



NEUROLOGIA I NEUROCHIRURGIA POLSKA

Polish Journal of Neurology and Neurosurgery

AUTHOR INFORMATION PACK

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DESCRIPTION

Neurologia i Neurochirurgia Polska also known under the name of Polish Journal of Neurology and Neurosurgery is a premier research and educational platform of the Polish Neurological Society and Polish Society of Neurosurgeons. It has a long and accomplished history dating back to earlier days of the XX Century. The journal publishes the results of basic and clinical research contributing to the understanding, diagnosis, and treatment of neurological and neurosurgical disorders.

Regular features include:

Research papers Invited review articles Review articles Keynote articles Editorials Guidelines Short communications Technical Notes Letters to the Editor Commentaries

The primary readership consists of practicing neurologists and neurosurgeons, clinicians engaged in research, and clinical scientists.

IMPACT FACTOR

2017: 0.817 © Clarivate Analytics Journal Citation Reports 2018

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GUIDE FOR AUTHORS

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

Polish Journal of Neurology and Neurosurgery publishes following types of articles: Research papers Invited review articles Invited review articles Review articles Keynote reviews Editorials Guidelines Short communications Technical notes Letters to the Editor Commentaries

I. General rules

Polish Journal of Neurology and Neurosurgery (PJNNS) has an ambition to become an effective platform for exchanging discoveries, reflexions and ideas in the field of clinical neurology. To facilitate the transfer of the knowledge between the Authors and the Readers the editorial team of PJNNS kindly asks the Authors to strictly follow the following general rules of preparing articles.

Authorship.

As PJNNS follows and supports the rules of responsible and ethical publishing. It is understood that all persons added to the list of authors substantially participated in collecting and analysing of the data and/or in preparing the manuscript and that none of the researchers/ clinicians significantly involved in the project were neglected in the list of authors. It is also assumed that all the listed Authors had read and accepted the manuscript prior to its submission. **Structure of the manuscript.**

For each type of manuscript instructions regarding its structure are presented below.

Title page. First (title) page of each manuscript should contain title of the article; Authors' names, scientific degrees and affiliations; name and address of the corresponding author.

Title.

Title should be no longer than 160 characters. Preferably it should unambiguously point at the subject (or topic) being considered in the paper. **Abstract.**

Abstract is required for Research papers, Invited review articles, Review articles, Keynote reviews, Editorials, Guidelines, and Short communications. For the Technical notes, Letters to the Editor on previously published manuscripts, and Commentaries the abstracts should not be included. Thus these last category articles should be titled in a manner giving the reader an insight into the content of the text.

Key words.

The abstract or the title of the paper should be followed by 4 - 8 key words allowing a precise indexing of a paper. The exact name of clinical entity being the main topic of the paper should be mentioned as one of the key words.

Ethical permission.

A statement on ethical aspects of every submitted paper should be placed in its text. In case of papers which do not describe any clinical observations of experiments (e.g. Reviews or Commentaries) a sentence "Ethical approval was not necessary for preparation of this article) should be placed after the main text of the manuscript. In case of papers describing original discovery the statement on ethical approval should be written in the methodological part of the manuscript.

Illustrations.

Illustrations should be submitted as a separate files with captions provided within the text of the manuscript. The illustrations should be numbered accordingly to the order of appearance in the text. The number of illustrations is limited to two. However, additional illustration or videos could be placed in supplementary material files.

Tables.

Tables should be prepared with the same text processing software as the rest of the manuscript. The tables should be numbered consecutively as they appear in the text. Tables should be placed on separate pages at the end of the manuscript. The number of tables is limited to two. However, additional tables could be placed in supplementary material files.

References.

The Vancouver style of referencing is required in papers submitted to PJNNS. The number of references for specific types of articles should be limited as follows: Research papers: up to 50 Invited review articles and Review articles: up to 100 Keynote reviews and Editorials: up to 30 Guidelines: up to 80 Short communications and Technical notes : up to 20 Letter to the Editor and Commentaries: up to 10 However, additional references can be placed in supplementary material.

Funding.

Detailed and clear information on the funding source should be given after the main text of the manuscript. When no external sources of funding were involved in the process of preparation of the manuscript it should be stated as follows: "*This publication was prepared without any external sources of funding*".

Conflict of interest.

Any possible conflict of interest regarding the topic of the submitted paper should be mentioned for all the authors in a separate paragraph following the main text of the manuscript.

II. Research papers

Research papers presenting results of performed experiments and/or clinical observations are the core group of publications in PJNNS.

1. Word Count.

Research papers should contain no more than 3500 words, excluding references, Illustrations' captions and Tables.

2. Title.

Title should be informative and concise, preferably directly addressing clinical entity or problem described in the manuscript, no longer than 160 characters.

3. Abstract.

Abstract should be no longer than 350 words. It should be divided into following paragraphs: Aim of the study; Clinical rationale for the study; Materials and Methods; Results; Conclusions and Clinical Implications.

4. Key words.

The abstract should be followed by 4 - 8 key words. At least one of the key words should be a name of specific clinical entity (e.g. Parkinson disease), syndrome (e.g. Seizure) or procedure (e.g. Stereotactic biopsy).

5. Structure and content of the main text.

The main text should be divided into following sections:

Introduction defining the topic of the paper and putting it in context of recent publications; *Clinical Rationale For the Study* - a short paragraph explaining why results of the study are supposed to be clinically useful or scientifically inspiring; *Materials and Methods* - a description of studied and control populations and performed intervention or undertaken observation. It should also contain precise description of laboratory experiments (where applicable) allowing its reproduction and of statistical methods used for analysis of the data. The Authors should also add their statement upon ethical approval of their project to this section. *Discussion*. The Authors are kindly asked to put their specific findings in the context of the most recent publications in the field. The Discussion should also precisely point at strong and weak aspects of the described project. The limitations of the work done should be also included. The Authors are obliged to sum up their discussion with specific conclusions resulting from confrontation of their findings with data found in the literature. *Clinical Implications/ Future Directions* - short paragraph of 5 - 8 sentences, explaining if/how results of this study may influence everyday clinical practice and what further scientific efforts should be undertaken to add new data to the field. **6. Number of Tables.**

Research papers may contain up to 2 Tables, numbered accordingly to their appearance in the text, with precise legends and titles. Additional Tables (clearly addressed in the text of manuscript) may be submitted as supplementary material.

7. Number of Illustrations.

Research papers may be illustrated with up to 2 illustrations. The Illustrations should be numbered, titled and described in a way allowing unambiguous placing them within the text. Additional Illustrations (clearly addressed in the text of manuscript) may be submitted as supplementary material.

8. References.

Research papers should have no more than 50 references.

III. Invited review article

Editor-in-Chief invites an Author to write a Review article on selected clinical or scientific topic. The aims of publishing Reviews are to present actual state of knowledge in the field as well as to present actual state of limitations in the field, to provoke new questions in old discussions and to show future research directions.

1. Word count.

Invited review article should contain no more than 5000 words, excluding references, Illustrations' captions and Tables.

2. Title.

Informative and highly specific titles are preferred.

3. Abstract.

An abstract of no more than 300 words is required. The abstract should shortly define topics covered by the Review and signal whether the paper is addressed more to clinicians or to researchers. Abstract should be divided into following paragraphs: Introduction, State of the Art, Clinical Implications, Future Directions.

4. Key words.

The abstract should be followed by 4 - 8 key words. At least one of the key words should be a name of specific clinical entity (e.g. Parkinson disease), syndrome (e.g. Seizure) or procedure (e.g. Stereotactic biopsy).

5. Structure and content of the main text.

Although the structure of Review should rather serve the Authors to present their ideas, nevertheless a following organization of the text is suggested: *Introduction* defining the area of Review and purposes of the Review. *State of the Art* section describing significance of the topic of Review, presenting actual knowledge in the field with special consideration given to discoveries published most recently. *Clinical Implications* panel summing up the most important facts presented in the Review that may increase clinical effectiveness and help to avoid mistakes. *Future Directions* panel summing up unanswered questions in the field and formulating challenges for researchers.

6. Number of Tables. Reviews may contain up to 2 Tables. Additional Tables (clearly addressed in the text of manuscript) may be submitted as supplementary material.

7. Number of Illustrations.

Reviews may contain up to 2 Illustrations. Additional Illustrations (clearly addressed in the text of manuscript) may be submitted as supplementary material.

8. References.

Reviews may contain up to 100 References. Additional References may be submitted as a supplementary material.

IV. Review articles

Authors are encouraged to propose topics and titles of reviews to be published in PJNNS. Author(s) proposing a review is kindly asked to present to the Editor in Chief a preliminary abstract of the paper (up to 200 words) to assess if the merit of the article is within the scope of PJNNS or there are no similar reviews under consideration. One of the Co-Editors-in-Chief decides whether to commission a full Review from the Author(s). The formal requirements for a Review articles are the same as for the Invited review articles.

1. Word count.

Invited review article should contain no more than 5000 words, excluding references, Illustrations' captions and Tables.

2. Title.

Informative and highly specific titles are preferred.

3. Abstract. An abstract of no more than 300 words is required. The abstract should shortly define topics covered by the Review and signal whether the paper is addressed more to clinicians or to researchers. Abstract should be divided into following paragraphs: Introduction, State of the Art, Clinical Implications, Future Directions.

4. Key words.

The abstract should be followed by 4 - 8 key words. At least one of the key words should be a name of specific clinical entity (e.g. Parkinson disease), syndrome (e.g. Seizure) or procedure (e.g. Stereotactic biopsy).

5. Structure and content of the main text.

Although the structure of Review should rather serve the Authors to present their ideas, nevertheless a following organization of the text is suggested:

Introduction defining the area of Review and purposes of the Review. State of the Art section describing significance of the topic of Review, presenting actual knowledge in the field with special consideration given to discoveries published most recently.

Clinical Implications panel summing up the most important facts presented in the Review that may increase clinical effectiveness and help to avoid mistakes.

Future Directions panel summing up unanswered questions in the field and formulating challenges for researchers.

6. Number of Tables.

Reviews may contain up to 2 Tables. Additional Tables (clearly addressed in the text of manuscript) may be submitted as supplementary material.

7. Number of Illustrations.

Reviews may contain up to 2 Illustrations. Additional Illustrations (clearly addressed in the text of manuscript) may be submitted as supplementary material.

8. References.

Reviews may contain up to 100 References. Additional References may be submitted as a supplementary material.

V. Keynote reviews

The Editors of PJNNS write by themselves or invite other Authors to write a Keynote review to describe a new phenomenon or to present a short analysis of recently discovered facts.

1. Word count.

Keynote review should contain no more than 1500 words, excluding abstract and references.

2. Title.

The Authors are encouraged to formulate individualized and eye-catching titles of Keynote reviews.

3. Abstract.

Keynote reviews are required to have an abstract no longer than 150 words, describing the area covered by the text. Abstract should be divided into Paragraphs: Introduction, Clinical Reflexions, Clinical Implications.

4. Key words.

The abstract should be followed by 2 - 4 relevant key words. 5. Structure and content of the main text. No specific structure is required for those articles although the Authors are kindly ask to divide the text into entitled sections to facilitate following the reasoning.

6. Number of Tables.

Keynote reviews may contain up to 2 Tables. Additional Tables (clearly addressed in the text of manuscript) may be submitted as supplementary material.

7. Number of Illustrations.

Keynote reviews may contain up to 2 Illustrations. Additional Tables (clearly addressed in the text of manuscript) may be submitted as supplementary material.

8. References.

Keynote reviews may contain up to 30 References. Additional References may be submitted as supplementary material.

VI. Editorials

Editorials are articles written by the Editors of PJNNS or by Authors invited by the Editors. The aim of Editorial is to comment a paper published in PJNNS or to place it in a wider scientific context.

1. Word count.

Editorial should contain no more than 800 words, excluding references,

2. Title.

Title should be relevant to the article commented

3. Abstract.

Editorials are required to have an abstract no longer than 100 words. Abstract should be divided into Paragraphs: Introduction (pointing at article commented), Clinical Reflexions, Clinical Implications.

4. Key words

Key words are not required for Editorials

5. Structure and content of the main text.

Editorials are not supposed to be specifically structured

6. Number of Tables.

Editorials may contain up to 2 Tables. Additional Tables (clearly addressed in the text of manuscript) may be submitted as supplementary material.

7. Number of Illustrations

Editorials may contain up to 2 Illustrations. Additional Illustrations (clearly addressed in the text of manuscript) may be submitted as supplementary material.

8. References.

Editorials may contain up to 30 references. Additional References may be submitted as supplementary material.

VII. Guideline

PJNNS is open for proposals of publishing papers containing clinical guidelines prepared by medical societies and other clinical and scientific groups of experts. Guideline papers should fulfil specific criteria described below:

1. Word count.

Guideline should contain no more than 3500 words, excluding references, Illustrations' captions and Tables.

2. Title.

The Title should contain the names(s) of the organization(s) preparing the guidelines and the specific clinical condition to which the guideline applies.

3. Abstract.

Abstract should contain no more than 350 words. It should shortly describe the clinical condition being the subject of the guidelines and present most important guidelines. Abstract should be divided into following paragraphs: Introduction, Aim of the Guideline, Results, and Conclusions.

4. Key words.

Abstract should be followed by 4 - 8 key words.

5. Structure and content of the main text.

The main text should be divided into following sections:

Introduction describing clinical phenomenon which is the subject of the guidelines, with basic epidemiological, pathophysiological and therapeutic data.

Aim of the guidelines: Precisely defined clinical issues that are addressed by the guidelines, most preferably formulated as clinical questions.

Methods. Definition of relevant publications, methods of publications search, methods of reaching the consensus, strength of guidelines should be described

Results.

Evidence-based answers to questions formulated in "Aim of the guidelines" section should be presented.

Conclusions.

Potential clinical implications of the guidelines and their identified weak points should be described as well as areas still waiting for creating guidelines.

6. Number of Tables.

Guideline may contain up to 2 Tables. Additional Tables (clearly addressed in the text of manuscript) may be submitted as supplementary material.

7. Number of Illustrations.

Guideline may contain up to 2 Illustrations. Additional Illustrations (clearly addressed in the text of manuscript) may be submitted as supplementary material.

8. References.

Guideline may contain up to 80 references. Additional References may be submitted as supplementary material.

VIII. Short communications

Short communication is a type of article serving for presentation of data coming from case series, short projects of preliminary studies.

1. Word count.

Short communications should contain no more than 1500 words, excluding references, Illustrations' captions and Tables.

2. Title.

Title should be informative and concise, preferably directly addressing clinical entity or problem described in the manuscript, no longer than 160 characters.

3. Abstract.

Abstract should be no longer than 200 words. It should be divided into following paragraphs: Aim of the study; Materials and Methods; Results; Conclusions and Clinical Implications.

4. Key words.

The abstract should be followed by 4 - 8 key words. At least one of the key words should be a name of specific clinical entity (e.g. Parkinson disease), syndrome (e.g. Seizure) or procedure (e.g. Stereotactic biopsy).

5. Structure and content of the main text.

The main text should be divided into following sections:

Introduction. Very short paragraph defining the topic of the paper and putting it in context of recent publications;

Materials and Methods - a description of studied and control populations and performed intervention or undertaken observation. It should also contain precise description of laboratory experiments (where applicable) allowing its reproduction and of statistical methods used for analysis of the data. The Authors should also add their statement upon ethical approval of their project to this section.

Discussion. The Authors are kindly asked to put their specific findings in the context of the most recent publications in the field. The Authors are obliged to sum up their discussion with specific conclusions resulting from confrontation of their findings with data found in the literature.

Clinical Implications/Future Directions- short (but crucial for Shortcommunications) paragraph of 3 - 4 sentences, explaining if/how results of this study may influence everyday clinical practice and what further scientific efforts should be undertaken to add new data to the field.

6. Number of Tables.

Short communications may contain only 1 Table. Additional Tables (clearly addressed in the text of manuscript) may be submitted as supplementary material.

7. Number of Illustrations.

Short communications may also contain a single Illustrations. Additional Illustrations (clearly addressed in the text of manuscript) may be submitted as supplementary material.

8. References.

Short communications may contain up to 20 references. Additional References may be submitted as supplementary material.

IX. Technical notes

PJNNS publishes Technical notes. Those papers focus on new operational techniques or on new devices improving neurosurgical procedures.

1. Word count.

Technical notes should contain no more than 1200 words, excluding references, Illustrations' captions and Tables.

2. Title.

Title should directly refer to technique or device described.

3. Abstract.

Abstract should be no longer than 150 words. No specific structure is required. Abstract should be divided into following paragraphs: Aim of the study, Materials and Methods, Results, Clinical Implications.

4. Key words.

The abstract should be followed by 4 - 8 key words. At least one of the key words should be a name of specific clinical entity (e.g. Parkinson disease), syndrome (e.g. Seizure) or procedure (e.g. Stereotactic biopsy).

5. Structure and content of the main text.

No specific structure is required.

6. Number of Tables.

Technical notes may contain a single Table. Additional Tables (clearly addressed in the text of manuscript) may be submitted as supplementary material.

7. Number of Illustrations.

Technical notes may also contain a single Illustrations. Additional Illustrations (clearly addressed in the text of manuscript) may be submitted as supplementary material.

8. References.

Technical notes may contain up to 20 references. Additional References may be submitted as supplementary material.

X. Letter to the Editor

Authors are invited to submit their clinical observations (e.g. Case reports, short case series) in form of Letters to the Editor.

1. Word count.

Letter to the Editor should contain no more than 1000 words, excluding references, Illustrations' captions and Tables.

2. Title.

Title should be informative enough to give the reader the most important information presented in the Letter to the Editor.

3. Abstract.

No abstract is required.

4. Key words.

The title should be followed by 2 - 4 key words.

5. Structure and content of the main text.

Although no specific structure is required, the Authors are asked to present the clinical observation first, then to place it in context of published data with special attention given to novelty and **uniqueness of the presented finding.**

6. Number of Tables.

Letters to the Editor may contain a single Table. Additional Tables (clearly addressed in the text of manuscript) may be submitted as supplementary material.

7. Number of Illustrations.

Letters to the Editor may also contain a single Illustration. Additional Illustrations (clearly addressed in the text of manuscript) may be submitted as supplementary material.

8. References.

Letters to the Editor may contain up to 10 references. Additional References may be submitted as supplementary material.

XI. Commentary

As creative discussion is sine qua non for development of science the Editors invite the readers of PJNNS to submit their reflexions or doubts provoked by papers published in the journal. Submissions related to research papers are of special value. Those articles will be published as Commentaries. If only possible they will be answered by the Authors of original contribution.

1. Word count.

Commentaries should contain no more than 1000 words, excluding references, Illustrations' captions and Tables.

2. Title.

Title should refer directly to the paper that provoked the Comment

3. Abstract.

No abstract is required.

4. Key words.

No key words are required.

5. Structure and content of the main text.

Although no specific structure is required, the Authors are asked to present shortly the research paper and then to express their reflexions supported by previously published data.

6. Number of Tables.

Commentaries may contain a single Table. Additional Tables (clearly addressed in the text of manuscript) may be submitted as supplementary material.

7. Number of Illustrations.

Commentaries may also contain a single Illustrations. Additional Illustrations (clearly addressed in the text of manuscript) may be submitted as supplementary material.

8. References. Commentaries may contain up to 10 references. Additional References may be submitted as supplementary material.

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 competing interests include employment, consultancies, stock ownership, honoraria, paid expert testimony, patent applications/registrations, and grants or other funding. Authors must disclose any interests in two places: 1. A summary declaration of interest statement in the title page file (if double-blind) or the manuscript file (if single-blind). If there are no interests to declare then please state this: 'Declarations of interest: none'. This summary statement will be ultimately published if the article is accepted.

2. Detailed disclosures as part of a separate Declaration of Interest form, which forms part of the journal's official records. It is important for potential interests to be declared in both places and that the information matches. [More information](#).

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Submission of an article implies that the work described has not been published previously (except in the form of an abstract, a published lecture or academic thesis, see '[Multiple, redundant or concurrent publication](#)' 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 [Crossref Similarity Check](#).

Use of inclusive language

Inclusive language acknowledges diversity, conveys respect to all people, is sensitive to differences, and promotes equal opportunities. Articles should make no assumptions about the beliefs or commitments of any reader, should contain nothing which might imply that one individual is superior to another on the grounds of race, sex, culture or any other characteristic, and should use inclusive language throughout. Authors should ensure that writing is free from bias, for instance by using 'he or she', 'his/her' instead of 'he' or 'his', and by making use of job titles that are free of stereotyping (e.g. 'chairperson' instead of 'chairman' and 'flight attendant' instead of 'stewardess').

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.

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This journal has an embargo period of 12 months.

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Please submit your article via <https://www.elsevier.com/profile/api/navigate/PJNNS>

Referees

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[5] Oguro M, Imahiro S, Saito S, Nakashizuka T. Mortality data for Japanese oak wilt disease and surrounding forest compositions, Mendeley Data, v1; 2015. <http://dx.doi.org/10.17632/xwj98nb39r.1>.

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