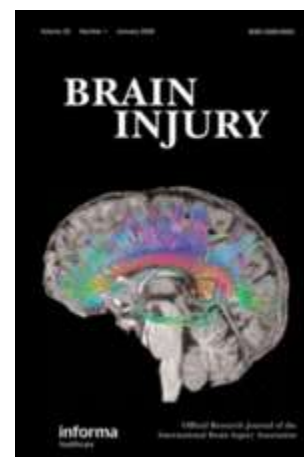


Brain Injury

Instructions for Authors

Brain Injury publishes critical information relating to research and clinical practice, adult and pediatric populations. The Journal covers a full range of relevant topics relating to clinical, translational, and basic science research. Manuscripts address emergency and acute medical care, acute and post-acute rehabilitation, family and vocational issues, and long-term supports. Coverage includes assessment and interventions for functional, communication, neurological, and psychological disorders.



Manuscript Preparation

Authors should prepare and upload two versions of their manuscript. One should be a complete text, while in the second all document information identifying the author(s) should be removed from files to allow them to be sent anonymously to referees. When uploading files authors will then be able to define the non-anonymous version as "File not for review".

Brain Injury considers all manuscripts at the Editors' discretion; the Editors' decision is final.

Brain Injury considers all manuscripts on the strict condition that they are the property (copyright) of the submitting author(s), have been submitted only to **Brain Injury**, that they have not been published already, nor are they under consideration for publication, nor in press elsewhere. Authors who fail to adhere to this condition will be charged all costs which **Brain Injury** incurs, and their papers will not be published. Copyright will be transferred to the journal **Brain Injury** and Informa UK Ltd., if the paper is accepted.

General Guidelines

Please write clearly and concisely, stating your objectives clearly and defining your terms. Your arguments should be substantiated with well reasoned supporting evidence.

In writing your paper, you are encouraged to review articles in the area you are addressing which have been previously published in the Journal, and where you feel appropriate, to reference them. This will enhance context, coherence, and continuity for our readers.

For all manuscripts, gender-, race-, and creed-inclusive language is mandatory.

Use person-first language throughout the manuscript (i.e., persons with brain injury rather than brain injured persons).

Ethics of Experimentation: Contributors are required to follow the procedures in force in their countries which govern the ethics of work done with human subjects. The Code of Ethics of the World Medical Association ([Declaration of Helsinki](#)) represents a minimal requirement.

Abstracts are required for all papers submitted, they should not exceed 200 words and should precede the text of a paper. [See below](#) for further information.

Authors should include telephone and fax numbers as well as e-mail addresses on the cover page of manuscripts.

File preparation and types

Manuscripts are preferred in Microsoft Word format (.doc files). Documents must be double-spaced, with margins of one inch on all sides. Tables and figures should not appear in the main text, but should be uploaded as separate files and designated with the appropriate file type upon submission. References should be given in Council of Science Editors (CSE) Citation & Sequence format (see [References](#) section for examples).

Manuscripts should be compiled in the following order: title page; abstract; main text; acknowledgments; Declaration of Interest statement; appendices (as appropriate); references; tables with captions (on separate pages); figures; figure captions (as a list).

Title Page

A title page should be provided comprising the manuscript title plus the full names and affiliations of all authors involved in the preparation of the manuscript. One author should be clearly designated as the corresponding author and full contact information, including phone number and email address, provided for this person. Keywords that are not in the title should also be included on the title page. The keywords will assist indexers in cross indexing your article. The title page should be uploaded separately to the main manuscript and designated as "title page – not for review" on ScholarOne Manuscripts.

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Structured abstracts are required for all papers, and should be submitted as detailed below, following the title and author's name and address, preceding the main text.

For papers reporting original research, state the primary objective and any hypothesis tested; describe the research design and your reasons for adopting that methodology; state the methods and procedures employed, including where appropriate tools, hardware, software, the selection and number of study areas/subjects, and the central experimental interventions; state the main outcomes and results, including relevant data; and state the conclusions that might be drawn from these data and results, including their implications for further research or application/practice.

For review essays, state the primary objective of the review; the reasoning behind your literature selection; and the way you critically analyse the literature; state the main outcomes and results of your review; and state the conclusions that might be drawn, including their implications for further research or application/practice.

The abstract should not exceed 200 words.

Tables, figures and illustrations

The same data should not be reproduced in both tables and figures. The usual statistical conventions should be used: a value written 10.0 ± 0.25 indicates the estimate for a statistic (e.g. a mean) followed by its standard error. A mean with an estimate of the standard deviation will be written $10.0 \text{ SD } 2.65$. Contributors reporting ages of subjects should specify carefully the age groupings: a group of children of ages e.g. 4.0 to 4.99 years may be designated 4 +; a group aged 3.50 to 4.49 years $4 \pm$ and a group all precisely 4.0 years, 4.0.

Tables and figures should be referred to in text as follows: figure 1, table 1, i.e. lower case. 'As seen in table [or figure] 1 ...' (not Tab., fig. or Fig).

The place at which a table or figure is to be inserted in the printed text should be indicated clearly on a manuscript:

Insert table 2 about here

Each table and/or figure must have a title that explains its purpose without reference to the text. Tables and/or figure captions must be saved separately, as part of the file containing the complete text of the paper, and numbered correspondingly. The filename for the tables and/or figures should be descriptive of the graphic, e.g. table 1, figure 2a.

Tables

Tables should be used only when they can present information more efficiently than running text. Care should be taken to avoid any arrangement that unduly increases the depth of a table, and the column heads should be made as brief as possible, using abbreviations liberally. Lines of data should not be numbered nor run numbers given unless those numbers are needed for reference in the text. Columns should not contain only one or two entries, nor should the same entry be repeated numerous times consecutively. Tables should be grouped at the end of the manuscript on uploaded separately to the main body of the text.

Figures and illustrations

Figures must be uploaded separately and not embedded in the text. Avoid the use of colour and tints for purely aesthetic reasons. Figures should be produced as near to the finished size as possible. Files should be saved as one of the following formats: TIFF (tagged image file format), PostScript or EPS (encapsulated PostScript), and should contain all the necessary font information and the source file of the application (e.g. CorelDraw/Mac, CorelDraw/PC). All files must be 300 dpi or higher.

Please note that it is in the author's interest to provide the highest quality figure format possible. Please do not hesitate to contact our Production Department if you have any queries.

Letters to the Editor

Letters to the Editor will be considered for publication subject to editor approval and provided that they either relate to content previously published in the Journal or address any item that is felt to be of interest to the readership. Letters relating to articles previously published in the Journal should be received no more than three months after publication of the original work. Pending editor approval, letters may be submitted to the author of the original paper in order that a reply be published simultaneously.

Letters to the Editor can be signed by a maximum of three authors, should be between 750 and 1,250 words, may contain one table/figure and may cite a maximum of five references. All Letters should be submitted via ScholarOne Manuscripts and should contain a Declaration of Interest statement.

Notes on Style

All authors are asked to take account of the diverse audience of **Brain Injury**. Clearly explain or avoid the use of terms that might be meaningful only to a local or national audience.

Some specific points of style for the text of original papers, reviews, and case studies follow:

- **Brain Injury** prefers US to 'American', USA to 'United States', and UK to 'United Kingdom'.
- **Brain Injury** uses conservative British, not US, spelling, i.e. colour not color; behaviour (behavioural) not behavior; [school] programme not program; [he] practises not practices; centre not center; organization not organisation; analyse not analyze, etc.
- Single 'quotes' are used for quotations rather than double "quotes", unless the 'quote is "within" another quote'.

- Punctuation should follow the British style, e.g. 'quotes precede punctuation'.
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- Dashes (M-dash) should be clearly indicated in manuscripts by way of either a clear dash (-) or a double hyphen (- -).
- **Brain Injury** is sparing in its use of the upper case in headings and references, e.g. only the first word in paper titles and all subheads is in upper case; titles of papers from journals in the references and other places are not in upper case.
- Apostrophes should be used sparingly. Thus, decades should be referred to as follows: 'The 1980s [not the 1980's] saw ...'. Possessives associated with acronyms (e.g. APU), should be written as follows: 'The APU's findings that ...', but, NB, the plural is APUs.
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- Brief biographical details of significant national figures should be outlined in the text unless it is quite clear that the person concerned would be known internationally. Some suggested editorial emendations to a typical text are indicated in the following with square brackets: 'From the time of H. E. Armstrong [in the 19th century] to the curriculum development work associated with the Nuffield Foundation [in the 1960s], there has been a shift from heurism to constructivism in the design of [British] science courses'.
- The preferred local (national) usage for ethnic and other minorities should be used in all papers. For the USA, African-American, Hispanic, and Native American are used, e.g. 'The African American presidential candidate, Jesse Jackson...' For the UK, African-Caribbean (not 'West Indian'), etc.
- Material to be emphasized (italicized in the printed version) should be underlined in the typescript rather than italicized. Please use such emphasis sparingly.
- n (not N), % (not per cent) should be used in typescripts.
- Numbers in text should take the following forms: 300, 3000, 30 000. Spell out numbers under 10 unless used with a unit of measure, e.g. nine pupils but 9 mm (do not introduce periods with measure). For decimals, use the form 0.05 (not .05).

Acknowledgments and Declaration of Interest sections

Acknowledgments and Declaration of interest sections are different, and each has a specific purpose. The Acknowledgments section details special thanks, personal assistance, and dedications. Contributions from individuals who do not qualify for authorship should also be acknowledged here. Declarations of interest, however, refer to statements of financial support and/or statements of potential conflict of interest. Within this section also belongs disclosure of scientific writing assistance (use of an agency or agency/ freelance writer), grant support and numbers, and statements of employment, if applicable.

Acknowledgments section

Any acknowledgments authors wish to make should be included in a separate headed section at the end of the manuscript preceding any appendices, and before the references section. Please do not incorporate acknowledgments into notes or biographical notes.

Declaration of Interest section

All declarations of interest must be outlined under the subheading "Declaration of interest". If authors have no declarations of interest to report, this must be explicitly stated. The suggested, but not mandatory, wording in such an instance is: *The authors report no declarations of interest.* When

submitting a paper via ScholarOne Manuscripts, the "Declaration of interest" field is compulsory (authors must either state the disclosures or report that there are none). If this section is left empty authors will not be able to progress with the submission.

Please note: for NIH/Wellcome-funded papers, the grant number(s) must be included in the Declaration of Interest statement.

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References

References should follow the Council of Science Editors (CSE) Citation & Sequence format. Only works actually cited in the text should be included in the references. Indicate in the text with Arabic numbers inside square brackets. Spelling in the reference list should follow the original. References should then be listed in numerical order at the end of the article. Further examples and information can be found in The CSE Manual for Authors, Editors, and Publishers, Seventh Edition. Periodical abbreviations should follow the style given by Index Medicus.

Examples are provided as follows:

Journal article: [1] Steiner U, Klein J, Eiser E, Budkowski A, Fetters LJ. Complete wetting from polymer mixtures. *Science* 1992;258:1122-9.

Book chapter: [2] Kuret JA, Murad F. Adenohypophyseal hormones and related substances. In: Gilman AG, Rall TW, Nies AS, Taylor P, editors. *The pharmacological basis of therapeutics*. 8th ed. New York: Pergamon; 1990. p 1334-60.

Conference proceedings: [3] Irvin AD, Cunningham MP, Young AS, editors. *Advances in the control of Theileriosis*. International Conference held at the International Laboratory for Research on Animal Diseases; 1981 Feb 9-13; Nairobi. Boston: Martinus Nijhoff Publishers; 1981. 427 p.

Dissertations or Thesis: [4] Mangie ED. *A comparative study of the perceptions of illness in New Kingdom Egypt and Mesopotamia of the early first millennium* [dissertation]. Akron (OH): University of Akron; 1991. 160 p. Available from: University Microfilms, Ann Arbor MI; AAG9203425.

Journal article on internet: [5] De Guise E, Leblanc J, Dagher J, Lamoureux J, Jishi A, Maleki M, Marcoux J, Feyz M. 2009. Early outcome in patients with traumatic brain injury, pre-injury alcohol abuse and intoxication at time of injury. *Brain Injury* 23(11):853-865.
<http://www.informaworld.com/10.1080/02699050903283221>. Accessed 2009 Oct 06

Webpage: [6] *British Medical Journal* [Internet]. Stanford, CA: Stanford Univ; 2004 July 10 - [cited 2004 Aug 12]; Available from: <http://bmj.bmjournals.com>

Internet databases: [7] *Prevention News Update Database* [Internet]. Rockville (MD): Centers for Disease Control and Prevention (US), National Prevention Information Network. 1988 Jun - [cited 2001 Apr 12]. Available from: <http://www.cdcnpin.org/>