

# INSTRUCTIONS FOR AUTHORS

## □ AIMS AND SCOPE

**PROGRESS IN NEUROSCIENCE (PiN)** - PiN is an international peer-reviewed journal which officially represents the SNO and publishes original papers on all aspects of scientific study of the nervous system, including basic research, training and education, organization and management.

The aims of our journal, which you can also view online ([www.progressneuroscience.com](http://www.progressneuroscience.com)) are to:

- Publish papers on a wide range of topics of interest to those who work with the nervous system (specialists in Neurology, Neurosurgery, Neuroradiology, Neuroanaesthesia, Neurorehabilitation and other related areas)
- Facilitate the diffusion of relevant new ideas, discoveries and methods
- Promote communication and exchange of know-how to further progress in the understanding of the nervous system and improvement in patient care and health service standards
- Provide access to the results of relevant research, to improve verification and application of the same
- Create a forum for the proposal and diffusion of innovative medical, organizational and management solutions, to optimize the deployment of available resources
- Valorize the current and historical knowledge regarding the neurosciences
- Provide a valuable tool for keeping up to date with and discussing neuroscience-related themes.

## □ GUIDELINES

### □ MANUSCRIPT SUBMISSION

Papers should not have been published, either whole or in substantial part, elsewhere, should not be already in press or under review by any other journal, and should be drafted according to the instructions below and submitted using the procedure outlined on the website:

[www.progressneuroscience.com](http://www.progressneuroscience.com)

The most up-to-date version of the Instructions for Authors can also be found on the same website.

### □ MANUSCRIPT PREPARATION

To be considered for publication, papers must adhere to the following Instructions for Authors, based on the International Committee of Medical Journal Editors “*Uniform Requirements for Manuscripts Submitted to Biomedical Journals: Writing and Editing for Biomedical Publications*” ([www.icmje.org](http://www.icmje.org)).

Papers should be submitted in .doc format and written in English (either British or American spelling is acceptable, provided that it is coherent throughout) on A4 paper size (21 x 29.7 cm) using 12-point Times New Roman font. Document margins should be 2.5 cm, except for the right-hand margin, which should be 5 cm. Documents should be double spaced, in single-column format, and contain no footnotes and no more than 30 pages (excluding References, Tables and Figures), numbered consecutively (below, centred). A maximum of 50 references are allowed.

In addition to the latest Instructions for Authors, prospective Authors are invited to refer to a recent edition of the journal. The paper must be structured as follows:

### ● TITLE PAGE

- 1. TITLE:** use Normal case, not capital letters.  
*Example:* Italian pioneer s of neuroscience
- 2. SUBTITLE** (if necessary): use Normal case, not capital letters.
- 3. RUNNING HEAD:** a short version of the title not exceeding 40 characters (including spaces).
- 4. FULL NAME AND SURNAME OF AUTHOR(S).**
- 5. AFFILIATIONS OF EACH AUTHOR,** including city, province and country: use consecutive numbers to link each Author with their corresponding affiliation.
- 6. Contact details of EDITORIAL CORRESPONDENT:** full name, surname, postal address, e-mail, phone and fax numbers (including country code). The Editorial Correspondent will be responsible for any correspondence with the journal and supervise any revision of the manuscript; these details will not be published unless they are the same as in point 7.
- 7. Contact details of the CORRESPONDING AUTHOR:** full name, surname, affiliation and address, e-mail, phone and fax numbers (including country code), any website. This is the information that will be published in the journal.
- 8. Indication of the intended TYPE OF ARTICLE** (*see list in Types of article, point 24*, but the final decision to publish as a particular type of article is, however, subject to the judgement of the Scientific Director).
- 9. CONFLICTS OF INTEREST STATEMENT.** Authors must whether or not they in receipt of any funding, and whether or not they are contractually or otherwise obliged to, or in receipt of personal or institutional financing from firms whose products are mentioned in the text. Competing interests do not necessarily preclude publication; accepted papers will be accompanied by a declaration of conflicts of interest so that the readership is aware of the source and nature of the funding.

All information required by points 1 to 9 must be contained within the first 2 pages; in order to consent double-blind peer review, the name of any Author, affiliation or any other identifying Author information must not appear on the following pages.

### ● SUMMARY PAGE

- 10. SUMMARY:** no shorter than 250 words and no longer than 500 words, divided into: *Aims* (the object(s) of the study), *Materials and Methods*, *Results* and *Conclusions*. Acronyms or abbreviations should be avoided, but if essential they must be defined at their first mention in the summary itself. References should be avoided, but if essential cite the Author(s) and year(s).
- 11. KEYWORDS:** at least 3, no more than 6, these should be presented in alphabetical order with the first letter in capitals. Do not use acronyms or abbreviations. Use Medline/PubMed Medical Subject Headings (MeSH).
- 12. LIST OF ACRONYMS AND ABBREVIATIONS** used in the text, Tables and Figures, in alphabetical order.  
*Example:* BOLD = blood oxygen level dependent; CI = confidence interval.

## ● MAIN BODY

13. **INTRODUCTION:** describe the context and give an idea of the state-of-the-art, citing the most important references from the literature.
14. **AIMS:** concise but thorough description of the study objective(s).
15. **MATERIALS AND METHODS:** new or lesser-known materials and methods should be described in full. Sub-headings are acceptable if they aid clarity.
16. **RESULTS:** must contain information sufficient to enable appreciation and assessment of the original findings. Sub-headings are acceptable if they aid clarity.
17. **DISCUSSION:** concisely emphasize major findings of the study and their significance. Do not repeat in detail data or other information given in the Introduction or Results section. Relate observations to other relevant studies and point out the implications of the findings and their limitations.
18. **CONCLUSIONS:** a concise take-home statement.

## ● REFERENCES

19. An alphabetical (first Author) numbered list of references cited in the text, Tables and legends.

References should be cited in the text as the corresponding number in round parentheses with no automatic cross-referencing enabled. If more than one reference is cited at a particular point in the text, separate the corresponding numbers with commas but no spaces, e.g., (1,2,6), unless the numbers are consecutive, in which case only the first and last numbers are indicated, separated by a hyphen, e.g., (1-3). Do not use formatting such as capital letters, italics or bold type in the reference list. Non-English titles translated into English should be enclosed in [square brackets]. Use continuous pagination (e.g., 33-37, not 33-7). Do not reference papers that are “submitted” or “unpublished.” Personal communications should be mentioned in the main body of the text rather than the reference list. Journal names must be abbreviated as in PubMed (but eliminate cities cited in parentheses after the name of the journal). Progress in Neuroscience should be abbreviated as *Prog Neurosci*

List the first 6 Authors, followed by et al. and the publication details as follows:

- a) **JOURNAL ARTICLES:** Surname Initial of the first name of the Author(s). Title of work. Shortened name of the journal Year; Volume number (Issue): initial page-final page.

*Example:* Jennett B, Teasdale G, Braakman R, Minderhoud J, Knill-Jones R. Predicting outcome in individual patients after severe head injury. *Lancet* 1976; 1 (7968): 1031-1034.

- b) **BOOKS:** Surname Initial of the first name of the Author(s). Title of book (number edition). Publisher, City (Country), Year. ISBN code (preferred but not mandatory).

*Example:* Netter FH. *Atlas of human anatomy* (4th edition). WB Saunders Company, Philadelphia (USA), 2006. ISBN 9781416036999.

- c) **BOOK CHAPTERS:** Surname Initial of the first name of the Author(s). Title of chapter (chapter number). In: Initial of the first name Surname of the editor(s) (editor/s): Book title (number edition). Publisher, City (Country), Year: initial page-final page. ISBN code (preferred but not mandatory).

*Example:* Hauser SL, Ropper AH. Disease of the spinal cord (chapter 372). In: AS Fauci, E Braunwald, LD Kasper, SL Hauser, DL Longo, JL Jameson, MD Loscalzo (editors): *Harrison's principles of internal medicine* (17th edition). McGraw Hill, New York (USA), 2008: 2588-2596. ISBN 9780071476911.

- d) **PUBLISHED PROCEEDINGS PAPERS:** Surname Initial of the first name of the Author(s). Title of work. In: Initial of the first name Surname of the editor(s) (editor/s): Proceedings of Number and Title of congress, City (Country), date of congress. Publisher, City (Country), Year: initial page-final page. ISBN code (preferred but not mandatory).

*Example:* Nataloni A. La grande guerra: il bisturi dopo la baionetta. In: M Melis (editor): *Proceedings of LI SNO National Congress*, Cagliari (Italy), 18-21st May 2011. new Magazine, Trento (Italy), 2011: 233-236. ISBN 9788880410263.

- e) **WEB PUBLICATIONS:** Surname Initial of the first name of the Author(s). Title of work [cited Year, Month Day]. Available from: [www.website](http://www.website)

*Example:* Gray H. *Anatomy of the human body* [cited 2008, September 8]. Available from: [www.bartleby.com](http://www.bartleby.com)

- f) **IN PRESS:** References accepted for publication but not yet published must be followed by (*in press*) in italics.

## g) SPECIAL RULES FOR INDICATING AUTHORS:

- Omit “The” from the names of international societies, e.g., The American Cancer Society becomes American Cancer Society.
- If the Author cannot be identified, begin the reference with the title of the published work; do not write “anonymous” or “various Authors”.

With a view to promoting the diffusion of *Progress in Neuroscience* among health professionals and increasing its impact factor, citation of works published in said journal will be looked on favourably.

## ● ACCOMPANYING INFORMATION

20. **ACKNOWLEDGEMENTS:** should include reference to any research grants or scholarships. Must be positioned in the text after the References and before the Tables and Figures.

## ● TABLES AND FIGURES

21. **TABLES:** must be positioned in the text (one Table per page) after the References, and accompanied by a brief title and explanatory caption. The caption should contain definitions of any abbreviations, acronyms or symbols used in the Table. Tables should be numbered consecutively in the

- order in which they appear in the text and cited in the text as follows: (Table Arabic numeral). Tables in PowerPoint, PDF or jpg, or those requiring manipulation, will not be accepted for publication. Tables reproduced from other publications must be indicated as such, cited appropriately, and accompanied by written authorization for their publication by the copyright holder. It is the responsibility of the Author to obtain permission from the relevant publisher for the reproduction of any material.
- 22. IMAGES:** should not be inserted in the text, which should only contain their legends in a dedicated section (Figure Legends) appearing after the References. The legend should contain definitions of any abbreviations, acronyms or symbols used. They should be numbered consecutively in the order in which they appear in the text, and cited in the text as: (Figure Arabic numeral). Images should be saved in separate files, whose name features both the surname of the first Author and the number of the Figure as follows: Author\_Figure Arabic numeral. For composite figures, each panel should be submitted separately (e.g., Author\_Figure 1A, Author\_Figure 1B). Authors are invited to use colour Figures, when appropriate. All images need to be of the highest quality possible, with a minimum resolution of 300 pixels per inch, saved in .tiff or .jpg format, and preserve their original dimensions (not enlarged). Figures that do not meet the resolution requirement will be returned to the Author for correction. If images were created in Word, PowerPoint or web pages, do not extract the images: send the original file that contains them (.doc for Word, .ppt for PowerPoint and .htm/html/mht for web), using the same naming system as above. Arrows, marks, circles, numbers or letters should not be included in the original image file, but on a separate copy with filename: Author\_Figure Arabic numeral\_copy. The time required for electronic submission of Figures will depend on their number, but Authors are expressly requested not to decrease image resolution in order to accelerate their transmission. Reproduction of images from other publications is governed by the conditions detailed above in Tables (*point 21*). Written permission is required from any person recognizable in any image before it can be accepted for publication.
- 23. GRAPHS OR CHARTS:** should not be inserted in the text, which should only contain their legends in a dedicated section (Figure Legends) appearing after the References. The legend should contain definitions of any abbreviations, acronyms or symbols used. They should be numbered consecutively, together with the images, in the order in which they appear in the text and cited in the text as: (Figure Arabic numeral). If in Microsoft Excel format, send the .xls file containing both the graph and its data of origin. If in format other than Excel, send as .tiff or .jpg. In this latter case the graph must be sent in two forms:
- 1) images completely devoid of writing (named: Author\_Figure Arabic numeral), and
  - 2) images containing all writing (named: Author\_Figure Arabic numeral\_copy). Reproduction of images from other publications is governed by the conditions detailed above in Tables (*point 21*).
- 24. Submission** should be one of the following, and indicated as such on the title page:
- ***Editorial:*** by invitation only. Summary and keywords are omitted.
  - ***Original Article***
  - ***Review***
  - ***Short Communication:*** no more than 10 pages of text, 2 tables, 4 figures, 10 references, and a Summary no fewer than 150 words and no more than 300 words.
  - ***Case report(s):*** description of 5 cases or less. Divide the article and Summary into Introduction, Case report(s) and Discussion. Does not generally include Conclusions. Maximum length 20 pages (excluding References, Tables and Figures) and maximum number of references 30. The Summary should contain no fewer than 150 words and no more than 300 words.
  - ***Technical/Therapeutic Notes:*** not more than 20 pages of text and no more than 30 references. The Summary should contain no fewer than 150 words and no more than 300 words.
  - ***Special Article:*** presents a research project, history of medicine topics, teaching methods, management issues or economic and legal considerations relevant to the themes dealt with by the Journal issue. The article can be structured according to the Author's wishes, but modifications may be requested by the Editor.
  - ***Letter to the Scientific Director:*** the letter must pertain to a previously published article. It must not exceed 3 pages in length, and must not contain more than one Figure or Table, or more than 5 references. The Author(s) of the original article will be given the opportunity to respond to the published comments.
- The Journal may also publish ABSTRACTS OR COMMUNICATIONS FROM SCIENTIFIC MEETINGS as Supplements. Only in this case printing costs will be at the expense of the client.

#### ● ADDITIONAL NOTES

- ABBREVIATIONS should be avoided.
- PHARMACEUTICAL COMPOUNDS: use only international non-proprietary names (INN), unless use of the commercial name cannot be avoided (in which case the first letter of the product needs to be capitalized, and the name, city and country of origin of its manufacturer cited).
- SYMBOLS AND UNITS OF MEASUREMENT: refer to International System of Units (SI). Indicate blood pressure in millimetres of mercury (mmHg) and temperature in degrees Celsius (centigrade)
- ETHICAL NORMS: all studies on human subjects must declare that informed written consent was obtained from all participants, conforming to the guidelines issued by the relevant Ethics Committee and in conformity to the 1975 Declaration of Helsinki and subsequent modifications thereof. Details that could reveal the identity of any subject involved in the study must be omitted. Results of animal experiments must be accompanied by a declaration of conformity to the Principles of Animal Care (published by the US National Institute of Health N. 85-23, revision of 1985), as well as

the relevant national laws in force (e.g., the Italian law governing animal protection), where these exist.

- STATISTICAL ANALYSIS: describe the statistical methods employed in enough detail to consent an expert reader to access the original data and verify the reported results. Where possible, quantify the results and present them accompanied by appropriate indicators of measurement error or uncertainty (such as confidence intervals). Specify the software used (name and version).
- ENGLISH LANGUAGE ASSISTANCE FOR AUTHORS: non-native speakers of English are advised to seek professional assistance with grammar and style to guarantee the clarity of their manuscript. Upon request, and at the expense of the Author, the Publisher can arrange translation or revision of a manuscript by a professional scientific translator. If a submitted manuscript requires linguistic correction, the Author(s) will be billed for the cost.

## □ MANUSCRIPT REVIEW PROCESS

The Editor will only consider papers conforming to the general Instructions for Authors and those specific for the type of article in question. Submitted papers will be checked to ensure that they deal with topics that fall within the scope of the Journal. If so, they will be subjected to an *initial technical verification* to ensure that their formal presentation conforms to the Instructions for Authors, and if not they will be returned to the Editorial Correspondent for the appropriate modification. Once an appropriately structured article has been received, its Editorial Correspondent will be informed by e-mail of its submission for peer review and its reference number (which should be cited in all subsequent correspondence). Papers will be selected for publication on the basis of their content, the interest of their subject matter, and their scientific contribution to Progress in Neuroscience. Acceptance is subject to critical expert review, the execution of any modifications requested and the overriding decision of the Scientific Director. Contributions are subjected to *double-blind peer review*, in which the reviewer's name is withheld from the Author and the Author's name from the reviewer. All manuscripts are reviewed as rapidly as possible. Once a paper is accepted for publication, it will be subject to *editorial review* (language, grammar, format and style), the References will be checked, and coherence will be verified throughout the text. The Editorial Correspondent may be asked for clarification or verification at this stage. Once the definitive version of the paper is approved for publication, it will be added to the publication calendar and sent to press at the earliest opportunity, bearing in mind the editorial agenda. *Galley proofs*, in Portable Document Format (PDF) format, will be sent to the Editorial Correspondent by e-mail, who must verify their exactness and return them, duly corrected if necessary, within 7 days of their receipt, otherwise the Publisher reserves the right to make any corrections necessary and publish the article without the Editorial Correspondent's input. Only typographical corrections are accepted at this stage, and so the publisher reserves the right to refuse any alteration that does not affect the accuracy of the content. If substantial alterations are required, costs incurred will be at the expense of the Author(s). It is the responsibility of the Editorial Correspondent to ensure that their proofs are error-free.

## □ CHECKLIST

Before submitting a manuscript, please ensure that you have included/adhered to the items on the following checklist:

- TEXT FILE (word, A4, 5 cm right-hand margin, 2.5 cm other margins, Times New Roman 12 font, double spacing, numbered paged). Containing:
  - Title, any subtitle and running head
  - Full name and surname of Authors
  - Specification of each affiliation
  - Editorial Correspondent and Corresponding Author(s), with relevant address, e-mail, phone and fax numbers
  - Type of article
  - Conflict of interest statement
  - Summary, divided into Aims, Materials and Methods, Results, Conclusions.
  - Keywords
  - List of abbreviations and acronyms
  - Introduction, Aims, Materials and Methods, Results, Discussion and Conclusions sections
  - Alphabetical reference list
  - Acknowledgements (including funding)
  - Tables and their captions
  - Figure legends
- FIGURE FILES
- WRITTEN PERMISSION FOR THE REPRODUCTION of any work protected by copyright
- INFORMED WRITTEN CONSENT FROM ANY HUMAN PARTICIPANT in the research described in the paper
- INFORMED WRITTEN CONSENT FROM ANY PERSON RECOGNIZABLE in any photo

NB: if any of your files are password protected, you should disable the protection or encryption before submission.

## □ PUBLISHER

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