Neurocritical Care Instructions for Authors

~ ONLINE MANUSCRIPT SUBMISSION

Manuscripts should be submitted to: http://neca.edmgr.com
To keep the review time as short as possible, we request authors to submit manuscripts online at this site.

The online manuscript submission and review system for Neurocritical Care offers easy and straightforward log-in and submission procedures. This system supports a wide range of submission file formats: for manuscripts - Word, WordPerfect, RTF, TXT, and LaTeX; for figures - TIFF, GIF, JPEG, EPS, PPT, and Postscript. PDF is not an acceptable file format. The requirements for all online submissions include the main text, your title page, and a Conflict of Interest (COI) statement (see below) , which should be written by each contributing author at the end of their submitted manuscript, just above the Reference List. Additionally, you must complete the Conflict of Interest (COI) form found on the Neurocritical Care site under the COI link or at the site of the International Committee of Medical Journal Editors (additional COI instructions found below) and submit along with your manuscript, submitting at http://neca.edmgr.com.

For Questions related to manuscript submission or preparation, please contact the Editorial Office of Neurocritical Care:

Eelco F.M. Wijdicks, MD, Ph.D
Mayo Clinic, 200 First Street SW
Rochester, MN 55905
wijde@mayo.edu

For Questions related to Neurocritical Care publication, please contact Springer Nature Publishing at:
Sean.Beppler@springer.com

~ ARTICLE REQUIREMENTS

Authors should follow these instructions for authors when preparing their Original Article, Practical Pearl or Ethical Matters (articles focused on ethics) manuscripts:

- No maximum number of authors (Practice Pearl articles have a max of 4 authors)
- Every article must have an abstract.
- Abstracts should not exceed 250 words.
- Articles should not exceed 3,000 words
- Reference list should not exceed 40 references
- Must include an Introduction, Methods, Results, and Conclusion.
- The Conclusion must clearly address the potential clinical relevance of the study.
- Include 5-10 Key Words.
- Please do not use subtitles in the title of your articles
- If your submission includes Artwork, number figures consecutively with Arabic numerals.
- Maximum of 5 Figures or Tables
- Include figure captions in a separate section at the end of the manuscript; callouts (if any) should be capital letters.
- All illustrations, including chemical structures, must be provided in professional-quality, finished form ready for direct reproduction without revision by us.
- Micrograph magnification should be given with scale bars defined in microns, not as “x magnification.”

For Review Articles, the above apply, except:
- Articles should not exceed 4,000 words
- No Abstract required
- References should not exceed 80 references
Neurocritical Care has special requirements for the following submission types:

'A Day in the Life of a Neurocritical Care Trainee'

- Focus on clinical decision-making in challenging cases which requires complex decision making (unusual diseases or atypical presentations of common diseases)
- Maximum of 2 authors, one of whom should be a resident or fellow, and the other an attending neurointensivist
- Cover letter should identify that the article is intended for the Residents and Fellows section
- Suggested subheadings: Introduction, Case Presentation, Management, Discussion and Key points
- No Abstract
- Articles should not exceed 1500 words, excluding references.
- Maximum of 10 references allowed
- Maximum of 2 Figures or Tables

'Take Notice: Technology'

- Focus on a new device or new application of an old device
- Maximum of 2 authors
- Articles should not exceed 2,000 words
- Abstract should not exceed 250 words
- Maximum of 2 Figures or Tables

'Neuro-Images'

- Please include on Title Page all Authors and Affiliations (3 authors or fewer); Corresponding author contact information (email mandatory); Disclosure / Conflict of Interest Statement for each author; Each author’s participation in the manuscript
- No Abstract Allowed
- Keywords (up to 6) required
- Maximum of 300 words
- Include an Introduction and brief study of presented images
- 3 to 5 images allowed
- Figure legends / descriptions may be up to 250 words each
- Images should be high quality, at least 300 dpi
- Maximum of 3 references

Current Opinion/Arguments

- Include on Title Page all authors and affiliations; corresponding author contract information (email mandatory); conflict of interest statement for each author; each author’s participation in the manuscript
- Maximum of 2 Figures or Tables
- Word limit of 1,000 words
- Maximum of 7 authors
- Maximum of 20 references

Letters to the Editor

- Please include Title and a Corresponding Author
- Word limit of 400 words
- Maximum of 5 references (the first reference must be the publication in question if letter relates to a publication)

Additional specifications apply regarding Computer Graphics and Color Art:

Computer Graphics: If your submission includes Computer Graphics, acceptable software formats are: Adobe Illustrator versions 5 and up; Adobe Photoshop versions 5 and up. File formats are as follows: EPS (Encapsulated Postscript), TIFF, and those native software formats listed above. Unfortunately we cannot accept Microsoft PowerPoint files at this time. dpi specifications: line art should be no less than 1200 dpi; halftone scans should be 300 dpi.
Color Art: If your submission includes Color Art, it cannot be printed unless the author is willing to assume the additional costs involved in production. (Quotes subject to change.) For color printed in the hardcopy version and electronic version of the journal, there is a $900 charge for the first page, and $600 charge for each additional page.

All color art must adhere to the guidelines under Computer Graphics. Color art must be prepared in CMYK color mode.

If your submission includes Tables, type them on separate pages, numbered consecutively with Arabic numerals in order of mention in the text. Please provide titles.

- If your submission includes References, Arabic numbers should be used for text citations (set within parentheses at point of citation), and they should be listed in numerical order in text, as well as in the reference section.
- Abbreviations for titles of medical periodicals should conform to those used in the latest edition of Index Medicus and on MEDLINE.
- List all authors when there are six or fewer; when there are seven or more, list the first three, then “et al.”
- References should follow that of The New England Journal of Medicine and examples are given below:

Journal article:

Book chapter:

NCC Editorial Manager Site: http://ncea.edmgr.com

~ DISCLOSURE OF POTENTIAL CONFLICT OF INTERESTS

Authors must disclose all relationships or interests that could influence or bias the work using the ICMJE form found here. Although an author may not feel there are conflicts, disclosure of relationships and interests affords a more transparent process, leading to an accurate and objective assessment of the work. Awareness of real or perceived conflicts of interests is a perspective to which the readers are entitled and is not meant to imply that a financial relationship with an organization that sponsored the research or compensation for consultancy work is inappropriate. Examples of potential conflicts of interests that are directly or indirectly related to the research may include but are not limited to the following:

- Research grants from funding agencies (please give the research funder and the grant number)
- Honoraria for speaking at symposia
- Financial support for attending symposia
- Financial support for educational programs
- Employment or consultation
- Support from a project sponsor
- Position on advisory board or board of directors or other type of management relationships
- Multiple affiliations
- Financial relationships, for example equity ownership or investment interest
- Intellectual property rights (e.g. patents, copyrights and royalties from such rights)
- Holdings of spouse and/or children that may have financial interest in the work

In addition, interests that go beyond financial interests and compensation (non-financial interests) that may be important to readers should be disclosed. These may include but are not limited to personal relationships or competing interests directly or indirectly tied to this research, or professional interests or personal beliefs that may influence your research.

The corresponding author collects the conflict of interest disclosure forms from all authors. In author collaborations where formal agreements for representation allow it, it is sufficient for the corresponding author to sign the disclosure form on behalf of all authors. Examples of a completed form may be found here at the ICMJE site (pdf will download upon clicking this link).
The corresponding author will include a summary statement in the text of the manuscript in a separate section before the reference list, that reflects what is recorded in the potential conflict of interest disclosure form(s).

See below examples of disclosures:

**Funding:** This study was funded by X (grant number X).

**Conflict of Interest:** Author A has received research grants from Company A. Author B has received a speaker honorarium from Company X and owns stock in Company Y. Author C is a member of committee Z.

If no conflict exists, the authors should state:

**Conflict of Interest:** The authors declare that they have no conflict of interest.

**NOTE:** Always keep copies of your word-processing, graphics and COI files. You may want to revise the manuscript text, figures or forms after the review process and you will need the original files if your manuscript requires revisions.

**NOTE:** In case you encounter any difficulties while submitting your manuscript online, please get in touch with the responsible Editorial Assistant by clicking on “CONTACT US” from the tool bar.

---

**CRITERIA FOR AUTHORSHIP**

The criteria for authorship adopted by *Neurocritical Care* are set by the International Committee of Medical Journal Editors (www.icmje.org) at [http://www.icmje.org/index](http://www.icmje.org/index).

Specifically, authorship credit should be based only on 1) substantial contributions to conception and design, or acquisition of data, or analysis and interpretation of data; 2) drafting the article or revising it critically for important intellectual content; and 3) final approval of the version to be published. Conditions 1, 2, and 3 must all be met.

Acquisition of funding, the collection of data, feedback on the manuscript, or general supervision of the research group, by themselves, do not justify authorship.

**Authors Named:**

*Neurocritical Care* does not publish statements of equal authorship. Author and Study Groups may be noted under a collective name.

---

**ETHICAL RESPONSIBILITIES OF AUTHORS**

This journal is committed to upholding the integrity of the scientific record. As a member of the Committee on Publication Ethics (COPE) the journal will follow the COPE guidelines on how to deal with potential acts of misconduct.

Authors should refrain from misrepresenting research results which could damage the trust in the journal and ultimately the entire scientific endeavor. Maintaining integrity of the research and its presentation can be achieved by following the rules of good scientific practice, which includes:

- The manuscript has not been submitted to more than one journal for simultaneous consideration.
- The manuscript has not been published previously (partly or in full), unless the new work concerns an expansion of previous work (please provide transparency on the re-use of material to avoid the hint of text-recycling (“self-plagiarism”)).
- A single study is not split up into several parts to increase the quantity of submissions and submitted to various journals or to one journal over time (e.g. “salami-publishing”).
- No data have been fabricated or manipulated (including images) to support your conclusions
- No data, text, or theories by others are presented as if they were the authors own (“plagiarism”). Proper acknowledgements to other works must be given (this includes material that is closely copied (near verbatim), summarized and/or paraphrased), quotation marks are used for verbatim copying of material, and permissions are secured for material that is copyrighted. Important note: the journal may use software to screen for plagiarism.
- Consent to submit has been received from all co-authors and responsible authorities at the institute/organization where the work has been carried out before the work is submitted.
- Authors whose names appear on the submission have contributed sufficiently to the scientific work and therefore share collective responsibility and accountability for the results.
In addition:

- Changes of authorship or in the order of authors are not accepted after acceptance of a manuscript.
- Requests to add or delete authors at revision stage or after publication is a serious matter, and may be considered only after receipt of written approval from all authors and detailed explanation about the role/deletion of the new/deleted author. The decision on accepting the change rests with the Editor-in-Chief of the journal.
- Upon request authors should be prepared to send relevant documentation or data in order to verify the validity of the results. This could be in the form of raw data, samples, records, etc.

If there is a suspicion of misconduct, the journal will carry out an investigation following the COPE guidelines. If, after investigation, the allegation seems to raise valid concerns, the accused author will be contacted and given an opportunity to address the issue. If misconduct has been proven, this may result in the Editor-in-Chief’s implementation of the following measures, including, but not limited to:

- If the article is still under consideration, it may be rejected and returned to the author.
- If the article has already been published online, depending on the nature and severity of the infraction, either an erratum will be placed with the article or in severe cases complete retraction of the article will occur. The reason must be given in the published erratum or retraction note.
- The author’s institution may be informed.

---

**ENGLISH LANGUAGE SUPPORT**

Manuscripts that are accepted for publication will be checked by our copyeditors for spelling and formal style. This may not be sufficient if English is not your native language and substantial editing would be required. In that case, you may want to have your manuscript edited by a native speaker prior to submission. A clear and concise language will help editors and reviewers concentrate on the scientific content of your paper and thus smooth the peer review process.

The following editing service provides language editing for scientific articles in all areas Springer publishes in.

Use of an editing service is neither a requirement nor a guarantee of acceptance for publication. Please contact the editing service directly to make arrangements for editing and payment.

**For Authors from China**

文章在投稿前进行专业的语言润色将对作者的投稿进程有所帮助。作者可自愿选择使用Springer推荐的编辑服务，使用与否并不作为判断文章是否被录用的依据。提高文章的语言质量将有助于审稿人理解文章的内容，通过对学术内容的判断来决定文章的取舍，而不会因为语言问题导致直接退稿。作者需自行联系Springer推荐的编辑服务公司，协商编辑事宜。

- 理文编辑

**For Authors from Japan**

ジャーナルに論文を投稿する前に、ネイティブ・スピーカーによる英文校閲を希望されている方には、Edanz社をご紹介しています。サービス内容、料金および申込方法など、日本語による詳しい説明はエダンズグループジャパン株式会社の下記サイトをご覧ください。

- エダンズ グループ ジャパン

**For Authors from Korea**

영어 논문 투고에 앞서 원어민에게 영문 교정을 받고자 하는 분들에게 Edanz 회사를 소개해 드립니다. 서비스 내용, 가격 및 신청 방법 등에 대한 자세한 사항은 저희 Edanz Editing Global 웹사이트를 참조해 주시면 감사하겠습니다。

- Edanz Editing Global

---

**STATEMENT OF HUMAN AND ANIMAL RIGHTS**

When reporting studies that involve human participants, authors should include a statement that the studies have been approved by the appropriate institutional and/or national research ethics committee and have been performed in accordance with the ethical standards as laid down in the 1964 Declaration of Helsinki and its later amendments or comparable ethical standards.

If doubt exists whether the research was conducted in accordance with the 1964 Helsinki Declaration or comparable standards, the authors must explain the reasons for their approach, and demonstrate that the independent ethics committee or institutional review board explicitly approved the doubtful aspects of the study.

The following statements should be included in the text before the References section:
Ethical approval: “All procedures performed in studies involving human participants were in accordance with the ethical standards of the institutional and/or national research committee and with the 1964 Helsinki declaration and its later amendments or comparable ethical standards.”

The welfare of animals used for research must be respected. When reporting experiments on animals, authors should indicate whether the institutional and/or national guidelines for the care and use of animals were followed.

For studies with animals, the following statement should be included:

“All applicable institutional and/or national guidelines for the care and use of animals were followed.”

If articles do not contain studies with human participants or animals by any of the authors, Springer recommends including the following sentence:

“This article does not contain any studies with human participants or animals performed by any of the authors.”

For retrospective studies, please add the following sentence:

“For this type of study formal consent is not required.”

Informed consent

All individuals have individual rights that are not to be infringed. Individual participants in studies e.g. have the right to decide what happens to the (identifiable) personal data gathered and to what they have said e.g. during a study or an interview as well as to any photograph that was taken. Hence it is important that all participants gave their informed consent in writing prior to inclusion in the study. Identifying details (names, dates of birth, identity numbers and other information) of the participants that were studied should not be published in written descriptions, photographs, and genetic profiles unless the information is essential for scientific purposes and the participant (or parent or guardian if the participant is incapable) has given written informed consent for publication. Complete anonymity is difficult to achieve in some cases, and informed consent should be obtained if there is any doubt. For example, masking the eye region in photographs of participants is inadequate protection of anonymity. If identifying characteristics are altered to protect anonymity, such as in genetic profiles, authors should provide assurance that alterations do not distort scientific meaning.

The following statement should be included:

Informed consent: “Informed consent was obtained from all individual participants included in the study.”

If identifying information about participants is available in the article, the following statement should be included:

“Additional informed consent was obtained from all individual participants for whom identifying information is included in this article.”

REFERENCE MANAGERS

For authors using EndNote, Springer provides an output style that supports the formatting of in-text citations and reference list

Endnote style (zip, 2kB)

Authors preparing their manuscript in LaTeX can use the bibtex file spbasic.bst which is included in Springer’s LaTeX macro package.

REPRINTS

Reprints are available to authors at standard rates. Authors will receive reprint order forms with proofs of articles. Both paper and PDF reprints can be purchased.