Thank you for contributing to Journal of Neurological Surgery Part B: Skull Base. Please read the instructions carefully and observe all the directions given. Failure to do so may result in unnecessary delays in publishing your article.

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

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

☐ 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

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- 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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</thead>
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<tr>
<td>Original Article</td>
<td>Up to 250 words</td>
<td>4 to 9 keywords</td>
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<tr>
<td>Letter to the Editor</td>
<td>Up to 250 words</td>
<td>4 to 9 keywords</td>
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<tr>
<td>Invited Review</td>
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<tr>
<td>Skull Base: Operative Videos</td>
<td>Up to 250 words</td>
<td>3 to 5 keywords</td>
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<tr>
<td>Special Issue &quot;Value-Based Healthcare&quot; (Pg. 5)</td>
<td>Up to 250 words</td>
<td>3 to 5 keywords</td>
<td>Up to 50 words</td>
</tr>
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</table>

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.
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- 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.
MANUSCRIPT FORMAT continued

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- This journal adheres to a single-blinded peer-review policy. The title page should be included in the main document.
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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. It should contain the following elements: Objectives, Design, Setting, Participants, Main Outcome Measures, Results, Conclusions.

The keywords should be words a reader would be likely to use in searching for the content of the article.

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- Please clearly distinguish the hierarchy of headings within the manuscript by using capital letters, underline, italic, and bold styles as necessary.
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Acknowledgments

The source of any financial support received and recognition of personal assistance for the work being published should be indicated at the end of the article, just before the Reference section, under the heading Acknowledgments.

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A conflict of interest statement must also be included in the manuscript after any “Acknowledgements” and “Funding” sections and should summarize all aspects of any conflicts of interest included on the ICMJE form. If there is no conflict of interest, authors must include ‘Conflict of Interest: none declared’.
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MANUSCRIPT FORMAT continued

References

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.

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- 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.
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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
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- Figures include photographs or radiographs, drawings, graphs, bar charts, flow charts, and pathways, but NOT lists or 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.
DIGITAL ARTWORK PREPARATION

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.
• Save each figure in a separate file.
• Do not compress files.
• 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.
• It is preferable for figures to be cropped to their final size (approximately 3½ inches for a single column and up to 7 inches for a double column), or larger, and in the correct orientation. If art is submitted smaller and then has to be enlarged, its resolution (dpi) and clarity will decrease.

Note: Lower resolutions (less than 300 dpi) and JPEG format (.jpg extension) for grayscale and color artwork are strongly discouraged due to the poor quality they yield in printing, which requires 300 dpi resolution for sharp, clear, detailed images. JPEG format, by definition, is a lower resolution (compressed) format designed for quick upload on computer screens.

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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.
• If possible, do not send color art for conversion to black-and-white. Do the conversion yourself so that you can check the results and confirm in advance that no critical details are lost or obscured by the change to black-and-white.
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• All color artwork should be saved in CMYK, not RGB.

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• 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.
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• Avoid using multiple fonts and font sizes for the labels; use only one or two sizes of a serif font.
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