Indian Journal of Neurotrauma
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SUBMISSION CHECKLIST
All manuscripts must be submitted at the following link: https://manuscriptmanager.net/ijnt

☐ AUTHOR INFORMATION
- All authors: full name, degrees, department, affiliation, e-mail address
- Corresponding author: mailing address, telephone number

☐ MANUSCRIPT FILE
- Must be digital - hard copy submissions are not accepted

☐ ABSTRACT AND KEYWORDS
- See the section Article Types for word limits

☐ CONFLICT OF INTEREST
- Every named author must disclose their conflicts or lack thereof

☐ REFERENCES
- Cited sequentially in AMA style

☐ FIGURES AND TABLES
- Cited sequentially and included in the main document

☐ ART FILES
- Must be saved separately from the main document

☐ PERMISSIONS
- Required if you plan to reproduce content from a published source or include a photograph of a patient
- Patient permission forms available at www.thieme.com/journal-authors
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MANUSCRIPT FORMAT

Article Types

The following graph shows what types of articles are accepted for publication, and what requirement they may have.

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<th>Title Limit</th>
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<tr>
<td>Original Article (up to 4,000 words)</td>
<td>Up to 250 words</td>
<td>3 to 5 keywords</td>
<td>Up to 25 words</td>
<td>Approximately 5 tables/figures</td>
<td>Up to 50 references</td>
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<td>No limit</td>
<td>No limit</td>
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<tr>
<td>Review Article (up to 4,000 words)</td>
<td>Up to 250 words</td>
<td>3 to 5 keywords</td>
<td>Up to 25 words</td>
<td>Approximately 5 tables/figures</td>
<td>Up to 90 references</td>
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<tr>
<td>Short Communication</td>
<td>Up to 250 words</td>
<td>3 to 5 keywords</td>
<td>Up to 25 words</td>
<td>Up to 2 tables/figures</td>
<td>Up to 15 references</td>
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<tr>
<td>Case Report (up to 1,500 words)</td>
<td>Up to 250 words</td>
<td>3 to 5 keywords</td>
<td>Up to 25 words</td>
<td>Up to 2 tables/figures</td>
<td>Up to 15 references</td>
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<td>Letter to the Editor</td>
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- **Original Article** may include randomized controlled trials, intervention studies, studies of screening and diagnostic test, outcome studies, cost effectiveness analyses, case-control series, and surveys with high response rate.
- **Case Report** should contain case reports or more condensed information on clinical or experimental studies. Reports on single cases can usually not be considered unless they contain exceptional observations of general relevance.
- **Letter to the Editor** should address articles published in IJNT or comment upon recent scientific advances of general interest.

General Guidelines

- You must submit a digital copy of your manuscript. Hard copy submissions are not accepted.
- Keep the format of your manuscript simple and clear. We will set your manuscript according to our style—do not try to “design” the document.
- The manuscript, including the title page, abstract and keywords, text, references, figure captions, and tables should be typewritten, double-spaced in 12-point font with 1-inch margins all around and saved as one file.
- Each figure should be saved as its own separate file. Do not embed figures within the manuscript file. This requires special handling by Thieme’s Production Department.
- Keep abbreviations to a minimum and be sure to explain all of them the first time they are used in the text.
- The manuscripts should be written in American English.
- The authors should use Système International (SI) measurements. For clarity, nonmetric equivalents may be included in parentheses following the SI measurements.
- Use generic names for drugs. You may cite proprietary names in parentheses along with the name and location of the manufacturer.
- Credit suppliers and manufacturers of equipment, drugs, and other brand-name material mentioned in the manuscript within parentheses, giving the company name and primary location.
- Additional material, which is not pivotal, but supporting in nature to the theme of the manuscript, can be submitted as “Supplementary Material” and will be published only online (not in print).
MANUSCRIPT FORMAT continued

Title Page

• This journal adheres to a double-blinded peer-review policy. The title page should NOT be included in the main document.
• The title page should include the following items:
  o Article title
  o Article type (review, original study, case report, etc.)
  o Running title (short running head)
  o The corresponding author’s full name, degree, title, department, affiliation, mailing address, e-mail address, and telephone and fax numbers
  o The full name, degree, title, department, and affiliation of every co-author
  o The total word count of the article, number of artworks and tables, and references
  o Abstract and keywords
  o Acknowledgments
  o Details of conference if the manuscript was presented in a meeting, conference, etc.
  o Conflict of Interest Statement and financial disclosure details
  o Permission request, if any
  o Registration number in case of a clinical trial and where it is registered (name of the registry and its URL)
  o Statement of approval from all authors (if necessary, include the contribution of each author)

Abstract and Keywords

See the section Article Types for word limits.

The abstract should briefly outline the content of the article and any conclusions it may reach. The keywords should be words a reader would be likely to use in searching for the content of the article.

Main Document

• Please clearly distinguish the hierarchy of headings within the manuscript by using capital letters, underline, italic, and bold styles as necessary.
• As needed, use italic, superscripts, subscripts, and boldface, but otherwise do not use multiple fonts and font sizes.
• Do not insert page or section breaks except where noted in the Author Instructions.
• Use hard returns (the Enter key) only at the end of a paragraph, not at the end of a line. Allow lines of text to break automatically in your word-processing software. Do not justify your text.
• Use only one space, not two, after periods.
• Create tables using the Table function in Microsoft Word.

Acknowledgments

The source of any financial support received and recognition of personal assistance for the work being published should be indicated in the title page under the heading Acknowledgments.
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References should be the most recent and pertinent literature available. It is essential that they are complete and thoroughly checked. If the reference information is incomplete, good online sites to search for full details are the National Library of Medicine: www.nlm.nih.gov; Books in Print: www.booksinprint.com; PubMed: www.ncbi.nlm.nih.gov/PubMed/; or individual publisher Web sites.

- References must be listed in AMA style, using Index Medicus journal title abbreviations.
- References follow the article text. Insert a page break between the end of text and the start of references.
- References must be cited sequentially (NOT alphabetically) in the text using superscript numbers.
- By way of exception to AMA style, do not italicize book titles or journal title abbreviations and do not put a period at the end of a reference.
- List all author names, up to and including six names. For more than six authors, list the first three followed by et al.
- References should be styled per the following examples:

1. Citing a journal article:

2. Citing a chapter in a book:

3. Citing a book:
   Stryer L. Biochemistry. 2nd ed. San Francisco: WH Freeman; 1981:559–596

4. Citing a thesis:

5. Citing a government publication:

6. Citing an online article:

7. Citing a symposium article:
   Eisenberg J. Market forces and physician workforce reform: why they may not work. Paper presented at: Annual Meeting of the Association of American Medical Colleges; October 28, 1995; Washington, DC
Figure Captions

- Figures include photographs or radiographs, drawings, graphs, bar charts, flow charts, and pathways, but NOT lists or tables.
- Figures must be cited sequentially in the text. Number all figures (and corresponding figure captions) sequentially in the order they are cited in the text.
- Figure captions should be written after the reference list. Insert a page break between the end of references and the start of figure captions.
- Figure captions should include a description of the figure and/or each lettered part (A, B, etc.) and of any portions of the figure highlighted by arrows, arrowheads, asterisks, etc.
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- Data given in tables should be commented on but not repeated in the text. Be sure that lists or columns of related data are composed in a word-processing program like the rest of the text.
- Do not intersperse tables in the text. Tables should appear after the figure captions. Insert a page break between the end of the figure captions and the start of the tables.
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- Other footnotes for tables should be indicated in the table using superscript letters in alphabetical order.
- Any abbreviations used in the table should be explained at the end of the table in a footnote.

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All authors (including corresponding and co-authors associated with the manuscript) must make a formal statement at the time of submission indicating any potential conflict of interest that might constitute an embarrassment to any of the authors if it were not to be declared and were to emerge after publication. Such conflicts might include, but are not limited to, shareholding in or receipt of a grant or consultancy fee from a company whose product features in the submitted manuscript or which manufactures a competing product. Types of conflicts include: Consulting, Royalties, Research Support, Institutional Support, Ownership, Stock/Options, Speakers Bureau, and Fellowship Support. Any commercial entity whose products are described, reviewed, evaluated, or compared in the manuscript, except for those disclosed in the Acknowledgments section, are potential conflicts.

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General Guidelines

• It is best to use Adobe Photoshop to create and save images, and Adobe Illustrator for line art and labels.
• Do not submit art created in Microsoft Excel, Word, or PowerPoint. These files cannot be used by the typesetter.
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• All black-and-white and color artwork should be at a resolution of 300 dpi (dots per inch) in TIFF format. Line art should be 1,200 dpi in EPS or TIFF format. Contact the Production Editor at Thieme if you are unsure of the final size.
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• Black-and-white artwork can be halftone (or grayscale) photographs, radiographs, drawings, line art, graphs, and flowcharts. Thieme will only accept digital artwork.
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• Color illustrations are expensive to produce and usually cannot be accepted unless the author is willing to cover the additional production costs incurred. Please check with the Editor in Chief or Thieme for details. We will convert color illustrations to black-and-white unless we receive a letter from the author assuming responsibility for the cost of printing color. Upon request, we will provide you with a cost estimate for the color printing.
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• Arrows, asterisks, and arrowheads (or other markers) should be white in dark or black areas and black in light or white areas, and large in size. If not, these highlighting marks may become difficult to see when figures are reduced in size during the typesetting process.
• Use 1-point (or thicker) rules and leader lines.
• Capitalize the first word of each label and all proper nouns. Consider using all capitals if you need a higher level of labels.
• Where there are alternate terms or spellings for a named structure, use the most common one and make sure it is consistent with what is used in the text.
• Avoid using multiple fonts and font sizes for the labels; use only one or two sizes of a serif font.
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• Consult the checklist on the first page of this document to ensure that you are ready to submit your manuscript.
• Please note: There are no submission charges to submit your manuscript to this journal.
• Manuscripts must be submitted electronically at the following link: https://manuscriptmanager.net/ijnt
• Always review your manuscript before submitting it. You may stop a submission at any phase and save it to submit later. After submission, you will receive a confirmation email. You can also check the status of your manuscript by logging in to the submission system. The Editor in Chief will inform you via email once a decision has been made.

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2. Drafting the article or revising it critically for important intellectual content
3. Final approval of the version to be published

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For all manuscripts reporting data from studies involving human or animal participants, formal review and approval, or formal review and waiver (exemption), by an appropriate institutional review board (IRB) or ethics committee is required, as well as any necessary HIPAA consent, and should be described in the Methods section with the full name of the reviewing entity. All clinical trials must be registered in a public trials registry. Denote the registry and registry number.

Please follow the standard Levels of Evidence for Primary Research and the reporting guidelines specified by this table:

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<td>Studies of diagnostic accuracy</td>
<td>STARD</td>
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<td>Systematic reviews and meta-analyses</td>
<td>QUOROM/PRISMA</td>
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<tr>
<td>Observational studies in epidemiology</td>
<td>STROBE</td>
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<td>Meta-analyses of observational studies in epidemiology</td>
<td>MOOSE</td>
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