

# Author Instructions

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Submission to Surgical Neurology International proceeds totally online and you will be guided stepwise through the creation and uploading of your files. During metadata entry step, please be sure to add details of all authors and co-authors correctly by clicking on "add author" button. Details once entered will not be changed after submission. Once submitted the word file (preferably compiled 1 word file containing all table and figures) will be used in the peer-review process. All correspondence, including notification of the Editor's decision and requests for revision, takes place by e-mail removing the need for a paper trail.

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It is important that the file be saved in the native format of the word processor used. The text should be in single-column format. Keep the layout of the text as simple as possible. Most formatting codes will be removed and replaced on processing the article. In particular, do not use the word processor's options to justify text or to hyphenate words. However, do use bold face, italics, subscripts, superscripts etc. Do not embed "graphically designed" equations or tables, but prepare these using the word processor's facility. When preparing tables, if you are using a table grid, use only one grid for each individual table and not a grid for each row. If no grid is used, use tabs, not spaces, to align columns.

To avoid unnecessary errors you are strongly advised to use the "spell-check" and "grammar-check" functions of your word processor.

## Page layout & styles

- Page size Letter Portrait 8 1/2 X 11
- Margins All Margins, 1cm
- Page number Numbered at bottom centre
- Footer / Headers None

## Title

- 18 pt Times New Roman, bold, centered

## Author and co-authors

- 14 pt Times New Roman centered, bold - author and all co-authors names in one line.
- The corresponding author should include an asterisk\*.

## **Authors address**

- 12 pt Times New roman centered - giving each authors' affiliation (i.e. Department, Organization, Address, Place, Country, Email).
- Followed by single line spacing below the names: Indicate all affiliations with a lower-case superscript letter immediately after the author's name and in front of the appropriate address.
- Add separately email id's of all coauthors in front of their name on the title page.

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- 10pt Times New roman centered - giving a valid e-mail of the corresponding (main) author is a must. It should be indicated as\* followed by two line spacing.
- Clearly indicate who will handle correspondence at all stages of refereeing and publication, also post-publication.
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## **Abstract**

- 12 pt Times New roman, full justification Normal - maximum 250 words. It should be concise and factual.

The abstract should state briefly the purpose of the research, the principal results and major conclusions. An abstract is often presented separately from the article, so it must be able to stand alone. For this reason, references, acronyms, and footnotes should be avoided. Also, non-standard or uncommon abbreviations should be avoided, but if essential they must be defined at their first mention in the abstract itself. The abstract should consist of four categories labeled "Background," "Methods," "Results," and "Conclusions." Respectively, they should briefly describe the problem being addressed, how the study was performed, the salient results, and what the authors conclude from the results. For case reports, "Methods" and "Results" sections may be replaced with "Case Description," if appropriate.

## **Keywords**

- Immediately after the abstract, provide a maximum of 6 keywords, avoiding general and plural terms and multiple concepts (avoid, for example, "the", "or", "and").
- Be sparing with abbreviations: only abbreviations firmly established in the field may be eligible.
- These keywords will be used for indexing purposes.

## **Acknowledgements**

- Collate acknowledgements and include them in the First Page file; do not include them within the manuscript.
- List here those individuals who provided help during the research (e.g., providing language help, writing assistance or proof reading the article, etc.).

## **Text**

- 12 pt Times New roman, full justification - double line spacing between paragraphs. No indentation
- All text should be fully justified.
- Do not number your titles (for example, 1.0 Introduction; 2.0 Background).
- Do not use the tab key to indent blocks of text such as paragraphs of quotes or lists because the page layout program overrides your left margin with its own, and the tabs end up in mid-sentence.

## **Heading**

- Major headings (Abstract, Keywords, Introduction, Materials and methods, Results and discussion, Acknowledgment, References) left-justified, 12 pt bold

- Intermediate headings should be in italics, sentence case, left justified, 12 pt

## Tables

- To be incorporated at the end of Manuscript. Number tables consecutively in accordance with their appearance in the text.
- *Correct*: "Table 1: Age distribution of consumers....."
- *Incorrect*: "Table No. 1: Age distribution of consumers....."

## Figures /Graphs

- Figures may be embedded in your word document but they should be created with a program that allows you to save them as gif, jpg or tiff format.
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## References

- Please ensure that every reference cited in the text is also present in the reference list (and vice versa).
- Unpublished results and personal communications are not recommended in the reference list, but may be mentioned in the text. If these references are included in the reference list they should follow the standard reference style of the journal and should include a substitution of the publication date with either "Unpublished results" or "Personal communication" Citation of a reference as "in press" implies that the item has been accepted for publication.
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The commonly cited types of references are shown here, for other types of references such as newspaper items please refer to the ICMJE Guidelines (see examples).

### *Correct / Acceptable Citation*

This sentence needs a reference.<sup>[12]</sup> And then we continue with the next sentence.

### **Example references**

#### 1. Single/Multiple Authors

Cagin T, Wang G, Martin R, Breen N, Goddard WA, Molecular modelling of dendrimers for nanoscale applications, *Nanotechnology*, 2000; 11(2), 77-84.

#### 2. More than six authors

Cagin T, Wang G, Martin R, Zamanakos G, Vaidehi N, Mainz DT, et al. Multiscale modeling and simulation methods with applications to dendritic polymers. *Computational and Theoretical Polymer Science*. February 2001; 11: 345-356.

#### 3. Organization as Author

Hypertension Program Research Group. Hypertension, insulin, and proinsulin in participants with impaired glucose tolerance. *Hypertension*. 2002; 40(5): 679-86.

#### 4. Unknown Author

21st century heart solution may have a sting in the tail. *BMJ*. 2002; 325(7357): 184-5.

#### 5. Journal article on the Internet

Aboud S. Quality improvement initiative in nursing homes: the ANA acts in an advisory role. *Am J Nurs* [serial on the Internet]. 2002 Jun [cited 2002 Aug 12]; 102(6): [about 3 p.]. Available from: <http://www.nursingworld.org/AJN/2002/june/Wawatch.htm>

#### 6. Personal author(s)

Murray PR, Rosenthal KS, Kobayashi GS, Pfaller MA. *Medical microbiology*. 4th ed. St. Louis: Mosby; 2002.

#### 7. Editor(s), compiler(s) as author

Gilstrap LC 3rd, Cunningham FG, VanDorsten JP, editors. *Operative obstetrics*. 2nd ed. New York: McGraw-Hill; 2002.

#### 8. Author(s) and editor(s)

Breedlove GK, Schorfheide AM. *Adolescent pregnancy*. 2nd ed. Wiczorek RR, editor. White Plains (NY): March of Dimes Education Services; 2001.

#### 9. Organization(s) as author

Royal Adelaide Hospital; University of Adelaide, Department of Clinical Nursing. *Compendium of nursing research and practice development, 1999-2000*. Adelaide (Australia): Adelaide University; 2001.

#### 10. Chapter in a book

Marshall GR, St. Louis, Beusen DD, Abraham DJ ed., *Molecular Modelling in drug design* In: *Burger's Medicinal Chemistry and Drug discovery*. Volume I, 6th edition. Virginia, John Wiley and Sons, Inc., 2003; p. 77-168.

#### 11. Conference proceedings

Mulla JS, Jamakandi VG, editors. *Formulation And Evaluation of Ketorolac Tromethamine Loaded Bovine Serum Albumin Microspheres*, Second International Conference and Indo-Canadian Satellite Symposium on Pharmaceutial Sciences, Technology, Practice and natural Products; 2007 Feb 24-26; Ooty, India.

#### 12. Thesis

N. Khoshaklagh. *The compositions of volatile fractions of Peganum harmala seeds and its smoke*. Pharm. D. Thesis, Faculty of Pharmacy, Tehran University of Medical Sciences, Tehran, Iran. (2002).

#### 13. Web references

As a minimum, the full URL should be given. Any further information, if known (DOI, author names, dates, reference to a source publication, etc.), should also be given.

#### 14. Website information

Cancer-Pain.org [homepage on the Internet]. New York: Association of Cancer Online Resources, Inc.; c2000-01 [updated 2002 May 16; cited 2002 Jul 9]. Available from: <http://www.cancer-pain.org/>.

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Manuscripts should be submitted using the [online submission system](#).

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All messages and reviews sent electronically will be confirmed electronically upon receipt.

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Identifying information should not be published in written descriptions, photographs, sonograms, CT

scans, etc., and pedigrees unless the information is essential for scientific purposes and the patient (or parent or guardian, wherever applicable) gives written informed consent for publication. Authors should remove patients' names from figures unless they have obtained written informed consent from the patients. When informed consent has been obtained, it should be indicated in the article and copy of the consent should be attached with the covering letter.

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