TABLE OF CONTENTS

- Description p.1
- Impact Factor p.2
- Editorial Board p.2
- Guide for Authors p.4

DESCRIPTION

*Neurologia i Neurochirurgia Polska - Polish Neurology and Neurosurgery* is a bimonthly journal aimed at researchers working in the following fields:

- neurology and neurosurgery,
- spinal cord surgery,
- neural disorders,
- paediatric neurology,
- motor disorders,
- vascular neurosurgery,
- headaches,
- epilepsy,
- strokes,
- paralysis,
- multiple sclerosis.

*Polish Journal of Neurology and Neurosurgery* is an official journal of the Polish Society of Neurology and the Polish Society of Neurosurgeons, aimed at publishing high quality articles within the field of clinical neurology and neurosurgery, as well as related subspecialties. For more than a century, the journal has been providing its authors and readers with the opportunity to report, discuss, and share the issues important for every-day practice and research advances in the fields related to neurology and neurosurgery.

*Polish Journal of Neurology and Neurosurgery* publishes:

- Original papers (full-length research reports)
- Short communications (brief or preliminary original research reports)
- Reviews
- Case reports of unusual, rare or atypical diseases
- Letters to the editor (comments or scientific notes)

Additionally, scientific statements, and book reviews are also considered at the discretion of the Editor-in-chief.

Articles submitted to *Neurologia i Neurochirurgia Polska - Polish Neurology and Neurosurgery* have to be in English. There are page charges for the publication of accepted articles and fees for printing of colour figures.
IMPACT FACTOR

2016: 0.857 © Thomson Reuters Journal Citation Reports 2017

EDITORIAL BOARD

Editor-in-Chief
Andrzej Szczudlik, Clin. of Neurology, Collegium Medicum Uniwersytetu Jagiellońskiego, świętej Anny 12, 31-008, Kraków, Poland

Associate Editors

MS section
Halina Bartosik-Psujek, Medical University of Lublin, Lublin, Poland

Stroke section
Radosław Kaźmierski, Poznan University of Medical Sciences, Poznan, Poland

Neuromuscular disorders, child neurology section
Anna Kostera-Pruszczyk, Medical University of Warsaw, Warsaw, Poland

Spinal surgery section
Andrzej Maciejczak, University of Rzeszów, Tarnów, Poland

Epilepsy section
Konrad Rejdak, Medical University of Lublin, Lublin, Poland

Neurosurgery section
Radosław Rola, Medical University of Lublin, Lublin, Poland

Headache section
Jacek Roźniecki, Uniwersytet Medyczny w Łodzi, Łódź, Poland

Movement disorders section
Jarosław Sławek, Medical University of Gdańsk, Gdansk, Poland

Vascular Neurosurgery Section
Tomasz Trojanowski, Medical University of Lublin

Editorial Board

Emre Acaroglu, Hacettepe University, Ankara, Turkey
Valerie Askanas, University of Southern California, Los Angeles, California, USA
Giuseppe Barbagallo, Università di Catania, Catania, Italy
Maria Barcikowska-Kotowicz, Polish Academy of Sciences, Warszawa, Poland
Barbara Bobek-Billewicz, Maria Skłodowska-Curie Memorial Cancer Centre and Institute of Oncology, Gliwice, Poland
Andrzej Bogucki, Uniwersytet Medyczny w Łodzi, Łódź, Poland
Andries D. Bosh
Jens R Chapman, Swedish Neuroscience Institute, Seattle, USA
Teofan Domżał, Military Medical Institute, Warsaw, Poland
Wiesław Drozdowski, University Hospital in Białystok, Białystok, Poland
Hans G. Eder, Karl-Franzens-Universität Graz, Graz, Austria
Franz Fazekas, Medical University of Graz, Graz, Austria
Antonio Federico, Università degli Studi di Siena, Siena, Italy
Urszula Fiszer, Witold Orłowski Independent Public Clinical Hospital, Warsaw, Poland
Richard Frackowiak, Centre Hospitalier Universitaire Vaudois Lausanne (CHUV), Lausanne, Switzerland
Andrzej Friedman, Medical University of Warsaw, Warsaw, Poland
Mirosław Galanda, University Hospital F. D. Roosevelt Banska Bystrica, Banska Bystrica, Slovakia
Marek Harat, Military Hospital, Bydgoszcz, Poland
Michał Harciarek
Jan Jakubowski, BMI Thornbury Hospital, Sheffield, UK
Włodzimierz Jarmundowicz, University Hospital in Wroclaw, Wroclaw, Poland
Frank Kandziora, Zentrum für Wirbelsäulen chirurgie und Neurotraumatologie, Frankfurt am Main, Germany
Ireneusz Kojder, Pomeranian Medical University, Szczecin, Poland
Alexander Konovalov, Burdenko Neurosurgical Institute, Moscow, Russian Federation
Vladimir Kostic, University of Belgrade, Belgrade, Serbia
Andrzej Kwolek, University of Rzeszów, Rzeszów, Poland
Claudio Lamartina, IRCCS Istituto Ortopedico Galeazzi in Milan, Milan, Italy
Marek Mandera, Medical University of Silesia, Katowice, Poland
Zenon Mariak, University Hospital in Bialystok, Bialystok, Poland
Maria Mazurkiewicz-Beldzińska, Gdański Uniwersytet Medyczny, Gdańsk, Poland
Alexandre Y. Mushkin
Grzegorz Opala, Medical University of Silesia, Katowice, Poland
Krystyna Pierzchala, Samodzielny Publiczny Centralny Szpital Kliniczny, Zabrze, Poland
Ryszard M. Pluta, National Institutes of Health (NIH), Bethesda, Maryland, USA
Heinz Reichmann, University Hospital Carl Gustav Carus Dresden, Dresden, Germany
Monika Rudzinska, Medical University of Silesia, Katowice, Poland
Evzen Ruzicka, Charles University, Prague 2, Czech Republic
Danuta Ryglewicz, Institute of Psychiatry and Neurology, Warszawa, Poland
Zbigniew Stelmasiak, Medical University of Lublin, Lublin, Poland
Tanju Uçar, Akdeniz University, Antalya, Turkey
Laszlo Vecsei, Albert Szent-Gyorgyi Medical University, Szeged, Hungary
Jeffrey H. Wisoff, NYU Langone Medical Center, New York, New York, USA
Zbigniew K. Wszołek, Mayo Clinic Jacksonville, Jacksonville, Florida, USA
INTRODUCTION

Criteria for manuscripts
The Editorial Board of *Polish Journal of Neurology and Neurosurgery* takes under consideration for publication original articles with the understanding that neither the manuscript nor any part of its essential substance, tables or figures have been published previously in print form or electronically and are not under consideration by any other publication or electronic medium. Copies of any closely related manuscripts should be submitted to the Editor along with the manuscript that is to be considered by *Polish Journal of Neurology and Neurosurgery*. Each submission packet should include the statement signed by the first author that the work has not been published previously or submitted elsewhere for review and a copyright transfer.

Types of article
Accepted papers are published in the following journal sections: research papers (not more than 24 pages, 18,000 characters per page, including tables, figures, references and supplementary materials), review articles (not more than not more than 24 pages, 18,000 characters per page, including tables, figures, references and supplementary materials), short communications (not more than 3 pages, 2 figures or tables, max 10 references), technical notes (not more than 16,000 characters without spaces), case reports (not more than 12 pages), letter to the editor (not more than 3 pages).

Page charges
A fee of €15 + VAT per typeset journal page is charged for accepted papers to defray distribution costs, thereby allowing papers to be published online as Articles in Press within 20 business days of acceptance (subject to prompt turnaround of proof by the author). The ability to pay the fee does not influence decisions regarding the acceptance of a paper, which is solely dependent on the peer-review process. Standard payment method is by credit card. If the payee is an institution, there is an option to pay by an electronic bank transfer upon an invoice. If you are an institutional customer and want us to issue an invoice for you, please send all the necessary data (full name and postal address, including a postal code, of a payee, NIP or VAT number) to: k.wasik@elsevier.com. We can only issue invoices in EUR, USD and PLN, please specify the preferred currency.

BEFORE YOU BEGIN

Ethics in publishing
Please see our information pages on Ethics in publishing and Ethical guidelines for journal publication.

Declaration of interest
All authors must disclose any financial and personal relationships with other people or organizations that could inappropriately influence (bias) their work. Examples of potential conflicts of interest include employment, consultancies, stock ownership, honoraria, paid expert testimony, patent applications/registrations, and grants or other funding. If there are no conflicts of interest then please state this: 'Conflicts of interest: none'. More information.

Submission declaration and verification
Submission of an article implies that the work described has not been published previously (except in the form of an abstract or as part of a published lecture or academic thesis or as an electronic preprint, see 'Multiple, redundant or concurrent publication' section of our ethics policy for more information), that it is not under consideration for publication elsewhere, that its publication is approved by all authors and tacitly or explicitly by the responsible authorities where the work was carried out, and that, if accepted, it will not be published elsewhere in the same form, in English or in any other language, including electronically without the written consent of the copyright-holder. To verify originality, your article may be checked by the originality detection service CrossCheck.

Contributors
Each author is required to declare his or her individual contribution to the article: all authors must have materially participated in the research and/or article preparation, so roles for all authors should be described. The statement that all authors have approved the final article should be true and included in the disclosure.
Changes to authorship
Authors are expected to consider carefully the list and order of authors before submitting their manuscript and provide the definitive list of authors at the time of the original submission. Any addition, deletion or rearrangement of author names in the authorship list should be made only before the manuscript has been accepted and only if approved by the journal Editor. To request such a change, the Editor must receive the following from the corresponding author: (a) the reason for the change in author list and (b) written confirmation (e-mail, letter) from all authors that they agree with the addition, removal or rearrangement. In the case of addition or removal of authors, this includes confirmation from the author being added or removed.
Only in exceptional circumstances will the Editor consider the addition, deletion or rearrangement of authors after the manuscript has been accepted. While the Editor considers the request, publication of the manuscript will be suspended. If the manuscript has already been published in an online issue, any requests approved by the Editor will result in a corrigendum.

Copyright
Upon acceptance of an article, authors will be asked to complete a 'Journal Publishing Agreement' (see more information on this). An e-mail will be sent to the corresponding author confirming receipt of the manuscript together with a 'Journal Publishing Agreement' form or a link to the online version of this agreement.

Subscribers may reproduce tables of contents or prepare lists of articles including abstracts for internal circulation within their institutions. Permission of the Publisher is required for resale or distribution outside the institution and for all other derivative works, including compilations and translations. If excerpts from other copyrighted works are included, the author(s) must obtain written permission from the copyright owners and credit the source(s) in the article. Elsevier has preprinted forms for use by authors in these cases.

For open access articles: Upon acceptance of an article, authors will be asked to complete an 'Exclusive License Agreement' (more information). Permitted third party reuse of open access articles is determined by the author's choice of user license.

Author rights
As an author you (or your employer or institution) have certain rights to reuse your work. More information.

Elsevier supports responsible sharing
Find out how you can share your research published in Elsevier journals.

Role of the funding source
You are requested to identify who provided financial support for the conduct of the research and/or preparation of the article and to briefly describe the role of the sponsor(s), if any, in study design; in the collection, analysis and interpretation of data; in the writing of the report; and in the decision to submit the article for publication. If the funding source(s) had no such involvement then this should be stated.

Funding body agreements and policies
Elsevier has established a number of agreements with funding bodies which allow authors to comply with their funder's open access policies. Some funding bodies will reimburse the author for the Open Access Publication Fee. Details of existing agreements are available online.

Green open access
Authors can share their research in a variety of different ways and Elsevier has a number of green open access options available. We recommend authors see our green open access page for further information. Authors can also self-archive their manuscripts immediately and enable public access from their institution's repository after an embargo period. This is the version that has been accepted for publication and which typically includes author-incorporated changes suggested during submission, peer review and in editor-author communications. Embargo period: For subscription articles, an appropriate amount of time is needed for journals to deliver value to subscribing customers before an article becomes freely available to the public. This is the embargo period and it begins from the date the article is formally published online in its final and fully citable form. Find out more.

This journal has an embargo period of 12 months.
Language (usage and editing services)
Please write your text in good English (American or British usage is accepted, but not a mixture of these). Authors who feel their English language manuscript may require editing to eliminate possible grammatical or spelling errors and to conform to correct scientific English may wish to use the English Language Editing service available from Elsevier's WebShop.

Submission
Our online submission system guides you stepwise through the process of entering your article details and uploading your files. The system converts your article files to a single PDF file used in the peer-review process. Editable files (e.g., Word, LaTeX) are required to typeset your article for final publication. All correspondence, including notification of the Editor's decision and requests for revision, is sent by e-mail.

Submit your article
Please submit your article via https://www.evise.com/profile/api/navigate/PJNNS

Referees
Please submit the names and institutional e-mail addresses of several potential referees. For more details, visit our Support site. Note that the editor retains the sole right to decide whether or not the suggested reviewers are used.

Review process
Manuscripts are evaluated on the basis that they present new insights to the investigated topic, are likely to contribute to a research progress. It is understood that all authors listed on a manuscript have agreed to its submission. The signature of the corresponding author on the letter of submission signifies that these conditions have been fulfilled. Received manuscripts are first examined by the Editors of Polish Journal of Neurology and Neurosurgery. Manuscripts with insufficient priority for publication are rejected promptly. Incomplete packages or manuscripts not prepared in the advised style will be sent back to authors without scientific review. The authors are notified with the reference number upon manuscript registration at the Editorial Office. The registered manuscripts are sent to independent experts for scientific evaluation. We encourage authors to suggest the names of possible reviewers, but we reserve the right of final selection. Submitted papers are accepted for publication after a positive opinion of the independent reviewers.

Permissions
Materials taken from other sources must be accompanied by a written statement from both author and publisher giving permission to Polish Journal of Neurology and Neurosurgery for reproduction. Obtain permission in writing from at least one author of papers still in press, unpublished data, and personal communications.

Disclaimer
Every effort is made by the Editor-in-Chief and the Editorial Board of Polish Journal of Neurology and Neurosurgery to see that no inaccurate or misleading data, opinion or statement appear in Polish Journal of Neurology and Neurosurgery. However, they wish to make it clear that the data and opinions appearing in the articles and advertisements herein are the responsibility of the contributor, sponsor or advertiser concerned. Accordingly, the Editor-in-Chief and the Editorial Board accept no liability whatsoever for the consequences of any such inaccurate of misleading data, opinion or statement. Every effort is made to ensure that drug doses and other quantities are presented accurately. Nevertheless, readers are advised that methods and techniques involving drug usage and other treatments described in Polish Journal of Neurology and Neurosurgery, should only be followed in conjunction with the drug or treatment manufacturer's own published literature in the readers own country.

PREPARATION
Peer review
This journal operates a double blind review process. All contributions will be initially assessed by the editor for suitability for the journal. Papers deemed suitable are then typically sent to a minimum of two independent expert reviewers to assess the scientific quality of the paper. The Editor is responsible for the final decision regarding acceptance or rejection of articles. The Editor's decision is final. More information on types of peer review.
Use of word processing software
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. 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. The electronic text should be prepared in a way very similar to that of conventional manuscripts (see also the Guide to Publishing with Elsevier). Note that source files of figures, tables and text graphics will be required whether or not you embed your figures in the text. See also the section on Electronic artwork.

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

Article structure
Subdivision - numbered sections
Divide your article into clearly defined and numbered sections. Subsections should be numbered 1.1 (then 1.1.1, 1.1.2, ...), 1.2, etc. (the abstract is not included in section numbering). Use this numbering also for internal cross-referencing: do not just refer to 'the text'. Any subsection may be given a brief heading. Each heading should appear on its own separate line.

Introduction
State the objectives of the work and provide an adequate background, avoiding a detailed literature survey or a summary of the results.

Material and methods
Provide sufficient detail to allow the work to be reproduced. Methods already published should be indicated by a reference: only relevant modifications should be described.

Results
Results should be clear and concise.

Discussion
This should explore the significance of the results of the work, not repeat them. A combined Results and Discussion section is often appropriate. Avoid extensive citations and discussion of published literature.

Essential title page information
• Title. Concise and informative. Titles are often used in information-retrieval systems. Avoid abbreviations and formulae where possible.
• Author names and affiliations. Please clearly indicate the given name(s) and family name(s) of each author and check that all names are accurately spelled. Present the authors' affiliation addresses (where the actual work was done) 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. Provide the full postal address of each affiliation, including the country name and, if available, the e-mail address of each author.
• Corresponding author. Clearly indicate who will handle correspondence at all stages of refereeing and publication, also post-publication. Ensure that the e-mail address is given and that contact details are kept up to date by the corresponding author.
• Present/permanent address. If an author has moved since the work described in the article was done, or was visiting at the time, a 'Present address' (or 'Permanent address') may be indicated as a footnote to that author's name. The address at which the author actually did the work must be retained as the main, affiliation address. Superscript Arabic numerals are used for such footnotes.

Acknowledgements
Collate acknowledgements in a separate section and include it on the title page only. List here those individuals who provided help during the research (e.g., providing language help, writing assistance or proof reading the article, etc.).
**Abstract**
A concise and factual abstract is required. 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 should be avoided, but if essential, then cite the author(s) and year(s). 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 be included in the Blinded Manuscript.

**Keywords**
Immediately after the abstract, provide a maximum of 5 keywords, using American spelling and avoiding general and plural terms and multiple concepts (avoid, for example, 'and', 'of'). Be sparing with abbreviations: only abbreviations firmly established in the field may be eligible. These keywords will be used for indexing purposes.

**Abbreviations**
Abbreviations that are unavoidable must be defined twice: (1) at their first mention in the Abstract and (2) at their first mention in the remaining part of the article. Ensure consistency of abbreviations throughout the article.

**Units**
Follow internationally accepted rules and conventions: use the international system of units (SI). If other units are mentioned, please give their equivalent in SI.

**Footnotes**
Footnotes should be used sparingly. Number them consecutively throughout the article. Many word processors can build footnotes into the text, and this feature may be used. Otherwise, please indicate the position of footnotes in the text and list the footnotes themselves separately at the end of the article. Do not include footnotes in the Reference list.

**Artwork**
*Electronic artwork*

**General points**
- Make sure you use uniform lettering and sizing of your original artwork.
- Embed the used fonts if the application provides that option.
- Aim to use the following fonts in your illustrations: Arial, Courier, Times New Roman, Symbol, or use fonts that look similar.
- Number the illustrations according to their sequence in the text.
- Use a logical naming convention for your artwork files.
- Provide captions to illustrations separately.
- Size the illustrations close to the desired dimensions of the published version.
- Submit each illustration as a separate file.

A detailed guide on electronic artwork is available. You are urged to visit this site; some excerpts from the detailed information are given here.

**Formats**
If your electronic artwork is created in a Microsoft Office application (Word, PowerPoint, Excel) then please supply 'as is' in the native document format.

Regardless of the application used other than Microsoft Office, when your electronic artwork is finalized, please 'Save as' or convert the images to one of the following formats (note the resolution requirements for line drawings, halftones, and line/halftone combinations given below):
- EPS (or PDF): Vector drawings, embed all used fonts.
- TIFF (or JPEG): Color or grayscale photographs (halftones), keep to a minimum of 300 dpi.
- TIFF (or JPEG): Bitmapped (pure black & white pixels) line drawings, keep to a minimum of 1000 dpi.
- TIFF (or JPEG): Combinations bitmapped line/half-tone (color or grayscale), keep to a minimum of 500 dpi.

**Please do not:**
- Supply files that are optimized for screen use (e.g., GIF, BMP, PICT, WPG); these typically have a low number of pixels and limited set of colors;
- Supply files that are too low in resolution;
- Submit graphics that are disproportionately large for the content.

**Color artwork**
Please make sure that artwork files are in an acceptable format (TIFF (or JPEG), EPS (or PDF), or MS Office files) and with the correct resolution.
**Figure captions**
Ensure that each illustration has a caption. Supply captions separately, not attached to the figure. A caption should comprise a brief title (not on the figure itself) and a description of the illustration. Keep text in the illustrations themselves to a minimum but explain all symbols and abbreviations used.

**Tables**
Please submit tables as editable text and not as images. Tables can be placed either next to the relevant text in the article, or on separate page(s) at the end. Number tables consecutively in accordance with their appearance in the text and place any table notes below the table body. Be sparing in the use of tables and ensure that the data presented in them do not duplicate results described elsewhere in the article. Please avoid using vertical rules and shading in table cells.

**References**

*Citation in text*
Please ensure that every reference cited in the text is also present in the reference list (and vice versa). Any references cited in the abstract must be given in full. 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.

*Reference links*
Increased discoverability of research and high quality peer review are ensured by online links to the sources cited. In order to allow us to create links to abstracting and indexing services, such as Scopus, CrossRef and PubMed, please ensure that data provided in the references are correct. Please note that incorrect surnames, journal/book titles, publication year and pagination may prevent link creation. When copying references, please be careful as they may already contain errors. Use of the DOI is encouraged.

A DOI can be used to cite and link to electronic articles where an article is in-press and full citation details are not yet known, but the article is available online. A DOI is guaranteed never to change, so you can use it as a permanent link to any electronic article. An example of a citation using DOI for an article not yet in an issue is: VanDecar J.C., Russo R.M., James D.E., Ambeh W.B., Franke M. (2003). Aseismic continuation of the Lesser Antilles slab beneath northeastern Venezuela. Journal of Geophysical Research, https://doi.org/10.1029/2001JB000884. Please note the format of such citations should be in the same style as all other references in the paper.

*Web references*
As a minimum, the full URL should be given and the date when the reference was last accessed. Any further information, if known (DOI, author names, dates, reference to a source publication, etc.), should also be given. Web references can be listed separately (e.g., after the reference list) under a different heading if desired, or can be included in the reference list.

*Data references*
This journal encourages you to cite underlying or relevant datasets in your manuscript by citing them in your text and including a data reference in your Reference List. Data references should include the following elements: author name(s), dataset title, data repository, version (where available), year, and global persistent identifier. Add [dataset] immediately before the reference so we can properly identify it as a data reference. The [dataset] identifier will not appear in your published article.

*References in a special issue*
Please ensure that the words 'this issue' are added to any references in the list (and any citations in the text) to other articles in the same Special Issue.

*Reference management software*
Most Elsevier journals have their reference template available in many of the most popular reference management software products. These include all products that support Citation Style Language styles, such as Mendeley and Zotero, as well as EndNote. Using the word processor plug-ins from these products, authors only need to select the appropriate journal template when preparing their article, after which citations and bibliographies will be automatically formatted in the journal's style. If no template is yet available for this journal, please follow the format of the sample references and citations as shown in this Guide.
Other software that can be used for reference management: RefWorks (http://www.refworks.com), BibTeX (http://www.bibtex.org), ProCite (http://www.procite.com).

Users of Mendeley Desktop can easily install the reference style for this journal by clicking the following link:
http://open.mendeley.com/use-citation-style/neurologia-i-neurochirurgia-polska

When preparing your manuscript, you will then be able to select this style using the Mendeley plug-ins for Microsoft Word or LibreOffice.

Reference style
The references should be based on the readily available texts published in the latest and major journals mainly written in English. Number the references (numbers in square brackets) in the list in the order in which they appear in the text.

Model of reference to a journal publication:
Last name, initial, full paper title, journal full name, year, volume (number) first and last page.

Examples:
Reference to a journal publication:

Reference to a book:

Reference to a chapter in an edited book:

Reference to a conference (only abstracts 2-page long may serve as references):

Data references:

Supplementary material
Supplementary material such as applications, images and sound clips, can be published with your article to enhance it. Submitted supplementary items are published exactly as they are received (Excel or PowerPoint files will appear as such online). Please submit your material together with the article and supply a concise, descriptive caption for each supplementary file. If you wish to make changes to supplementary material during any stage of the process, please make sure to provide an updated file. Do not annotate any corrections on a previous version. Please switch off the 'Track Changes' option in Microsoft Office files as these will appear in the published version.

RESEARCH DATA
This journal encourages and enables you to share data that supports your research publication where appropriate, and enables you to interlink the data with your published articles. Research data refers to the results of observations or experimentation that validate research findings. To facilitate reproducibility and data reuse, this journal also encourages you to share your software, code, models, algorithms, protocols, methods and other useful materials related to the project.

Below are a number of ways in which you can associate data with your article or make a statement about the availability of your data when submitting your manuscript. If you are sharing data in one of these ways, you are encouraged to cite the data in your manuscript and reference list. Please refer to the "References" section for more information about data citation. For more information on depositing, sharing and using research data and other relevant research materials, visit the research data page.

Data linking
If you have made your research data available in a data repository, you can link your article directly to the dataset. Elsevier collaborates with a number of repositories to link articles on ScienceDirect with relevant repositories, giving readers access to underlying data that gives them a better understanding of the research described.

There are different ways to link your datasets to your article. When available, you can directly link your dataset to your article by providing the relevant information in the submission system. For more information, visit the database linking page.
For supported data repositories a repository banner will automatically appear next to your published article on ScienceDirect.

In addition, you can link to relevant data or entities through identifiers within the text of your manuscript, using the following format: Database: xxxx (e.g., TAIR: AT1G01020; CCDC: 734053; PDB: 1XFN).

**Mendeley Data**
This journal supports Mendeley Data, enabling you to deposit any research data (including raw and processed data, video, code, software, algorithms, protocols, and methods) associated with your manuscript in a free-to-use, open access repository. During the submission process, after uploading your manuscript, you will have the opportunity to upload your relevant datasets directly to Mendeley Data. The datasets will be listed and directly accessible to readers next to your published article online.

For more information, visit the Mendeley Data for journals page.

**Data statement**
To foster transparency, we encourage you to state the availability of your data in your submission. This may be a requirement of your funding body or institution. If your data is unavailable to access or unsuitable to post, you will have the opportunity to indicate why during the submission process, for example by stating that the research data is confidential. The statement will appear with your published article on ScienceDirect. For more information, visit the Data Statement page.

**3D neuroimaging**
You can enrich your online articles by providing 3D neuroimaging data in NIfTI format. This will be visualized for readers using the interactive viewer embedded within your article, and will enable them to: browse through available neuroimaging datasets; zoom, rotate and pan the 3D brain reconstruction; cut through the volume; change opacity and color mapping; switch between 3D and 2D projected views; and download the data. The viewer supports both single (.nii) and dual (.hdr and .img) NIfTI file formats. Recommended size of a single uncompressed dataset is maximum 150 MB. Multiple datasets can be submitted. Each dataset will have to be zipped and uploaded to the online submission system via the '3D neuroimaging data' submission category. Please provide a short informative description for each dataset by filling in the 'Description' field when uploading a dataset. Note: all datasets will be available for downloading from the online article on ScienceDirect. If you have concerns about your data being downloadable, please provide a video instead. More information.

**Interactive Case Insights**
The journal encourages authors to complement their case reports with test questions that reinforce the key learning points. These author created questions are submitted along with the article (new or revised) and will be made available in ScienceDirect along with your paper. More information and examples are available at http://www.elsevier.com/about/content-innovation/interactive-case-insights. Test questions are created online at http://elsevier-apps.sciverse.com/GadgetICRWeb/verification. Create the test questions, save them as a file to your desktop, and submit along with your (new or revised) manuscript. For questions, please contact icihelp@elsevier.com.

**Submission checklist**
The following list will be useful during the final checking of an article prior to sending it to the journal for review. Please consult this Guide for Authors for further details of any item.

**Ensure that the following items are present:**
One author has been designated as the corresponding author with contact details:
- E-mail address
- Full postal address
- Phone numbers
All necessary files have been uploaded, and contain:
- Keywords
- All figure captions
- All tables (including title, description, footnotes)
Further considerations:
- Manuscript has been 'spell-checked' and 'grammar-checked'
- References are in the correct format for this journal
- All references mentioned in the Reference list are cited in the text, and vice versa
• Permission has been obtained for use of copyrighted material from other sources (including the Web) For any further information please visit our customer support site at http://support.elsevier.com.

AFTER ACCEPTANCE

Proofs
One set of page proofs (as PDF files) will be sent by e-mail to the corresponding author (if we do not have an e-mail address then paper proofs will be sent by post) or, a link will be provided in the e-mail so that authors can download the files themselves. Elsevier now provides authors with PDF proofs which can be annotated; for this you will need to download the free Adobe Reader, version 9 (or higher). Instructions on how to annotate PDF files will accompany the proofs (also given online). The exact system requirements are given at the Adobe site.

If you do not wish to use the PDF annotations function, you may list the corrections (including replies to the Query Form) and return them to Elsevier in an e-mail. Please list your corrections quoting line number. If, for any reason, this is not possible, then mark the corrections and any other comments (including replies to the Query Form) on a printout of your proof and scan the pages and return via e-mail. Please use this proof only for checking the typesetting, editing, completeness and correctness of the text, tables and figures. Significant changes to the article as accepted for publication will only be considered at this stage with permission from the Editor. We will do everything possible to get your article published quickly and accurately. It is important to ensure that all corrections are sent back to us in one communication: please check carefully before replying, as inclusion of any subsequent corrections cannot be guaranteed. Proofreading is solely your responsibility.

Offprints
The corresponding author will, at no cost, receive a customized Share Link providing 50 days free access to the final published version of the article on ScienceDirect. The Share Link can be used for sharing the article via any communication channel, including email and social media. For an extra charge, paper offprints can be ordered via the offprint order form which is sent once the article is accepted for publication. Both corresponding and co-authors may order offprints at any time via Elsevier's Webshop. Corresponding authors who have published their article open access do not receive a Share Link as their final published version of the article is available open access on ScienceDirect and can be shared through the article DOI link.

AUTHOR INQUIRIES
Visit the Elsevier Support Center to find the answers you need. Here you will find everything from Frequently Asked Questions to ways to get in touch.

You can also check the status of your submitted article or find out when your accepted article will be published.

© Copyright 2014 Elsevier | http://www.elsevier.com