

Manuscript Types

[Original Articles](#)

[Review Articles](#)

[Brief Communications](#)

[Neuroimaging Highlights](#)

[Editorials](#)

[Letters to the Editor](#)

[Reflections](#)

[Obituaries](#)

[Commentaries](#)

[Historical Reviews](#)

[Clinical Neuropathological Conference](#)

[Clinical Case Conference](#)

[Additional Submission Information for all Manuscript Categories](#)

Manuscript type	Length requirements (excluding references, tables and/or figures)	Abstract	Max. Refs	Additional comments
Original Articles	Maximum 6,000 words.	Structured abstract that consists of four sections: Background or Objective, Methods, Results, Conclusion. Maximum of 250 words in English or French. The Journal will provide translation to the other language if required.	No	Original articles reports high quality, original research. Please note that if your article is a Systematic Review, it should be submitted to the journal as an “Original Article.”
Review Articles	Maximum 6,000 words.	Unstructured abstract of 250 words or less in English or French. The Journal will provide translation to the other language if required.	No	Review Articles should provide systematic, comprehensive review of a topic of interest to CJNS readers.
Brief Communications	Maximum 1,500 words.	Unstructured abstract of 100 words or less in English or French. The Journal will provide translation to the other language if required.	10	<p>Brief Communications manuscripts include preliminary observations. They should report novel observations. There should be no subheadings.</p> <p>Please note that case reports should be submitted as <u>Letters to the Editor</u> (please see below), <u>not</u> Brief Communications.</p>
Neuroimaging Highlights	Maximum 500 words.	No	10	Neuroimaging Highlights either make an original contribution or serve an educational purpose in demonstrating neuroimages. There should be no subheadings .

Editorials	Maximum 1,000 words.	No	15	Editorials are opinion articles from the editor or an invited author, which relate to and expand upon an article in the same issue of the Journal. They should be brief and focused.
Letters to the Editor	Maximum 1,000 words	No	8	Letters to the Editor may report new results, refer to previously published articles, or express an opinion that is of interest to the readership. At the discretion of the Editor-in-Chief, Letters to the Editor may include up to two (2) figures and tables. There should be no subheadings .
Reflections	Maximum 1,500 words.	No	4	Reflections are articles of opinion or observations and reflections on topics that relate to the “humanistic” /nonmedical aspect of neurology, neurosurgery or neuroscience, usually based on personal experience.
Obituaries	Maximum 1,000 words.	No	N/A	
Commentaries	Maximum 2,000 words.	No	5	Commentaries should describe an experience, express an opinion, or comment about an article that is of interest to CJNS readers.

Historical Reviews	Maximum 4,000 words.	Unstructured abstract of 100 words or less in English or French. The Journal will provide translation to the other language if required.	N/A	Historical Review manuscripts should be written by someone who is recognized as an authority/expert in this area, usually but not invariably a senior member of one of the societies.
Clinical Neuropathological Conference	Maximum 2,500 words	Maximum 150 words	20	Clinical Neuropathological Conference manuscripts present a thoroughly investigated and coherent case for discussion by an expert in the field whose discussion gives insight into their diagnostic approach. The manuscript concludes with a clear diagnosis, substantiated by thorough pathological analysis and a brief review of the topic.
Clinical Case Conference	Maximum 2,500 words	Maximum 150 words	20	Clinical Case Conference manuscripts are similar to Clinical Neuropathological Conference manuscripts, except that pathological analysis is not required. Discussions of the case from known experts in the field should be included in the manuscript.

Manuscript categories that will be considered for publication by CJNS include the following:

- Original Articles
- Review Articles
- Brief Communications
- Neuroimaging Highlights
- Editorials
- Letters to the Editor
- Reflections
- Obituaries
- Commentaries
- Historical Articles
- Clinical Neuropathological Conference
- Clinical Case Conference

Before submitting a manuscript, please gather the following information

- All Authors First Names, Middle Names/Initials, Last Names
- Author affiliations/Institutions
- Departments
- Phone and Fax Numbers
- E-mail Addresses
- Main title and Running Title. Your title must be under 90 characters (including spaces). Do not use abbreviations in the title.
- Completed [Author Conflict of Interest \(COI\) Forms](#). The electronic form is also available on [ScholarOne Manuscripts web site](#), in the Author Centre (for more information about our Conflict of Interest policy, please see below).

Submission

Please submit your manuscript directly to the Canadian Journal of Neurological Sciences via the [ScholarOne Manuscripts website](#).

Set up or login to your account, enter your Author Center, and follow the instructions carefully.

Upload your manuscript for submission, along with the required Conflict of Interest form(s).

To avoid any potential confusion, please make sure that all co-authors' disclosures are also listed in a paragraph at the end of your submitted manuscript, which must match all disclosures listed on the co-authors' COI form(s).

In your ScholarOne Author Center, when you upload your manuscript files, you will have the opportunity to number them and designate the exact order. Please be aware that this is the same order they will appear in when they are converted and merged into PDF and HTML files, which the system will create for you.

Next, you will be directed to the final web page, which is the last stage of the submission process. You will be prompted to review the PDF and HTML files of your manuscript (there will be a red “X” next to this step if it is not yet completed). If the PDF and HTML files are not converted properly, you can add, replace or delete any of the previously uploaded manuscript files. To change them, please go back to the Files Upload area.

Once the PDF and HTML files are converted properly, if all of the other steps have been completed at the final stage, please click the “Submit” button to finish submitting your manuscript.

After you submit your manuscript, you will receive an automated e-mail confirmation stating that your manuscript was submitted successfully, and a ScholarOne manuscript reference number will be generated for your submission.

The unique ScholarOne manuscript reference number assigned to your manuscript should be quoted in all correspondence with the Canadian Journal of Neurological Sciences Office and Publisher.

Peer reviews, revisions, and final decisions

If we decide to consider your manuscript for publication, our Editor-in-Chief will assign it to an Associate Editor. If the Associate Editor feels that your manuscript is appropriate for consideration, your paper will be sent to peer reviewers. The reviews will be submitted, and the Associate Editor may decide to request further revisions, at which point a due date will be set for your revised version. Once the Associate Editor reaches a final decision about your manuscript, you will receive an e-mail notification.

At the end of this process, if your paper is accepted or conditionally accepted for publication, you will be instructed to submit a copyright form, which can be obtained on the CJNS copyright form web page on the Cambridge University Press web site (<https://www.cambridge.org/core/journals/canadian-journal-of-neurological-sciences/information/transfer-copyright>).

Please decide whether you want to make your submission and Open Access manuscript (please see below for more information about Open Access).

Open Access

The Canadian Journal of Neurological Sciences offers authors the option to publish their article via an Open Access model. Open Access allows authors to make their articles freely available to everyone, immediately upon publication. The fee is \$1,000 for CNSF members and \$2,000 for non-members. If the author wishes to make his/her manuscript Open Access after it is accepted, he/she should submit the alternative Open Access transfer and order form.

For more information about Open Access, please refer to the Open Access web page on Cambridge Core: <https://www.cambridge.org/core/services/open-access-policies>

Conflict of interest

All manuscripts must be submitted with the co-authors’ Conflict of Interest (COI) forms. Editors and peer reviewers must be able to refer to this information during the review process.

Information regarding actual or potential conflict of interests for each co-author must be listed. Upon submission of the manuscript, the link to the electronic COI form can be found in Step 6 of the ScholarOne Author Centre.

The COI information must include actual or potential conflicts of interest for each co-author. Please include any relationships with commercial entities, governmental agencies, or educational institutions, even if the co-author does not feel that a conflict of interest exists. If in doubt, disclose the relationship. Any financial interest, research grant, material support, or consulting fee associated with the contents of the manuscript must be declared.

These guidelines apply to each co-author and their immediate families. Potential conflicts of interest are not necessary wrong, nor do they necessarily change the scientific validity of the research or opinion presented. Please note, however, that the Journal and readers should be aware of the potential conflict(s). Such conflicts will be published with the authors' knowledge. If the editor considers any potential conflicts to compromise the validity of the content, the manuscript will not be accepted for publication.

Review Goal

The goal of the CJNS is to work collaboratively with authors to publish Manuscripts in a timely manner. Manuscripts are to be published within 2-6 months of receiving final revisions from the author.

Cover Letter

A cover letter is required and must state that the manuscript has not been published elsewhere, except in abstract form, and is not under simultaneous consideration by another journal.

Once a decision is made by the Editor on your manuscript, the Journal office will send you an Author Release form and a Conflict of Interest form only if your manuscript has been accepted for revision.

Titles

Titles for all manuscripts must not include abbreviations and must be under 90 characters including spaces.

Title page

Provide a word count for the abstract and the body of the manuscript in the first page.

Subtitles

Subtitles (such as Introduction, Discussion, etc.) should not be included in "Letter to the Editor" manuscripts.

Acknowledgements

Acknowledgements, including recognition of financial support, should be included at the end of the text.

Statement of authorship

A statement of authorship that outlines the roles of each author should be provided.

The SI system (système international d'unités) should be used in reporting all laboratory data, even if originally reported in another system.

Submitting artwork with your manuscript (tables, figures, audio recordings, videos, etc.)

If you intend to include tables and/or figures with your manuscript, please refer to the Artwork Guide on the Cambridge Journals Online web site: <https://www.cambridge.org/core/services/authors/journals/journals-artwork-guide>

Supplemental data files

Authors have the ability to upload media files of various kinds along with their articles for all manuscript categories. These are hosted and made available to end-users as Supplementary Materials. Please note that supplementary materials appear outside of the manuscript. Authors should ensure that an in-text citation to each Supplementary file has been made in the article. They will include a URL address to be assigned by Cambridge.

Cambridge will not edit or typeset Supplementary Material, or modify audio or video files in any substantive way. It will be posted online exactly as supplied. Cambridge will notify the author/editorial office if a submitted file does not meet our quality and size requirements. If deemed unacceptable, in most cases, the author will be responsible for rectifying the problem and supplying an acceptable file. In some rare instances, we can, by arrangement, convert audio and movie files to FLV format for streaming on the understanding that this may affect the resolution.

The Canadian Journal of Neurological Sciences accepts the following types of Supplementary Materials:

- Audio files
- Video files
- On occasion: exceptionally large datasets or tables that are to be presented outside of the manuscript.
- Audio Files
- Preferred formats: mp3 or mp4
- Accepted formats: AAC, AIFF or WAV Maximum file size 15Mb
- Video Files
- Preferred formats: mpg/mpeg, mp4 or mov
- Acceptable formats: wmv or avi
- Maximum file size: 15Mb
- Minimum dimensions: 320 pixels wide by 240 pixels deep
- Verify that the videos are viewable in QuickTime or Windows Media Player

For each video, please provide a citation in the appropriate place in the manuscript text and include a title limited to 20 words.

This citation will appear in print as a boxed text and also specify the video file format. In the case of multiple video files, number them in the order in which they should be viewed.

If associated with a figure, please include a citation at the end of the figure caption explaining the video's function, its file format, and that it is accessible at <https://www.cambridge.org/core/>.

The video will be posted at the site of the appropriate journal title, volume, issue number, and article. At the article's title, the video can be accessed via a link which states "Supplemental Materials"

Media Clip Specifications

Submitted Manuscripts, containing media clips to be considered for online publication are to include the following items:

- Manuscript
- Media Clip
- Title of Media Clip
- Legend for Media Clip
- Size of Media Clip (maximum file size for upload is 10 MB)
- Viewing Length of Media Clip (maximum view time is 12 minutes)
- Patient Release For media clips that involve patients, provide documentation within your cover letter showing informed consent for the taping and display of the clip in an online format.

Colour Specifications

All manuscripts published only online and all graphics included in manuscript may be uploaded in full colour, if full colour graphics provided by authors. No additional charges will apply.

Fee to Submit

None

Other acceptable file formats

Accepted formats: pdf, doc/docx, xls/xlsx, ppt/pptx, jpeg, tiff, png, and zip

Naming supplementary files

Supplementary files should be named in such a way that it is clear what they are, which article they belong to, and what they contain. For instance, if John Smith includes a series of Supplementary Material tables to be published with his article, the file should be labeled <<Smith_supp.pdf>>.

e.g.

J.Smith_appendix_table_1.xls

J.Smith_supplement-movie1.mov

Cambridge University Press Copyright Requirements for Supplementary Material

At Cambridge University Press, all supplementary material is subject to the same copyright requirements as primary material.

I/we hereby assign to Cambridge University Press, full copyright in all formats and media in the said contribution, including in any supplementary materials that I/we may author in support of the online version.

Language Polishing Service

Cambridge recommends that authors have their manuscripts checked by an English language native speaker before submission; this will ensure that submissions are judged at peer review exclusively on academic merit.

We list a number of third-party services specializing in language editing and / or translation, and suggest that authors contact as appropriate. Use of any of these services is voluntary and at the author's own expense.

Cambridge Core Language Services: <https://www.cambridge.org/core/services/authors/language-services>

Cambridge Core Author Hub: <https://www.cambridge.org/core/services/authors>

References

References should be numbered in the order of their citation in the text. Those cited only in tables and legends for illustrations are numbered according to the sequence established by the first identification in the text of a particular table or illustration.

Titles of journals should be abbreviated according to the style used in Index Medicus.

- List all authors when there are six or fewer; for seven or more, list only the first three and add "et al".
- Provide the full title, year of publication, volume number and inclusive pagination for journal articles.
- Unpublished articles should be cited as [in press]. Do not reference unpublished or "submitted" papers; these can be mentioned in the body of the text.
- Avoid "personal communications" and, if necessary, include them in the body of the text, not among the references.
- Reference citations should not include unpublished presentations or other non-accessible material.

- Books or chapter references should also include the place of publication and the name of the publisher. For Uniform Requirements for Sample References go to http://www.nlm.nih.gov/bsd/uniform_requirements.html.

Examples of correct forms of references:

Journals

1. Rose ME, Huerbin MB, Melick J, et al. Regulation of interstitial excitatory amino acid concentrations after cortical contusion injury. *Brain Res.* 2002;935(1-2):40-6.

Chapter in a book

1. Meltzer PS, Kallioniemi A, Trent JM. Chromosome alterations in human solid tumors. In: Vogelstein B, Kinzler KW, editors. *The genetic basis of human cancer*. New York: McGraw-Hill; 2002. p. 93-113.

For detailed instructions regarding style and layout refer to “Uniform Requirements for Manuscripts Submitted to Biomedical Journals”. Copies of this document may be obtained on the website <http://www.icmje.org>.

Permissions and Releases

- Any non-original material (quotations, tables, figures) must be accompanied by written permission from the author and the copyright owner to reproduce the material in the Journal.
- Photographs of recognizable persons must be accompanied by a signed release from the legal guardian or patient authorizing publication.

Posting to PubMed

Once a CJNS Issue and/or Supplement is posted within the CJNS online Journal, notification is provided to PubMed. This notification may take up to one week from a Journal Issue or Supplement being uploaded to the CJNS online Journal. Upon receipt of notification, PubMed may take up to 72 hours to post Journal issues online.

As PubMed is an organization outside of the CJNS, we do not have influence on how and when they post articles within their database. Should you have concerns, please contact NLM Customer Service directly at custserv@nlm.nih.gov.