

Neurosurgical Emergency Instructions for Contributors

- (1) Neurosurgical Emergency is devoted to the publication of work relating primarily to neurosurgical emergency. Articles on unusual cases and technical notes are also acceptable.
- (2) As a rule, only manuscripts submitted by authors who are members of the Japan Society of Neurosurgical Emergency will be considered for publication.
- (3) The contents of the manuscript should pertain to original (not previously published) work. When two or more sentences are the same or the contents resemble or are extremely similar to previously published articles, publication may be refused.
- (4) All decisions regarding acceptance for publication will be made by the reviewer and the Editorial Board. Furthermore, the Editors may request the authors to make partial revisions, or the Editors may take the liberty of making direct changes within the manuscript.
- (5) Manuscript preparation:
 - 1) Manuscript should be submitted as Microsoft Word files (Macintosh or Windows). Please send by an e-mail or a CD-R (W) or USBmemory stick with a hard copy of the printed paper.
 - 2) Photographs should be saved as JPEG or BMP files, or submitted in the printed hard copy form.
 - 3) All graphs should use Excel when possible.
 - 4) The manuscript should contain the following in the order listed: Title · Name · Institution · Abstract · Text · References · Figure legends. Key Words should be placed after the abstract and should be limited to no more than five words or phrases to assist indexing and retrieval of the work.
 - 5) Units and accustomed abbreviations, such as m, cm, mm, nl, dl, ml, kg, g, mg, etc. should be used without punctuation.
 - 6) Photomicrographs of histopathological samples should include a legend stating their original magnification and the type of staining method used.
 - 7) All references must be listed in numerical order based on first appearance in the text using

superscript numbers. List all authors when there are three or fewer, when there are four or more, list the first three, followed by "et al"

Journal example: Matsumae M, Sato O, Hirayama, A, et al: Research into the Physiology of Cerebrospinal Fluid Reaches a New Horizon: Intimate Exchange between Cerebrospinal Fluid and Interstitial Fluid May Contribute to Maintenance of Homeostasis in the Central Nervous System. *Neurol Med Chir (Tokyo)* 56:416-441, 2016

Article or Chapter in a Edited Book example:
McComb JG, Hyman S, Weiss MH: Lymphatic drainage of cerebrospinal fluid in the cat. Shapiro K, Marmarou A, eds. *Hydrocephalus*. Second edition, Raven Press, New York, 1984, 83-98.

- 8) There is no charge for manuscripts of 6 pages or less in length. For manuscripts of 7 pages or more, actual expenses must be paid by the authors. The charge for each additional page is the equivalent of 15,000 Japanese Yen per page. Figures or Tables are considered equivalent to one manuscript page. One manuscript page is considered to consist of a word count of 2,000 words.
- 9) All black and white figures will be published free of charge. Authors are responsible for the costs of reproducing color figures. Fees for color prints are as follows: one page 30,000 Yen; 2 or more pages 20,000 Yen per each page.
- 10) Additional copies of the published manuscript version can be purchased as follows: 2,000 Japanese Yen for 10 copies; 1,000 Yen for each additional 10 copies.
- (6) The copyright (including all rights, title, and interest in the manuscript) of all accepted manuscripts belongs entirely to the editorial board of Neurosurgical Emergency.
- (7) Conflicts of Interest (COI): All authors must declare any potential conflicts of interest. For authors who are members of the Japan Neurosurgical Society, yearly COI online declaration is required. The corresponding author must indicate the declaration of COI in the manuscript prior to acceptance.
- (8) The corresponding author is guarantor for the integrity of the study and manuscript and represents all authors when dealing with the Editor and staff

Neurosurg25-1_投稿規定.indd 229 19/11/28

11:57 230 Neurosurg Emerg Vol. 25, No. 1 2020
members of the Neurosurgical Emergency. During the peerreview process, this person is responsible for communicating to all authors the reviewers' comments and, if revised text is requested, ensuring that all authors approve all revised versions of the manuscript prior to resubmission. If the manuscript is accepted, the corresponding author will be asked to respond to questions arising during the editing and composition of the manuscript, and to approve page proofs prior to publication.

All correspondence from the Editorial Office is sent via email.

- (9) Manuscripts should be sent to: Mitsunori Matsumae, Neurosurgical Emergency Editorial Office, Department of Neurosurgery Tokai University, 143 Shimokasuya, Isehara, Kanagawa 2591193, Japan,
Tel +81-463931121
Fax +81-463911295,
Email address: journal_jsne@tsc.utokai.ac.jp
Neurosurg25-1_投稿規定 .indd 230 19/11/28
11:57__