

■ Editorial Policy

1. Scope of this journal

Neurologia medico-chirurgica is an international publication covering primarily neurosurgery, but also including studies in related fields. Contributions of original articles in English from any country are welcome. The categories of papers are Original Articles, Case Reports, Technical Notes, Rapid Communications, Special Topics, and Review Articles.

Case Reports: Concise case report(s) may be accepted if important and educational. Case reports are published in NMC Case Report Journal except the articles which are recommended to be collected in Neurologia medico-chirurgica by editorial board.

Technical Notes: New techniques or significant modifications of techniques that are directly applicable to clinical practice or research are considered.

Rapid Communications: A short, concise summary of highly significant findings requiring immediate publication can be submitted. Concentrate on the actual findings, and avoid extensive arguments or general discussion.

Special Topics: Social or ethical items related to neurosurgery, neurology, and neurosciences, such as cost-effective analysis or medical training issues, can be reported.

Review Articles: A review article providing timely or critical discussion about present status and directions for future research may be prepared at the invitation of or after discussion with the Editorial Board.

2. Authorship

Anyone can submit manuscripts to this journal regardless of whether he/she is a member of the Japan Neurosurgical society.

Authors have to meet all the criteria below, which are defined by ICMJE (International Committee of Medical Journal Editors). Anyone who meets all the criteria below must be listed as an author.

Those who do not meet the four criteria should be acknowledged.

- 1) Substantial contributions to the conception or design of the work; or the acquisition, analysis, or interpretation of data for the work
- 2) Drafting the work or revising it critically for important intellectual content
- 3) Final approval of the version to be published
- 4) Agreement to be accountable for all aspects of the work in ensuring that questions related to the accuracy or integrity of any part of the work are appropriately investigated and resolved

3. Copyright

All accepted manuscripts become the property of the Japan Neurosurgical Society. All the works published in this journal are subject to Creative Commons license CC-BY-NC-ND (Attribution-NonCommercial-NonDerivative). <https://creativecommons.org/licenses/by-nc-nd/4.0/deed.ja>

4. Affidavit

The affidavit following the instructions must be completed and signed by all authors, and submitted with the manuscript.

5. Conflicts of Interest

All authors must disclose any financial and personal relationships with other individuals or organizations in the three years preceding the submission of the manuscript that could inappropriately influence their work. Disclosure standards of financial conflicts of interest are available at <http://jns.umin.ac.jp/jns/coi.html>.

Examples of potential conflicts of interest include employment-consultancy relationship, stock ownership,

honoraria, paid expert testimony, patent applications/registrations, and grants or other funding, etc. All members of Japan Neurosurgical Society (JNS) should make declaration of COI every year to the JNS Office.

6. Similarity Check

NMC implements Similarity Check (Copy & Paste detector). All submitted manuscripts are to be examined by Similarity Check. In case of any possibility of plagiarism, the editorial committee may ask the author to correct the paper, or stop the peer-review.

7. Ethics

Experimental studies on animals must include a statement that the studies meet appropriate ethical standards of the responsible committee. The authors should state in the text whether the procedures followed in experiments on human subjects were conducted in accordance with "Ethical Guidelines for Medical and Health Research Involving Human Subjects (Provisional Translation as of March 2015)" and its later amendments.

The authors should also obtain written informed consent from subject included in the study, and state such information in the text. A PDF of the statement of approval of the study by institutional or regional review board should be attached. Details in the text, figures, photographs that might disclose identity of subjects should be omitted to preserve subjects' anonymity. The Editors reserve the right to reject manuscripts that do not comply with the Journal's ethical standards. The authors are responsible when any faulty statement is disclosed.

8. Randomized Controlled Trial Registry

All randomized controlled trials submitted for publication in the NMC should complete registration to one of 5 ICMJE-approved public trial registries (www.umin.ac.jp/ctr/index/htm, www.ClinicalTrials.gov, www.actr.org.au, www.ISRCTN.org, or www.trialregister.nl). Trials must be registered at or before the onset of patient enrollment. Authors should describe the registration number at the end of the abstract and in the session of Materials and Methods of the text.

9. Systematic Reviews and Meta-analyses

Systematic reviews and meta-analyses must be reported according to PRISMA (Preferred Reporting Items for Systematic Reviews and Meta-Analyses) guidelines, an evidence-based minimum set of items for reporting in systematic reviews and meta-analyses. (PRISMA: <http://www.prisma-statement.org/>)

■ Manuscript Style

10. Submission

Authors must submit their manuscripts through the homepage at <https://mc.manuscriptcentral.com/nmc>. All submissions must follow the instructions and advice

on how to submit manuscripts, which is available at the web site.

Authors of revised manuscripts must submit a detailed point-by-point response to the reviewers' comments in the field of Response to Decision Letter on the submission system. The modified parts should be highlighted by under line or color font.

11. File formats

The manuscript file must be submitted as a Microsoft Word file, including title page, abstract, text, COI disclosure, references, and figure legends. Number all pages consecutively in this order. Figures and tables must NOT be embedded within the manuscript file. Tables must be submitted as either Microsoft Word or Excel files, NOT converted into images. Figures must be

submitted as JPEG, PNG, or GIF files. Related illustrations should be grouped into one figure on one page. Total file size is limited to ≤ 20 MB including figures and tables.

- 1) Text (Title page, Abstract ~ Legends): Word
- 2) Table: Word, Excel (Image data is unacceptable.)
- 3) Figure: JPEG, PNG

12. Documentary form

The manuscripts should be typed double-spaced throughout with ≥ 12 -point type face, formatted for A4 paper leaving margins of at least 2.5 cm (1 inch).

13. English

Authors whose native language is not English should have their manuscripts checked by a native English speaker before submission.

14. Numerals and units

Use Arabic numerals. Standard metric units (mm, cm, ml, l, mg, g, msec, sec, min, hr, etc.) can be used throughout without definition.

15. Abbreviation

Avoid nonstandard abbreviations, unfamiliar terms or symbols, and laboratory jargon. Abbreviations should be kept to an absolute minimum; but if necessary, they must be spelled out at first mention.

16. Devices

On referring to devices like catheter and coil for the first time, selling companies should be stated. There is no need to append "TM" or "®".

e.g.) Launcher (Medtronic, Minneapolis, MN, USA) → company, city, state, country

■ Manuscript Structures

17. Title page

The title page should carry the following.

- 1) The concise but informative title of the article. Only the first letter of each word should be capitalized, except for conjunctions, articles, or prepositions unless the first word of the title. Chemical formulas or abbreviations should not be used, but long common terms such as names of compounds or enzymes can be abbreviated.
- 2) All authors' full names without academic degrees
- 3) Full names of the department(s) and institution(s) in which the research was done, together with the location (city, state, and nation). If the article has several authors from different institutions, it should be clearly indicated with which department and institution each author is affiliated using superscript numbers.
- 4) Key words, limited to five words or short phrases, taken from Index Medicus or composed by analogy on the same principles.
- 5) A brief running head, not to exceed 60 characters (count letters and spaces). Abbreviations defined in the text can be used.
- 6) Corresponding author's name, full address, telephone and fax numbers, and e-mail address.

18. Structure of Articles

Original Article: Abstract, Introduction, Materials and Methods, Results, Discussion, Acknowledgment (if any), Conflicts of Interest, References, Legends

Case Report/Technical Note: Abstract, Introduction, Case Report, Discussion, Acknowledgment (if any), Conflicts of Interest, References, Legends

Special Article/Review Article: Abstract (Text in free style), Acknowledgment (if any), Conflicts of Interest, References, Legends

Abstract:

Not exceed 250 words (approximately 1 page of A4) in length.

State the purpose of the investigation, then describe the

study design or experimental procedure, main findings or major contributions, and finally the specific conclusion or recommendation, in a single paragraph without subheadings.

Provide enough information for the Abstract to be easily understood without reference to the text, and emphasize new and important aspects of the study.

Introduction:

Give concise background information relevant to the study and the questions the study seeks to answer. The readers should be able to understand why the study was done.

Materials and Methods:

Describe subjects, materials, and methods used, including experimental design or procedures, in sufficient detail to enable the readers to evaluate and/or reproduce the results. Subjects should be described appropriately to show that the control and experimental groups contained matched subjects.

Designate drugs by their generic names; but for particular chemicals or equipments, the brand names and locations of the supplier (city, state, and nation) should be given in parentheses.

Describe statistical methods and details of randomization or blinded observations. Specify the numbers of observations made and individuals who could not be followed up until the end of the study.

Protect patient anonymity by avoiding details that might identify patients unless essential for scientific purposes. Masking of the eye region in photographs of patients may be inadequate. If identification of patients is unavoidable, written permission should be obtained.

Results:

Include only the data and illustrative materials that are pertinent to the subject of the article.

Avoid repetition of all the data in the tables or illustrations in the text, but do emphasize or summarize important trends or observations.

Avoid duplicate presentation of the same data in both tabular and graphic forms.

Discussion:

Interpret the present data concisely, giving particular attention to the question or hypothesis posed in the Introduction section. Information presented in the previous sections should not be repeated.

Include discussion of previous works that not only agree but also disagree with the present results.

State the conclusions or recommendations that can be directly drawn from the present results. Logical implications of the present findings for practical applications or future studies are permissible, but unsubstantiated speculations must not be included.

19. Format of each manuscript type

Manuscripts should conform to the length specified in the below table. The word limit or the printed pages includes references and tables/figures. In case the number of pages exceeds the below limitation, authors have to pay 10000 JPY per extra page.

Review Special Topic	9,600 words (12 printed pages)	8 tables/ figures in total
Original Article	6,400 words (8 printed pages)	5 tables/ figures in total
Case Report Technical Note Rapid Communication	4,000 words (5 printed pages)	4 tables/ figures in total

*One printed page is approximately 800 words. One table or figure is about 400 words.

20. Acknowledgment

State personal or institutional contributions, and financial or material support. Supply full information for nature of support (technical help, critical review, data collection, and participation in clinical trial), number of grants-in-aid, and name and location of institution or organization.

21. Disclosure of Conflict of Interest

All authors must state any actual or potential conflicts of interest with regard to the manuscript submitted for review under a heading of "Conflicts of Interest Disclosure" following the "Acknowledgment" section. Authors should also state if there are no conflicts of interest. In addition, authors who are members of The Japan Neurosurgical Society (JNS) must include a statement about whether all authors have registered online Self-reported COI Disclosure Statement Forms through the website for JNS members or not.

e.g. A (author name) received a research grant from X (entity name); B serves as a consultant to Y; C received lecture fees from Z.; All authors have no conflict of interest.

22. References

Number references consecutively in the order cited in the text, not alphabetically. When there are six or fewer authors, all should be listed; when there are seven or more, include only the first three and add "et al." If no person or organization can be identified as the author and no editors or translators are given, begin the reference with the title of the article. Do not use anonymous. All the references should be cited in the article as superscript numbers followed by a closing parentheses. Papers accepted but not yet published can be included in the reference list, but papers in preparation, unpublished observations, and personal communication should be noted in parentheses in the text.

The journal name should be abbreviated as in *Index Medicus*, but full name be provided if it is not registered in the *Index Medicus*.

Samples:

- 1) Albright AL, Barry MJ, Painter MJ, Shultz B: Infusion of intrathecal baclofen for generalized dystonia in cerebral palsy. *J Neurosurg* 88: 73–76, 1998
- 2) Donegan J: Anesthesia for pediatric neurosurgery, in Cottrell J, Turndorf H (eds): *Anesthesia and Neurosurgery*. St Louis, CV Mosby, 1986, pp 173–187
- 3) Russell DS, Rubinstein LJ: *Pathology of Tumours of the Nervous System*, ed 5. London, Edward Arnold, 1989

- 4) Tanaka T, Yonemasu Y, Olivier A, Andermann F: [Clinical analysis of reoperation in cases of complex partial seizure]. *No Shinkei Geka* 17: 933–937, 1989 (Japanese)
- 5) Kinoshita M, Miyashita K, Tsutsui T, Furuta T, Nakada M: Critical neural networks in awake surgery for gliomas. *Neurol Med Chir* doi.org/10.2176/nmc.ra.2016-0069 Epub 2016 Jun 2.
- 6) Report of brain tumor registry of Japan (2001–2004) 13th Edition.
https://www.jstage.jst.go.jp/article/nmc/54/Supplement/54_sup.2014-0000/_article (Accessed on 2016 Sep 9)

23. Tables

Cite all tables in the text, and number consecutively according to appearance in the text.

Type each table on a separate page, supplying a brief title and explanatory footnotes. All abbreviations used in each table should be explained in the footnotes.

Each column must carry an appropriate heading, and units in numerical measurements should be added to the column heading in parentheses.

If data can be described in one or two sentences in the text, do not present them in a table.

24. Figures

Cite all figures in the text, and number consecutively in the order cited in the text.

Titles and detailed explanations should be given in the legends, not on the figures. All abbreviations used in each figure should be explained in each legend.

Figure legends should provide a brief, self-sufficient explanation of the illustrations. Describe the staining method and original magnification for photomicrographs, and bar measurements for electron micrographs.

If a figure has already been published, obtain permission to reproduce or modify from the copyright holder, and acknowledge the original source in the legend.

Color photographs can be accepted if the author is willing to pay for the extra cost (about 50,000–55,000 JPY for one page).

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