

# CASPIAN JOURNAL OF NEUROLOGICAL SCIENCES

## Instructions to Authors

### Aims and Scopes

*Caspian Journal of Neurological Sciences* (CJNS) is an international scientific quarterly journal of the Guilan University of Medical Sciences - Guilan, Iran; that publishes papers of significance in all areas of **clinical and basic neuroscience**.

The editors welcome contributions and reports of novel results in any area of neurological sciences – clinical and basic – including neurology, neurosurgery, psychiatry, psychology, neuro-ophthalmology, neuro-otology, neuro-urology, neuro-pharmacology, molecular and cellular neurosciences in the format of Original Papers, Review Articles, Brief Communications, Case Reports and Letters to the Editor.

CJNS provides readers and authors high visibility, emphasis on interdisciplinary communication, accessibility to a broad readership, high standards of copy editing and production, rigorous peer review and rapid publication. All papers accepted for publication in the journal will appear simultaneously in both the print journal and online.

### Submission of Manuscripts

Submission is acceptable via Journal URL: <http://cjns.gums.ac.ir>

A **covering letter** identifying the corresponding author (full name, address, telephone, fax numbers, and e-mail) should accompany all manuscripts. It must contain these statements: “The manuscript has been seen and approved by all authors involved and is neither being published nor being considered for publication elsewhere”. The text should be submitted in Microsoft Word format and the figures in JPG or GIF format – which will produce high quality images in the online edition of the journal – as attachments.

**Page charges:** There is no page charge for publication in this journal.

### Guidelines for Preparation of Manuscript

#### Manuscript length

Papers should be of a length appropriate for the amount of information they contain and must be maximum 12 pages. Failure to restrict the length of manuscripts can negatively influence the editor’s decisions.

#### Style

Manuscripts should be written using clear and concise English. The manuscript should include: **Title Page, Abstract, Introduction, Materials and Methods, Results, Discussion, Conclusion, Acknowledgement, Conflict of Interest and References.**

### Manuscript Format

The CJNS manuscripts must be type written double-spaced in A4 paper with margins of 2.5 cm. Pages should be numbered consecutively beginning with the title page. Avoid underlining.

❖ *Original articles should have the following format:*

#### *Title Page*

The title page must contain: (1) title of article (2) running title (3) correct names and highest academic degree of each author (4) each author’s official academic and/or clinical title and affiliation (5) name and address of the institution(s) (6) name address telephone number e-mail and fax number of author to whom correspondence should be sent (7) conflict of interest.

#### *Running Title*

The author should provide a running title of no more than 50 characters.

#### *Abstract*

All original articles must contain a structured abstract of not more than 250 words. The abstract should include; *Background ,Objectives, Materials and Methods, Results, Conclusions* and at least 3 to 5 appropriate key words chosen from the Medical Subject Headings (MeSH) list of index medicus (<http://www.nlm.nih.gov/mesh/MBrowser.html>). They should therefore be specific and relevant to the paper. Authors need to be careful that the abstract reflects the content of the article accurately.

For Randomized Controlled Trials the method of randomization and primary outcome measure should be stated in the abstract. The registration number of the trial and the name of trial registry must be mentioned at the end of abstract.

### ***Introduction***

This should summarize the purpose and the rationale for the study. It should neither review the subject extensively nor have data or conclusions of the study.

### ***Materials and Methods***

This should include the study design and exact method of observation or experiment, inclusion and exclusion criteria for the population or patient samples and laboratory and statistical methods and any general computer program used. If an apparatus is used its manufacturer's name and address should be given in parenthesis. If the method is established give reference but if it is new give enough information so that another author is able to perform it. For Randomized Controlled Trials the method of randomization and primary outcome measure should be stated in the materials and methods. The registration number of the trial and the name of trial registry must be mentioned at the end of materials and methods.

#### **> Statistics**

Inadequate or incorrect statistical analyses frequently cause rejection or delays in the review of manuscripts. Please seek advice from a professional statistician before the manuscript is submitted.

#### **> Ethics of Studies Involving Humans and Animals**

Ethical considerations must be addressed in the Materials and Methods section. 1) Please state that informed consent was obtained from all participants. 2) Include the name of the appropriate institutional review board that approved the project. 3) Indicate in the text that the maintenance and care of experimental animals complies with National Institutes of Health guidelines for the humane use of laboratory animals or those of your institute.

#### **✓ Note For Clinical Trials !!!**

The opinion of Committee on Publication Ethics (COPE) related institute and registration of clinical trials in Iranian Registry of Clinical Trials (IRCT) are necessary for **clinical trials articles**. This is a primary registry in the WHO registry network set up with the help from the Ministry of Health and Medical Education (MOHME) and hosted by Iran University of Medical Sciences (IUMS). Therefore, reception, arbitration and publication of clinical trials articles are related to registration of them in IRCT addresses to ([www.irct.ir](http://www.irct.ir)). If refers to **IRCT number** in the **materials and methods** section, papers will be accepted for peer review process.

#### **\* Reporting Clinical Trials**

Randomized controlled trials should be presented according to the CONSORT guidelines. At manuscript submission, authors must provide the CONSORT checklist accompanied by a flow diagram that illustrates the progress of patients through the trial, including recruitment, enrollment, randomization, withdrawal and completion, and a detailed description of the randomization procedure. The CONSORT checklist and template flow diagram can be found on (<http://www.consort-statement.org>) and (<http://cjns.gums.ac.ir>).

### ***Results***

This should include the findings in a logical sequence with tables and figures as necessary. It must be presented in the form of text, tables and illustrations. The contents of the tables should not be all repeated in the text. Instead a reference to the table number must be given. Long results may need sub-headings within some sections to clarify their contents. Unnecessary overlap between tables, figures and text should be avoided.

### ***Discussion***

The discussion should emphasize the present findings and the variations or similarities with other work done in the field by other investigators. Conclusions based on the findings and its applicability and implications for future research. The detailed data should not be repeated in the discussion again. Emphasize the new and important aspects of the study and the conclusions that follow from them. It must be mentioned whether the hypothesis mentioned in the article is true, false or no conclusions can be derived.

### ***Conclusion***

It should be brief, follow directly from results presented above and correspond to the aim of the paper outlined in the introduction.

### ***Acknowledgement***

For all type of manuscripts, all contributors who do not meet the criteria for authorship should be covered in the acknowledgement section. Financial and material support should also be acknowledged. Personal acknowledgement should precede those of institutions or agencies.

### ***Conflict of Interest***

For all type of manuscripts, authors must acknowledge and declare any sources of funding and potential conflicting interest such as receiving funds or fees by or holding stocks and shares in an organization that may profit or lose through publication of your paper.

## **References**

All manuscripts should be accompanied by relevant references. References should be numbered sequentially as they appear in the text according to the Vancouver style. When citing authors in the text acknowledge only the first author where there are three or more authors e.g. Dehpour et al. stated that ... (1). Where there are two authors cite both e.g. Etemadifar and Sahraian reported that.... (2). Citations in the reference list are to be arranged by number in the following format including punctuation:

**Journals:** Author(s) (max 6 persons). Title of article. Title of journal (in abbreviation with capitalized each word and with no full stops) Year; Volume number (issue); Page numbers. (Abbreviations for journals used in the reference list should conform to Index Medicus.) e.g. Masoud Etemadifar, Mohammad-Ali Abtahi, Hassan Razmjoo, Seyed-Hossein Abtahi, Ali-Reza Dehghani, Zahra-Alsadat Abtahi, et al. Antiaquaporin-4 IgG in Patients Presenting with Unilateral Optic Neuritis: A Cohort Study. *IJPM* 2012; 3 (9): 612-15

**Books:** Author(s). Title: Sub-Title. Edition. Place of Publication: Publisher; Year. e.g. Ricardo Ramina, Paulo Henrique Pires Aguiar, Marcos Tatagiba. *Samii's Essentials in Neurosurgery*. 2<sup>nd</sup> ed. New York; Springer; 2011

**Chapter in a book:** Author(s) of chapter. Title-subtitle of chapter. In: Author(s) (or editors) of the book. Title: subtitle of book. Edition, Place of publication: Publisher; Year; Page numbers. Inclusive page numbers should be given for all references. Print surnames and initials of all authors when there are six or less. In the case of seven or more authors the names of the first six authors followed by et al. should be listed e.g. Boes CJ, Capobianco D J, Ctrer FM, et al. Headache and Other Craniofacial Pain. In Bradley WG, Daroff RB, Fenichel GM, et al. *Neurology in clinical practice*. 5<sup>th</sup> ed. Philadelphia: Butterworth, Heinemann, 2008: 2026-2042

**References to papers accepted for publication but not yet published** should be cited as such in the reference list e.g. Alia Saberi, Shadman Nemati, Reza Jafari Shakib, Ehsan Kazemnejad, Mohammad-bagher Maleki. Association between allergic rhinitis and migraine *JRMS* 2012 in press

The author is responsible for the accuracy and completeness of the references and for their correct textual citation.

### ✓ **Note For Reference Management Software!!!**

The author should ensure reference to locally published studies by doing proper literature search. It may not be possible for the editor and reviewers to check all reference citations. To minimize such errors author should verify references against the original documents and/or use bibliographing softwares such as **EndNote**.

### ✓ **Note For Reference's Digital Object Identifier (DOI )!!!**

In the event that the used reference has DOI, it should cite at the end of the reference.

## **Tables**

In limited numbers should be submitted with the captions placed above. Each table should be numbered consecutively with Arabic numerals and typed double-spaced including all headings. Submit tables as separate files.

## **Figures**

Should be in limited numbers with high quality art work and mounted on separate files. The captions should be placed below.

**Note:** The same data should not be presented in tables and figures and text simultaneously. The maximum total number of tables & figures must be 6.

### ❖ **Review articles should be prepared according to one of the following styles:**

- Systematic reviews should be in form of meta-analysis or meta synthesis without statistical analysis. These articles contain original articles' parts.
- Non systematic reviews should be written by experts who have at least one published article in the related field in references. Different parts of such articles include abstract, introduction, discussion and conclusion. They should contain at least 20 references and maximum 5000 words.

❖ **Short Communication;** can be in form of research article, systematic review or ongoing research which reports its interesting findings. The parts in this type of articles are like those of original one but they are smaller and prepared in maximum 2000 words.

❖ **Letter to the Editor;** should be about criticism of previous articles, criticism or review over books analysis of a topic related to neurosciences, a report and criticism of congresses about neurosciences, expansion and explanation about an idea or a complicated problem. This should be prepared in maximum 1000 to 1500 words. These articles need no structure.

◆**Editorial Article;** should be written by either the editor in chief or the editorial board. The editor in chief could also ask an expert to do such a thing. The context of such articles could involve a deep analysis about the up to date topics in neurosciences, challenging systems or proposing solutions in neurosciences field. They should be prepared in maximum 2000 words and have at least 5 references.

◆**Case Reports and Brief Reports;** Both should include *Abstract, Keywords, Introduction, Case Presentation, Discussion, Conclusion, Acknowledgment, Conflict of Interest, References* and 1 to 4 figures. Necessary documentations of the case(s) like pathology reports, laboratory test reports, and imaging should be included in the submission package. Brief reports should not have more than one figure and/or table.

## Abbrevtions and Symbols

Use only standard abbreviations. *Avoid using them in the title and abstract.* The full term for which an abbreviation stands should precede its first use in the text unless it is a standard unit of measurement.

## Ethics of Scientific Publishing

Submission of a paper in CJNS implies that it reports unpublished work and that it is not under consideration for publication elsewhere. If previously published tables, illustrations or text are to be included then this should be clearly indicated in the manuscript and the copyright holder's permission must be obtained. Previously published material can be cited in a later review or commentary article but it must be indicated using quotation marks if necessary. Plagiarism of text from a previously published manuscript by the same or another author is a serious publication offence. Small amounts of text may be used but only where the source of the material quoted is clearly acknowledged.

## Authors' statement & Authors' contributions

Papers must be accompanied by the authors' statement (<http://cjns.gums.ac.ir>) relative to copyright, originality, authorship, ethics and conflicts of interest, signed by all authors. Also, papers must be accompanied by the authors' contributions (<http://cjns.gums.ac.ir>) signed by correspondence author.

## Authorship Criteria

Based on the newly released *Recommendations for the Conduct, Reporting, Editing and Publication of Scholarly Work in Medical Journals*, by the ICMJE, "an Author" is generally considered to be someone who meets the following conditions 1, 2, 3, and 4.

1. Substantial contributions to the conception or design of the work; or the acquisition, analysis, or interpretation of data for the work; AND
2. Drafting the work or revising it critically for important intellectual content; AND
3. Final approval of the version to be published; AND
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.

## Review Process

The submitted manuscripts will be assessed from editorial points of view at first. Should the manuscript meet the basic editorial requirements; it will enter the peer-review process. The manuscript will then be sent at least to one in-office and two out of office referees for review. The corresponding author will then be informed to the referee's remark to accept, reject or require modification.

**Revision:** Papers may be returned to authors for modification of the scientific content and/or for language corrections. Revised paper and a letter listing point-to-point response to the reviewers must be submitted to the journal. Resubmission does not imply that a revised version will necessary be accepted. If a returned paper for modification is not resubmitted within two months it will be regarded as having been withdrawn and any revised version received subsequently will be treated as a new paper and the date of receipt will be altered accordingly. Authors who resubmit a paper that has previously been rejected must provide the original manuscript and a letter explaining in detail how the paper has been modified. The Editor-in-Chief will consider the recommendations of the reviewers and will forward the comments anonymously to the author along with a consensus recommendation. The author(s) will make appropriate revisions and resubmit the manuscript. When the Editor-in-Chief is satisfied that the manuscript meets the CJNS quality standards the manuscript will be published. Header will be added to each page of the manuscript stating the volume number and the official name of the CJNS (Caspian Journal of Neurological Sciences). An email will be sent to the author from the Editor-in-Chief stating that the manuscript has been published in CJNS. Accepted manuscripts become the property of CJNS.

**Proofs:** A computer printout will be sent to the corresponding author to be checked for only typographical errors and other essential small changes before publication in order to avoid any mistakes. Major alternations to the text cannot be accepted at this stage. Proofs must be returned to the editor within 2 days of receipt.

## **Responsibilities of Authors**

The authors are responsible for accuracy of all statements and data contained in the manuscript, all references, and must obtain permission from the author and publisher of any previously published material included in the submitted manuscript. The editor and publisher accept no responsibility for the statements expressed by the authors here in.

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