. Cut-outs or dispensable marginal areas may also be given. Patient identifying information must be removed. The author must provide written guarantee that the reproduction of illustrations in which a patient is recognizable is either approved by the patient him/herself or his/her legal representative. Colour photographs will be accepted, but their publication will be at the author's expense. The cost will be quoted by the publisher. Cards and graphs must be professional in appearance, and clearly legible when reduced in size for publication.

**Proofs.** Authors will be sent page proofs as PDF files, to shorten production time. Therefore, corrections should be made very carefully and should be kept to a minimum. All costs of corrections and alterations – other than those resulting from printer's errors – exceeding 10 per cent of the costs of typesetting will be charged to the author. Orders for additional off-prints against payment should be given when returning the corrected proofs. Order form and price list will be sent with the proofs. When you order offprints, you are entitled to receive in addition a pdf file of your article for your own personal use. Springer will supply the corresponding author with one free copy of the relevant issue.

**Communication:** All business communication and all correspondence concerning technical details, financial items, and offprints should be sent directly to SpringerWienNewYork, Production Department, Sachsenplatz 4-6, P.O. Box 89, 1201 Wien, Austria (Fax: +43/1/330 24 26-64; e-mail: susanne.mayr@springer.at).

# Technical instructions for manuscripts and illustrations in electronic form

## Text

Submit the digital file of your paper together with the corresponding printout containing the final version of your work. To organize the structure of your paper, please follow the detailed "Instructions to Authors". Save your data either as PC-compatible text format such as Word 95/97/00/XP or RTF (Rich Text Format) or as Word for Macintosh. If you have used LaTeX for your paper, you can send this file together with your text version.

### Layout guidelines

- Place figure captions and tables at the end of the paper consecutively numbered according to the numbering in the text.
- Do not include field functions (except for equations) and use normal plain fonts (e.g., Times New Roman, Helvetica ...) for the text and labelling of the figures.
- For textual emphasis italics or bold face types can be used.

## Figures

Submit all figures as separate files (with printouts) and do not integrate them into the text file; the file names should include the relevant number of the figure.

### Technical guidelines

- Halftone figures: For an acceptable reproduction in color a resolution of 300 dpi is necessary. The figures must be converted in CMYK-model and stored as tiff-file (24 bit). Monotone figures must be stored in grayscale model (8 bit) with the same final resolution.
- Line drawings: All figures (colored or black & white) including line arts and text labellings created with a drawing programme (Adobe Illustrator, Macromedia Freehand, CorelDraw) should be stored with a resolution not less than 800–1200 dpi in eps-format. The used fonts must be embedded in the file to avoid changes or lost characters.

Do not use presentation programmes (e.g., PowerPoint ...) or files downloaded from the internet to submit figures; in most cases data cannot be processed.

For further information please contact:

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