

Progress in Neurobiology An International Review Journal

Guide for Authors

Please read these instructions carefully, as adherence to them will significantly reduce the time needed to process your manuscript.

1. **Scope.** The purpose of *Progress in Neurobiology* is to review recent developments in neurobiology, including molecular, cellular, developmental, systems, behavioral, and clinical advances, in an informative and critical manner. Articles should provide an in-depth, scholarly review of a topic, including historical background. *Thus, reviews should not be limited to the work of the authors but must cover the work of a number of individuals who have contributed to the field under consideration.* The length of the manuscript is determined by the authors in consultation with the Editor-in-Chief. Authors are encouraged to include a discussion of ethical issues relevant to the subject matter of their article.

Although most reviews are invited by the Editor-in-Chief, *any individual who would like to write a review for this journal is welcome to propose a topic for the Editor's consideration.* Such proposals should be emailed to Michael J. Zigmond (Editor-in-Chief) and Susan D. Giegel (Managing Editor) at progress@upmc.edu, or mailed or faxed to the above individuals at the Department of Neurology, University of Pittsburgh, School of Medicine, S-526 Biomedical Science Tower, 3500 Terrace Street, Pittsburgh, PA 15213, USA; Fax: +1 624 412 7327.

Articles should be written by individuals who have considerable experience and a strong record of publication in the topic being reviewed. In some instances, more junior investigators may wish to contribute to, or even initiate, an article. This is welcomed. However, in such cases, it remains essential that one or more co-authors be experienced in the field. Thus, it is helpful to the Editorial Office if individuals proposing to submit a manuscript include in their inquiry an indication of their experience as it relates to the proposed topic.

Most submissions consist of a single article. However, we are prepared to consider a collection of articles on a specific topic. Individuals interested in this possibility should contact Dr. Zigmond as indicated above.

2. **Online submission procedure.** *Manuscripts should be submitted electronically.* If this is not possible, please contact Ms. Giegel.

Before submitting your manuscript, it is essential that you refer to the Elsevier Artwork Guidelines: <http://www.elsevier.com/locate/authorartwork>.

Once you are ready to submit your contribution:

- From the webpage <http://ees.elsevier.com/proneu/>, select 'Submit paper' from the choices near the top of the screen.

- If you have a username and password, enter these in the locations indicated. If you do not have a username and password, select 'Register Now,' and follow instructions for creating these.
- After either entering or creating a username and password, indicate that you are submitting a review and then follow the prompts to submit your manuscript. Note that at each stage of the submission process it is possible to go back a step, save the submission to continue later, or remove/change any information already entered.
- The submission tool will generate a PDF file to be used for the review process.
- You will receive an email confirmation of your submission and updates on the progress of your paper at every stage of the review process.

3. Evaluations. *All manuscripts, including those invited by the Editor-in-Chief, are peer-reviewed.* We encourage authors to submit the names of three to four authorities on the subject who might be called upon to assist in the evaluation.

4. Style. Because neurobiology encompasses such a broad range of subject matter, *each review should include material that will allow readers who are interested in neurobiology but are not specialists in the area to appreciate the content of the article.* Thus, please use the introductory and concluding portions of the article to provide an overall perspective that will be of value to the specialist and non-specialist alike, and choose a title that is as general as permitted by the topic. We do not wish to discourage contributors from including detailed and critical discussions of special problems within their fields of neurobiology, only to ensure that such problems are presented within a general framework that indicates their major significance to a broad audience.

5. Outline. Authors are welcome to provide our Editorial Office with a draft of their title and an outline of their review prior to preparing their manuscript in order to obtain feedback.

6. Preparation of Manuscripts. Manuscripts should be provided within six months of reaching an agreement with Editor-in-Chief regarding submission unless other arrangements have been made.

Please use a word processor to prepare your manuscript and note the following:

- Both left and right **margins** should be at least 2.5 cm (1 in) wide.
- **Spacing:** Use double-spacing for the text, tables, footnotes, and figure legends; triple-spacing for the references.
- **Page design** will be handled by the Publisher. Therefore, you do not need to use formatting commands such as centering, justifying text, and indenting.
- Use your **word processor's** functions to indicate the following text attributes: bold, underline, italics, subscript, and superscript. Please do not

use the hyphenation facilities of your word processor, although hyphens may be used when appropriate for compound words (e.g., wild-type) or some abbreviations (e.g., Bcl-2).

- When preparing **tables**, use tabs, not spaces, to align columns.
- When using **symbols** to denote special characters, please supply a list of all codes employed.
- Use "hard returns" (i.e., using the 'enter' key) only at the end of paragraphs. Use your word processor's "word-wrap" feature within paragraphs.
- If a hard-copy of the text is provided in addition to the electronic version, the printed document must be produced directly from the electronic file that is submitted. The file should be IBM-PC compatible, using Word Perfect or Microsoft Word programs if possible. Otherwise, please use ASCII text files in IBM-PC/MS-DOS format.
- For other concerns relating to the submission of articles, please consult <http://www.elsevier.com/locate/authors> or email Ms. Giegel.

7. **Authorship** must be limited to those individuals who have played a substantive role in the preparation of the review. Thus, 'honorary authorship' is inappropriate. You may acknowledge the contributions of other individuals in the section set aside for this purpose, as noted in point #20.

8. **Affiliations.** List the affiliation of the authors on the title page under the authors' names. These should reflect the institutions at which the majority of the writing was done. If an author changes their affiliation as the work is being published, this information can be provided in a footnote. Authors should also provide current phone, fax, and e-mail information.

9. **Subdivisions of Chapters.** Chapters should be divided into sections, and where desirable, into subsections, each having a short descriptive title. The appropriate scheme for the designation of the subdivisions is the following:

1., 1.1., 1.1.1., 1.1.2., 1.1.1.1., 1.1.1.2., etc.

Please use these section numbers when cross-referencing to other parts of the manuscript (e.g., 'see Section 1.11'). Type all headings on separate lines; headings should not be part of a paragraph.

10. **Abstract.** Include an abstract of 200-250 words that can be used by MEDLINE, Current Contents, etc.

11. **Abbreviations.** Please minimize the use of abbreviations. Avoid using them in the title or abstract of the manuscript or for words used less than five times. Define an abbreviation at the first use of the word and then use the abbreviation throughout the remainder manuscript. Use common abbreviations when available,

and supply a list of the abbreviations you used in your manuscript. The definition of abbreviations in common use is not necessary (e.g., ATP, CNS, and DNA).

12. **Table of Contents.** Provide a Table of Contents and include all the grades of headings numbered according to the scheme followed in the text.

13. **Illustrations.** We strongly encourage the inclusion of illustrative diagrams, as well as photomicrographs and other forms of data in manuscripts. Submit illustrations in a form suitable for reduction without retouching or redrawing. The print area will be 135 mm x 198 mm (5.3" x 7.82"). If possible, the size of the illustrations when submitted should be TWICE the anticipated final size, but no larger than 215 mm x 280 mm (8" x 11"). Use lettering that is large enough so that it is completely legible *after reduction*. Indicate a micron line scale on all photomicrographs.

The inclusion of color illustrations – including illustrative diagrams – is encouraged. *Color figures are published in both the online and print versions of the Journal without cost to the authors.*

We also encourage authors to submit color figures, together with a figure legend, for consideration for the cover of the Journal. These figures need not be included in the manuscript, but must be relevant to that manuscript, and must be created or commissioned by one or more of the authors. Thus, whereas figures from papers by other authors may be appropriate for inclusion in a manuscript (if permission has been granted by the copyright holder), such illustrations may not be submitted as cover illustrations. If the figure is selected for publication, there will be no charge to the authors, who will receive a copy of the cover.

14. **Numbering and Preparation of Figures and Tables.** Number all **figures** in the order in which they are included in the text; use Arabic numerals. In the margin or below each figure, provide the figure number, the name of the author, and the title *Progress in Neurobiology*. Please be sure to cite each figure in the text of the manuscript. Indicate in the margin of the text approximately where the figure should be inserted in the document. Provide a brief descriptive **legend** for every figure; these legends should be submitted (double-spaced) as part of the text document, not on the figures. Number all **tables** in order of their mention in the text; use Arabic numerals. Type a brief title directly above each table. Use a footnote to provide any explanatory material that is essential to understanding the table.

Each figure and table, together with its legend and footnote, should be self-explanatory without reference to the text of the review. Thus, please avoid designations such as "see text."

15. **Equations.** Number all equations in sequence using Arabic numbers enclosed in parentheses. In the text they should be referred to as Eqn. (1), Eqns. (3) - (5), and so forth. If the word "Equation" begins a sentence, it should be written out in

full. Thus, for example, "Equation (1) indicates the predicted impact of changes in Na^+ , whereas Eqn. (2) predicts the impact of changes in K^+ ."

16. Symbols, Nomenclature, and Units. Where possible, use the International System of Units (SI) both in the text and in figures (see <http://physics.nist.gov/cuu/Units/>). If non-metric units are used, provide the metric equivalent in parentheses. The reverse is also acceptable. If a unit of measurement is referred to in the text in general terms (i.e., not referring to a specific measurement), the name of the unit should be written out, not abbreviated. Thus, "The distance was 10.5 m," but "The distance was measured in meters." Information regarding the use of symbols, nomenclature, and units of measurement in manuscripts is available in standard sources such as the following:

IUPAC (1970) *Manual of Symbols and Terminology for Physicochemical Quantities and Units*. Ed. M. L. McGlashan, Butterworths: London.

Royal Society (1971) *Quantities, Units and Symbols*. Royal Society: London.

17. Language, Spelling, and Technical Editing. Contributors may use either British (the Oxford English Dictionary) or United States (Webster's New International Unabridged Dictionary) spelling. The Editorial Office will edit all accepted manuscripts for language, and will ask that reviewers not take the quality of the writing into account when making their recommendations regarding acceptance for publication. However, writing that is difficult to understand often impacts the review process. Moreover, extensive editing by our office will delay the publication of accepted manuscripts. Thus, good writing is strongly encouraged. In some cases, it may be useful for authors to consult a technical editor before submitting their manuscript.

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19. References. Although use of previously published reviews as references is encouraged, *authors should also include primary sources rather than relying exclusively on such reviews.* Effort should be made to identify and cite the earliest reference that can be used to support a particular point. Moreover, it is important to avoid citing a reference mentioned in another source without reading the reference to ensure its relevance and the accuracy of the bibliographic information, particularly the volume, pages, and year of publication. Authors must take full responsibility for checking references in these regards, as well as for conformity to the style as given below.

Please arrange the reference list alphabetically according to last name (surname), followed by the initials of the first names. List the year of publication immediately after the names of the author(s). Organize the list of references alphabetically, based on the following guidelines and exceptions:

(a) **Single authors:** If more than one reference for a single author is cited, list the publications under the surname in chronological order. Include the author's name and year when citing this article within the text.

(b) **Two authors:** If more than one reference for a given pair of authors is cited, alphabetize the articles by surname, and then place them in chronological order within each alphabetical group. When citing these articles within the text include both of the authors' names and the year.

(c) **Three or more authors:** For references with more than two authors, the location of the reference within the bibliography should be determined by the last name of the first author. If there is more than one reference by that first author, these should be organized in chronological order, not according to the last names of the other authors. This is done because for such references all text citations use the surname of the first author only, followed by *et al.*, "and co-workers," or "and associates."

If more than one reference for a given author in one year is cited, denote the different articles with a letter after the author's name after the year in both the text (e.g., Jones et al., 1996a; Jones et al., 1996b) and the list of references.

Citations within the text can be noted in either of two ways; (a) with only the date in parentheses, e.g., "as demonstrated by Vickery and co-workers (1996)" or (b) with the name and date in parentheses, e.g., "according to recent findings (Vickery *et al.*, 1996)." Combinations of these styles can be used in the manuscript.

Use standard abbreviations of journal names (e.g., see <ftp://ftp.nlm.nih.gov/online/journals/ljiweb.pdf>). Examples of the particular style for journal articles, books and edited (multi-author) books are cited below:

Karlin, A., Akabas, M. H. 1995 Toward a structural basis for the function of nicotinic acetylcholine receptors and their cousins. *Neuron* 15, 1231-1244.

Ito, M. 1984 *The Cerebellum and Neuronal Control*. Raven Press: New York.

Steriade, M. 1994. Coherent activities in corticothalamic networks during resting sleep and their development into paroxysmal events. In: *Temporal Coding in the Brain*, pp. 115--128. Eds G. Buszáki, R.Llinás, W. Singer, A. Berthoz, Y. Christen. Springer-Verlag: Berlin.

20. Acknowledgments. *It is essential that authors acknowledge any source of financial assistance used in the preparation of the review, as well as any potential conflict of interest.* Authors may also wish to acknowledge colleagues who provided relevant assistance. In such cases, authors should obtain the permission of all individuals whom they propose to acknowledge.

21. **Plagiarism.** In writing review articles, authors will of necessity be consulting published articles by many other investigators and referring to these in their reviews. However, *it is critical that authors give proper credit to the sources of the ideas explained in the review.* Whereas a review is largely meant to summarize results and thoughts from different sources, word for word quotations are rarely of value. Nonetheless, it can sometimes be useful to cite original sources verbatim. It is extremely important that such excerpts be clearly set off by quotation marks and referenced correctly. Merely citing the source does not substitute for such quotation marks. Moreover, minor changes in wording do not replace the need for a clear indication of the original source of the material. *The Editor will consider as plagiarism any material that is essentially quoted from other sources and not properly cited and will reject the offending contribution.*

22. **Other aspects of responsible conduct in publishing.** All authors must to abide by the most current, relevant professional guidelines for responsible conduct in behavioral and biomedical publications. These include the following:

The International Committee of Medical Journal Editors
(<http://www.icmje.org/index.html>) (October 2007 version)

The Society for Neuroscience (Society for Neuroscience (2000) *J. Neurosci.*, **20**, i–xiv. (<http://web.sfn.org/content/AboutSfN1/Guidelines/guidelines.pdf>),

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