

(Last Update 2017, January)

## Instructions for Authors

The **Iranian Journal of Neurosurgery (IrJNS)** is the peer-reviewed scientific quarterly of *Neurosurgical Society of Iran* published by *Guilan University of Medical Sciences*. It accepts articles in the field of *Cerebrovascular Diseases, Neurotrauma, Brain Tumors, Neuroscience, and Spine*. IrJNS welcomes following manuscript types for publication; research articles, systematic review and meta-analysis articles, review articles, case reports/series, editorial, communication and letter to editors.

## Submission Preparation

All manuscripts should be submitted through our online website, [www.irjns.org](http://www.irjns.org) and must fulfill the criteria predetermined by the editorial board of IrJNS which follows the standard guidelines stated in COPE, the details of which can be reviewed at the following address:

[http://publicationethics.org/files/International%20standards\\_authors\\_for%20website\\_11\\_Nov\\_2011.pdf](http://publicationethics.org/files/International%20standards_authors_for%20website_11_Nov_2011.pdf)

## Cover letter

All submissions must be accompanied by a cover letter which should be uploaded while submitting all other attachments which can be found here: <http://irjns.org/page/115/Authors%E2%80%99-Statement>.

The letter must include a statement declaring that the study has not been published before and/or submitted elsewhere concurrently and all contributions must be clearly declared. Authors reporting experimental studies on human subjects must include a statement of assurance in the *Methods and Materials* section of the manuscript reading that: (1) informed consent was obtained from study subjects and (2) the study protocol conforms to the ethical guidelines of the 1975 *Declaration of Helsinki* <http://www.wma.net/en/30publications/10policies/b3/index.html>. If copyright permission is required to reproduce any material in an article, include confirmation in the cover letter that such permission has been obtained from the copyright holder.

## Title Page

All submissions must include a title page containing the following information letter which should be uploaded while submitting all other attachments:

Iranian Journal of Neurosurgery

Central Office: Iranian Neurosurgical Society Office, F12, No 4, Nik Ray Alley, North Kazeroon St, Mirdamad Ave, Tehran

Executive Office: Guilan Road Trauma Research Center, Poursina Hospital, Namjoo St, Rasht, Guilan, Iran

P.O BOX: 41937 13194, Phone:+98 09012952130, Fax:+98 13 33338373, Email:info@irjns.org, Website: www.irjns.org

- Title of the article (with first letter of each word capitalized except propositions).
- Full name, postal address, e-mail and telephone number of the corresponding author.
- Full name, department, institution, city and country of all co-authors.

## IrJNS Policies

The *Iranian Journal of Neurosurgery* expects authors to observe the necessary moral codes within their research. In case breach of the regulations occurs, the journal reserves the right to further investigate the case.

**Permissions:** If authors are using any material e.g. figures, tables, etc that have already been published elsewhere, they must obtain permission to reuse them from the copyright holder (this may be the publisher rather than the author) and include any required permission statements in the figure legends. This includes their own previously published material, if they are not the copyright holder. It is the author's responsibility to secure all permissions prior to publication.

**Fee:** Publishing paper in IrJNS is free (there are no page charges) and accessibility to articles is free as well (there are no subscription charges). So neither authors, nor readers have to pay.

**Ethics:** Previously published manuscripts are not accepted by the journal. Informed consent obtained from all participants and from the parents, etc must be stated in *Materials & Methods* of original papers and *Case Presentation* of case reports. The name of the appropriate institutional review board that approved the project must also be included in all original papers.

**Plagiarism:** IrJNS takes a tough position to plagiarism. All articles registered will be tested for plagiarism. Any article that fails to pass the plagiarism detection will be sent back to its author and the alleged author/s will be charged and the case would be reported to the affiliated university ethics committee.

**Acknowledgment:** All individuals who have contributed in the project but do not meet the criteria for authorship can be stated and thanked in the *Acknowledgment* section.

**Conflicts of interest:** Any sources of funding and potential conflicting interest must be declared such as receiving funds or fees.

**Tables & Figures:** Tables and figures must be placed at the end of the manuscript (in order of appearance in the text), each one in a separate page with a legend. They should have borders with normal style without any colored row or column. The style of table should be simple. Tables and

Iranian Journal of Neurosurgery

Central Office: Iranian Neurosurgical Society Office, Fl2, No 4, Nik Ray Alley, North Kazeroon St, Mirdamad Ave, Tehran

Executive Office: Guilan Road Trauma Research Center, Poursina Hospital, Namjoo St, Rasht, Guilan, Iran

P.O BOX: 41937 13194, Phone:+98 09012952130, Fax:+98 13 33338373, Email:info@irjns.org, Website: www.irjns.org

figures should not be an image captured from other papers and sources without permission, which can be considered as plagiarism.

**Abbreviations and Symbols:** SI units should be used throughout the manuscript. Whenever possible, drugs should be given their approved generic name. Where a proprietary (brand) name is used, it should begin with a capital letter. Acronyms must be fully explained in parenthesis when first used.

## Manuscript Format

The manuscript must be submitted as a *Word* document in English (double-spaced typed in Times New Roman font, size 12 for the body, 14 bold for the title, 12 bold for headings, 12 Italic for subheadings). PDF format is not accepted. All manuscripts should follow the style of the Uniform Requirements for Manuscripts Submitted to Biomedical Journals, a copy of which can be found at [www.icmje.org](http://www.icmje.org).

## Manuscript Sections

### Research and Review

**Abstract, Introduction, Methods & Materials/Patients, Results, Discussion, Conclusion, Acknowledgment (if any), Funding, Conflicts of Interest, References**

### Case Report/Series

**Abstract, Background and Importance, Case Presentation, Discussion, Conclusion, Acknowledgment (if any), Funding, Conflicts of Interest, References**

## Abstract

**Abstract** should include 200 to 300 words for research and review articles and maximum of 250 words for case reports/series. No abstracts are required for letters to the Editor.

For articles which need a structured abstract, the abstract can be structured as follows:

**Background & Aim** (background, rationale and aim of the study),

**Methods & Materials/Patients** (experimental design, patients and interventions)

**Results** (what was found including significant data and observations)

Iranian Journal of Neurosurgery

Central Office: Iranian Neurosurgical Society Office, F12, No 4, Nik Ray Alley, North Kazeroon St, Mirdamad Ave, Tehran

Executive Office: Guilan Road Trauma Research Center, Poursina Hospital, Namjoo St, Rasht, Guilan, Iran

P.O BOX: 41937 13194, Phone:+98 09012952130, Fax:+98 13 33338373, Email:info@irjns.org, Website: www.irjns.org

**Conclusion** (Interpret findings and give principal conclusions)

Abstract for Case reports/series can be structured as follows:

**Background and Importance:** State the significance of the issue and importance of the case(s)

**Case Presentation:** Define the case(s) presented, pertinent attendant issues, and observations

**Conclusion:** State outcome of case(s) and recommend treatment pathways

## Keywords

Keywords should refer to the terms from Medical Subject Headings (MeSH) of MEDLINE/PubMed (<http://www.nlm.nih.gov/mesh/MBrowser.html>.) and separated by semicolon. The maximum keyword number is eight.

## Manuscript Types

This Journal welcomes following manuscript types for publication; research articles, systematic review and meta-analysis articles, review articles, case reports/series, communication and letter to editor.

### *Research Article*

These should be original contributions to the subject. The text should be 2000-4000 words (double-spaced pages) not including references, tables, figures. No more than 30 references will be accepted. The article must be subdivided into the following sections: *Introduction, Methods & Materials/Patients, Results, Discussion, Conclusion*. In *Introduction*, the aim of the study should be clearly stated. The *Methods & Materials/Patients* section should describe in a logical sequence how the study was designed and carried out, how the data were analyzed (what hypothesis was tested, what type of study was carried out, how randomization was done, how the subjects were recruited and chosen providing accurate details of the main features of treatment, of the materials used, of drug dosages, of unusual equipment, of the statistical method ...).

In the *Results* section the answers to the questions posed in the *Introduction* should be given. The *Results* should be reported fully, clearly and concisely supported, if necessary, by figures, graphs and tables. The *Discussion* section should sum up the main results, critically analyze the methods used, compare the results obtained with other published data and discuss the implications of the results. The *Conclusions* should briefly sum up the significance of the study and its future implications.

### ***Clinical Trial***

In accordance with the guidelines published by the International Committee of Medical Journal Editors (ICMJE) and the changes to the policy published in an ICMJE editorial in June 2007, IrJNS requires, as a condition of consideration for publication, that all clinical trials be registered in one of 6 ICMJE-approved public trial registries. ([www.irct.ir](http://www.irct.ir), [www.ClinicalTrials.gov](http://www.ClinicalTrials.gov), [www.anzctr.org.au](http://www.anzctr.org.au), [www.ISRCTN.org](http://www.ISRCTN.org), [www.umin.ac.jp/ctr/index/htm](http://www.umin.ac.jp/ctr/index/htm), [www.trialregister.nl](http://www.trialregister.nl), or <https://eudract.ema.europa.eu>. Trials must be registered at or before the onset of patient enrollment. In addition to accepting registration in any of the above 6 registries, and following the recommendation of ICMJE, IrJNS accepts registration of clinical trials in any of the primary registers that participate in the World Health Organization (WHO) International Clinical Trial Registry Platform (ICTRP). Whether the trial is the subject of the paper or the author refers to other trials in the text, the registration number should always be included so that we can create a link to the trial's record in the appropriate database.

#### *Examples:*

Trial registration ID: NCT00404079

Trial registration ID: ISRCTN51857546

IrJNS has implemented the WHO definition of clinical trials which states that a clinical trial is "any research study that prospectively assigns human participants or groups of humans to one or more health-related interventions to evaluate the effects on health outcomes." For more information, see ICMJE Uniform Requirements for Manuscripts Submitted to Biomedical Journals.

### *Systematic Review/Meta-Analysis*

Authors should report systematic reviews in accordance with the PRISMA (Preferred Reporting Items for Systematic Reviews and Meta-Analyses) statement. For Systematic Reviews, the abstract should be subdivided into the following sequential sections:

Context; Data Sources; Study Selection; Data Extraction; Results; Conclusions; and Keywords. Systematic reviews should be 3000-10000 words (abstracts to be structured as above). Consult: The Cochrane Reviewers' Handbook Meta-analysis of observational studies. No more than 90 references will be accepted.

### *Review Article*

Generally commissioned by the Editor-in-Chief and the Managing Editor, review articles should discuss a topic of current interest, outline current knowledge of the subject, analyze different opinions regarding the problem discussed, and be up-to-date on the latest data in the literature. The text should be 3000-8000 words (double-spaced pages) not including references, tables, figures. No more than 80 references will be accepted.

### *Case Report/Series*

To be considered for publication, individual case reports need to have important and novel learning points and report on unusual syndromes or diseases structured as **Background and Importance, Case Presentation, Discussion, Conclusion**. Brief reports must not exceed 1500 words and contain a structured abstract of maximum 250 words, 1-6 figures/tables and up to 15 references.

### *Letter to the Editor*

Brief clinical studies can be presented as letters to the editor. Reports of individual cases which may affect clinical area or diagnostic understanding can also be submitted in this format. These can be in form of a critical re-analysis of a previously published article or a response to such a re-analysis from the authors of the original publication. Letters to the Editor may be edited for clarity or length and may be subject to peer review at the editors' discretion. Letters must not exceed 1000 words and 10 references.

## References

Using *Endnote*, references must be numbered consecutively in the order in which they are mentioned in the text and placed at the end of the manuscript. *Iranian Journal of Neurosurgery* uses **Vancouver** referencing style that uses a numerical approach with some changes based on ICMJE recommendations (International Committee of Medical Journal Editors). It refers to sources cited in the text and must be in numerical order according to their order of appearance. If the same piece of work is cited more than once then same citation number should be used. Each reference number should be enclosed by square brackets e.g. [5], [4-8], [4-8,11,15]. All references must be provided with their *doi* at the end, if available.

***Author(s) last name, Title, Journal Short Name, Year, Volume (issue): Page numbers***

Please note that for more than six authors, **et al.** should be written.

Rose ME, Huerbin MB, Melick J, Marion DW, Palmer AM, Schiding JK. Regulation of interstitial excitatory amino acid concentrations after cortical contusion injury. *Brain Res.* 2002;35(5):4-22.

### Book

***Editor(s), compiler(s) as author***

Gilstrap LC 3rd, Cunningham FG, VanDorsten JP, editors. Operative obstetrics. 2nd ed. New York: McGraw-Hill; 2002.

***Author(s) and editor(s)***

Breedlove GK, Schorfheide AM. Adolescent pregnancy. 2nd ed. Wiczorek RR, editor. White Plains (NY): March of Dimes Education Services; 2001.

### Conference Proceedings

Harnden P, Joffe JK, Jones WG, editors. Germ cell tumours V. Proceedings of the 5th Germ Cell Tumour Conference; 2001 Sep 13-15; Leeds, UK. New York: Springer, 2002.

### Dissertation

Iranian Journal of Neurosurgery

Central Office: Iranian Neurosurgical Society Office, F12, No 4, Nik Ray Alley, North Kazeroon St, Mirdamad Ave, Tehran

Executive Office: Guilan Road Trauma Research Center, Poursina Hospital, Namjoo St, Rasht, Guilan, Iran

P.O BOX: 41937 13194, Phone:+98 09012952130, Fax:+98 13 33338373, Email:info@irjns.org, Website: www.irjns.org

Borkowski MM. Infant sleep and feeding: a telephone survey of Hispanic Americans [dissertation]. Mount Pleasant (MI): Central Michigan University, 2002.

### **Online Sources**

For all websites references you need to note the date that you accessed the information, and database name or web address (URL). e.g.

Royal College of General Practitioners. The Primary Health Care Team. RCGP website 2003 [cited 2004 Sep 22]; Available from: URL:  
[http://www.rcgp.org.uk/information/publications/information/PDFInfo/21\\_OCT\\_03.pdf](http://www.rcgp.org.uk/information/publications/information/PDFInfo/21_OCT_03.pdf)