

Zentralblatt für Neurochirurgie – Central European Neurosurgery

Zentralblatt für Neurochirurgie – Central European Neurosurgery is the official organ of the German Society of Neurosurgery and the Professional Organization of German Neurosurgeons (Berufsverband Deutscher Neurochirurgen).

It is an international journal, appearing quarterly, publishing scientific studies on clinical or experimental neurosurgery.

All papers are subject to a double blinded peer review process by independent referees before it is decided whether they will be accepted, rejected, or returned for revision. Only papers that are of the highest scientific quality, concisely written and consistent with the Instructions for Authors can be accepted. The journal reserves the right to edit the language of accepted papers for clarity and correctness, and to make formal changes to ensure compliance with *Zentralblatt für Neurochirurgie – Central European Neurosurgery* style. Authors have an opportunity to review any such changes in the proofs.

General Policy

As language of publication is English, only English manuscripts are accepted. Manuscripts written by authors whose first language is not English should be checked by an English native speaker before submission. Manuscripts which do not meet acceptable language standards will be returned to authors.

Submission of a manuscript to *Zentralblatt für Neurochirurgie – Central European Neurosurgery* implies that it represents original research not previously published and that it is not being considered or submitted for publication elsewhere. The corresponding author must declare that the manuscript is submitted on behalf of all authors and that all named authors have participated in this work published in *Zentralblatt für Neurochirurgie – Central European Neurosurgery*. In case of clinical or experimental studies with human subjects the study protocol has to be approved by an ethical committee. Copyright belongs to the publisher upon acceptance of the manuscript. Submission of a manuscript signifies acceptance of the journal's Instructions for Authors.

Submission of Manuscripts

Manuscripts can be submitted exclusively via online submission at <http://mc.manuscriptcentral.com/neurochirurgie>

Hard copy submission and electronic submission via E-mail or disk will not be accepted.

In case of questions concerning the online submission process, please contact Katrin Stauffer in the *Zentralblatt für Neurochirurgie – Central European Neurosurgery* Helpdesk via phone +49-711-89 31 349 or E-mail to: Helpdesk.Neurochirurgie@thieme.de. Additionally, you can download the "Author's Guide for Submission of a Manuscript" as a pdf document which will assist you with the submission process. For this, click "Instructions & Forms" on the online submission system start page.

To submit a manuscript, follow the instructions in the online submission system.

In the first 4 steps of the submission process enter all the information for the metadata, consisting of the manuscript type, the bilingual title (no more than 200 letters) and abstract, 3–5 key words, your co-authors' names, academic titles, institutions, addresses, E-mail-addresses, phone and fax number as well as the covering letter. **Please be sure to indicate the correct E-mail-addresses of all co-authors as accounts will be created for them on the basis of their E-mail-addresses. Only manuscripts with correct E-mail-addresses of all co-authors can be accepted. Please indicate the corresponding author of your manuscript.**

In step 5 upload the abstract, the main document, and – if applicable – figures, tables, videos and supplemental files. Please note that all these files have to be uploaded separately. Please do not integrate abstract, figures, tables, etc. in the main document. Please abstain from creating a cover page.

All files will automatically be combined into a single PDF and HTML document for peer review. To designate the order in which your files appear, use the dropdowns in the order column.

CAVE: Do not include any authors' names, institutions and addresses or any patient information, which may give an indication of the identity of the authors, in the uploaded files to

ensure a double-blinded peer review process. Any author information is saved in the metadata. Please also exclude your acknowledgements from the main document; they can be entered in a separate acknowledgement text box.

If you are submitting a revision, please include only the latest set of files and delete the previously submitted files. Please use the MS Word "track changes" function to indicate the changes you made in reference to your original submission.

Structure of Manuscripts

Authors are invited to submit the following types of paper for consideration: original articles, reviews, letters to the editor, case reports, technical notes, surgical techniques articles, editorials, comments, consensus statements, historical articles or solicited manuscripts on specific subjects of interest to neurosurgeons.

Original articles should present the results of original research in the form of a full-length study and contain the following sections: structured abstract and main document consisting of introduction, patients/material and methods, results, discussion, conclusion, acknowledgements and references. Subheadings in the materials, results and discussion sections improve the readability.

The **abstract** should contain a maximum of 2500 characters for the English and German version each and be structured as follows: background and study aims/object, patients/material and methods, results and conclusions. The abstract should contain the most relevant information.

The **introduction** in the main document describes the background of the questions examined in the paper. It should therefore concisely summarize the purpose of the study and the rationale of the hypothesis tested or clinical questions examined. Only important references should be quoted but no detailed review of the relevant literature is necessary, as this should be done in the discussion.

Patients/Material and Methods: The methodology should be described with enough details to be fully comprehended by the reader. When referring to previous papers using the same method, the description of methodology can be abbreviated but should still be comprehensible. In clinical studies the type of study (prospective, retrospective, randomized, cohort, etc.) should be detailed and it should be clearly stated whether the patient group consisted of a consecutive series or which inclusion and exclusion criteria have been used.

Results: This section should precisely report the results. Tables and figures are useful and should maximize clarity and comprehension; their contents should not be repeated in the text. Avoid commenting single results and their significance and relating your results to those of other authors, as this belongs to the discussion section.

Discussion: In this section the main findings of the study can be emphasized, their significance commented and their relationship to results obtained by other authors outlined. This is also the section in which weaknesses of the study can be presented, e.g., factors that have become apparent, which limit the impact of the results.

Conclusion: This section summarizes the major results of the study.

Acknowledgements and grant information: All persons making minor contributions to the investigation and all organizations providing support are listed. But please notice: Do not include the acknowledgements in the main document, but in the separate textbox to allow a double-blinded review process.

References should be numbered consecutively in alphabetical order by author following the Vancouver style. If several works of one author are listed they should be arranged in chronological order. Identify references in text, tables, and legends by Arabic numerals in square brackets referring to the respective numbers in the list of references. If authors are mentioned in the text, only the first author should be given followed by et al. whenever the reference has three or more authors.

In the numbered reference list at the end of the text the name of the author(s) should be followed by the full title of the paper, the name of the journal in which it has been published (abbreviations according to Index Medicus), year of publication, volume, first and last page.

Articles in journals:

¹Thomale UW, Stover JF, Unterberg AW. The Use of Neuronavigation in Transnasal Transsphenoidal Pituitary Surgery. *Zentralbl Neurochir* 2005; 66: 126–132

Chapters from books have to be cited as follows: author(s), title of chapter, editor(s), title of book, edition, publisher, place and year of publication, first and last page of the chapter.

Chapters in books:

²Goldhahn WE. Zugangswege zur frontotemporalen Übergangsregion. In: Mohsenipour I, Goldhahn WE, Fischer J, Platzer W, Pomaroli A. *Operative Zugangswege in der Neurochirurgie*. 1st edn. Thieme, Stuttgart 1997: 39–54

Articles in press (accepted for publication) at the time of submission of your manuscript have to be designated “in press” at the end of the reference. Abstracts should only be cited if published in a scientific journal and have to be marked with “abstr” followed by the page number. Manuscripts which have been submitted but not yet accepted, unpublished data or personal communication should not be mentioned in the references but indicated in the text.

File types

Abstract & Main Document: Please use common text processors, such as Microsoft Word or Word Perfect, and save your files as *.doc, *.txt or *.rtf. If possible, please use the endnote function of your word processor to insert notes into your manuscript. Figure and table legends should be listed at the end of the main document.

Figures & Tables: The editors and publishers make any effort to publish your submitted figures in maximum quality. Therefore it would be helpful to abide by the guidelines which are listed below. If you have any questions concerning these guidelines please do not hesitate to contact the production manager stated in the masthead.

Figures:

- ▶ each figure has to be uploaded separately (not embedded into the main document)
- ▶ entitle the files precisely and number the figures consecutively but independent of the tables
- ▶ indicate in the main document where the figures should appear
- ▶ file format and resolution:

	halftone images	lineart
file format	*.eps *.tif *.jpg	*.eps *.tif *.jpg
minimal resolution	300 dpi	at least 800 dpi

save *.jpg files with the quality adjustment ‘high’ or better ‘maximum’.

- ▶ colour space: RGB or CMYK
- ▶ colour depth: 8-bit image

In the case of colour figures all additional printing costs must be paid by the authors. The author makes a contribution to the printing costs of, at present, € 175 per figure or plate, plus VAT.

Tables:

- ▶ each table has to be uploaded separately.
- ▶ entitle the files precisely and number the tables consecutively but independent of the figures
- ▶ indicate in the main document where the table should appear
- ▶ file format and resolution: *.doc or *.xls

Please do not forget to enter the legends for the figures and tables in the appropriate text box while uploading the file AND to include a list of all legends on a separate page in the main document. If you use figures from books or other journals be sure to mention the accurate reference in the legend and to hold the permission for reproduction.

Before publication of any illustration in which the patient may be recognized, the author of the article must provide the publisher with the patient’s written consent to publication of the respective photograph. Appropriate standard letters for obtaining this consent are available on request from the publisher or can be downloaded on <http://www.thieme.de/zblneurochir> under ‘Forms’ in the left navigation bar. Please note that a black bar placed across the eyes may no longer be considered to be sufficient to preserve the patient’s anonymity.

Videos:

The preferred video file format is *.mpg (MPEG-1). Alternatively, also *.avi, *.mov, *.rm and *.wmv will be accepted. Maximum length is 1 minute. Please do not forget to give a describing legend at the end of the main document. This legend will be published together with an internet link to your video at the end of your manuscript.

General information

Proofs: Proofs will be sent by the publisher to the corresponding author as a pdf file with the request that they be returned immediately after correction.

Reprints: 25 reprints of each article will be supplied free of charge to the corresponding author. These will be shipped after publication of the journal issue. An order form for further reprints for personal use (in increments of 50) will be sent with the proofs and should be signed and returned with the corrected proofs even if additional reprints are not required.

Copyright: All rights are held by the publishers, including the right to reproduce all or part of any publication.

Georg Thieme Verlag KG
Rüdigerstraße 14 · 70469 Stuttgart · Germany

P.O. Box 30 11 20 · 70451 Stuttgart · Germany

© 2007 Georg Thieme Verlag KG,
Stuttgart · New York.
All rights reserved.