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Clinical Medicine

Acta Neurochirurgica Supplement

## **Guidelines to Preparation of Manuscripts**

Deadline for submission of the manuscript is .....

Please note that manuscripts not submitted by the deadline will not be included in the proceedings.

### *Manuscript Submission*

Submission of a manuscript implies: that the work described has not been published before; that it is not under consideration for publication anywhere else; that its publication has been approved by all co-authors, if any, as well as by the responsible authorities – tacitly or explicitly – at the institute where the work has been carried out. The publisher will not be held legally responsible should there be any claims for compensation.

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Authors wishing to include figures, tables, or text passages that have already been published elsewhere are required to obtain permission from the copyright owner(s) for both the print and online format and to include evidence that such permission has been granted when submitting their papers. Any material received without such evidence will be assumed to originate from the authors.

## **Manuscripts**

Please refer also to the general rules for manuscript preparation and processing as provided by Springer Verlag (<https://www.springer.com/de/authors-editors/book-authors-editors/book-manuscript-guidelines>).

### *Language*

If English is not your native language, we suggest that you obtain the assistance of English-speaking colleagues when preparing your manuscript.

### *Size of Manuscript*

Manuscripts should *not exceed* 9 typewritten double spaced pages (max. 30 lines), including summaries, references, tables and figure legends. All pages should be numbered consecutively. Figures and illustrations should *not exceed* 3 per manuscript.

### *Form of Manuscript*

The manuscript should be preceded by a title page which should include the names of all authors plus the address, telephone number, fax number and e-mail address of the corresponding author.

Summary (not more than 200 words).

Key words and/or reference phrases (4 – 10 keywords/phrases)

Text (Introduction, Materials and Methods, Results, Discussion)

References

Tables

Figure Legends

Conflict of interest statement

Text Formatting

Manuscripts should be submitted in Word.

Use a normal, plain font (e.g., 10-point Times Roman) for text.

Use italics for emphasis.

Use the automatic page numbering function to number the pages.

Do not use field functions.

Use tab stops or other commands for indents, not the space bar.

Use the table function, not spreadsheets, to make tables.

Use the equation editor or MathType for equations.

*Note:* If you use Word 2007, do not create equations with the default equation editor, but use the Microsoft equation editor or MathType instead.

Save your file in doc- or rtf-format. Do not submit docx files.

Abbreviations

Abbreviations should be defined at first mention and used consistently thereafter.

### **Footnotes**

Footnotes can be used to give additional information, which may include the citation of a reference included in the reference list. They should neither consist solely of a reference citation, nor include the bibliographic details of a reference.

Footnotes to the text are numbered consecutively; those to tables should be indicated by superscript lower-case letters (or asterisks for significance values and other statistical data).

Always use footnotes instead of endnotes.

### **Acknowledgments**

Acknowledgments of people, grants, funds, etc. should be placed in a separate section before the reference list. The names of funding organizations should be written in full.

### **Tables**

All tables are to be numbered using Arabic numerals and cited in text in consecutive numerical order. For each table, please supply a table caption (title) explaining the components of the table.

Identify any previously published material by giving the original source in the form of a reference at the end of the table caption.

Footnotes to tables should be indicated by superscript lower-case letters (or asterisks for significance values and other statistical data) and included beneath the table body.

Equations

Simple equations of the type  $a^2+b^2=c^2$  can be written as normal text. For all other equations, please use MathType or the Microsoft equation editor, and insert the graphic into your text file as an object.

## References

The list of references should only include works that are cited in the text and have been previously published or accepted for publication.

Personal communications should only be mentioned in the text.

In the text, references should be noted in square brackets eg: [1] and listed in alphabetical order in the reference list.

Papers which have been accepted for publication but not yet published should be included in the list of references with the name of the journal and the Digital Object Identifier (DOI) code of the cited literature. The author is responsible for the accuracy of the references.

Examples for the reference style:

### *Journal articles*

1. Franzini A, Messina G, Leone M, Broggi G (2009) Occipital nerve stimulation (ONS). Surgical technique and prevention of late electrode migration. *Acta Neurochir* 151: 861-65
2. Pinsker MO, Volkmann J, Falk D, Herzog F, Steigerwald F, Deuschl G, Mehdorn HM (2009) Deep brain stimulation of the internal globus pallidus in dystonia: target localisation under general anaesthesia. *Acta Neurochir* 151: 751-58
3. Powell M (2009) Microscope and endoscopic pituitary surgery. *Acta Neurochir* 151: 723-728

### *Article published on-line with DOI*

Helmy A, Timofeev I, Palmer C, Gore A, Menon DK, Hutchinson PJ (2010) Hierarchical log linear analysis of admission blood parameters and clinical outcome following traumatic brain injury *Acta Neurochir* (DOI: 10.1007/S00701-009-0584-y)

### *Books*

Frontera J (2009) *Decision making in neurocritical care*. Thieme, Stuttgart

### *Book Chapter*

Hovind HJ (1986) Traumatic birth injuries. In: Raimondi AJ, Choux M, Di Rocco C (eds) *Head injuries in the newborn and infant. (Principles of pediatric neurosurgery)* Springer, Berlin Heidelberg New York, pp 87–109

### *Online Document*

Human D, Fluss SS (2001) The world medical association's declaration of Helsinki: Historical and contemporary perspectives

([www.wma.net/e/ethicsunit/pdf/draft\\_historical\\_contemporary\\_perspectives.pdf](http://www.wma.net/e/ethicsunit/pdf/draft_historical_contemporary_perspectives.pdf))

Accessed 8 Aug 2009)

Always use the standard abbreviation of a journal's name according to the ISSN List of Title Word Abbreviations.

## Figures and Illustrations

Supply all figures electronically.

Indicate what graphics program was used to create the artwork.

For vector graphics, the preferred format is EPS; for halftones, please use TIFF format. MS Office files are also acceptable.

Vector graphics containing fonts must have the fonts embedded in the files.

Name your figure files with "Fig" and the figure number, e.g., Fig1.eps.

### *Line Art (Black and white illustrations with no shading)*

Do not use faint lines and/or lettering and check that all lines and lettering within the figures are legible at final size (line width not less than 0.1 mm = 0.3 pt)

Scanned line drawings and line drawings in bitmap format should have a minimum resolution of 1200 dpi.

Vector graphics containing fonts must have the fonts embedded in the files.

*Halftone Art (Photographs, drawings, or paintings with fine shading)*

If any magnification is used in the photographs, indicate this by using scale bars within the figures themselves.

Halftones need a minimum resolution of 300 dpi for a good reproduction in print.

*Combination Art (a combination of halftone and line art, e.g., halftones containing line drawing, extensive lettering, color diagrams)*

Combination artwork should have a minimum resolution of 600 dpi.

*Color Art*

Color art is free of charge for online publication.

If black and white will be shown in the print version, make sure that the main information will still be visible. Please avoid using too many different colors which might not be distinguishable from one another when converted to black and white.

If the figures will be printed in black and white, do not refer to color in the captions.

Color illustrations should be submitted as RGB (8 bits per channel).

*Figure Numbering*

All figures are to be numbered using Arabic numerals.

Figures should always be cited in text in consecutive numerical order.

Figure parts should be denoted by lowercase letters (a, b, c, etc.).

*Figure Captions*

Each figure should have a concise caption describing accurately what the figure depicts. Include the captions in the text file of the manuscript, not in the figure file.

Identify all elements found in the figure in the figure caption; and use boxes, circles, etc., as coordinate points in graphs.

Identify previously published material by giving the original source in the form of a reference citation at the end of the figure caption.

*Figure Size*

When preparing your figures, please note that the final size will be column width, 1 ½ column or full width of typing area.

**Conflict of interest**

Authors must indicate whether or not they have a financial relationship with the organization that sponsored the research. This note should be added in a separate section before the reference list. If no conflict exists, authors should state: The authors declare that they have no conflict of interest. In addition, the completed Conflict of interest Disclosure Form of *Acta Neurochirurgica* must be submitted together with the manuscript.

**Proofs**

Manuscripts will be reviewed by experienced colleagues who can do minor revisions and small corrections. In order to shorten production galley proofs will be sent to the Board of Editors only. Offprints may be ordered from Springer International. Order forms and price lists will be sent from the relevant production editor later on.

**Final acceptance**

Final acceptance of manuscripts is subject to the decision of the Editors. Please be informed that a manuscript may be rejected if several of the above mentioned criteria are not met or if their content is too far outside the scope of the proceedings.

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All queries should be emailed before .....to

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