

## **Electronic Files Submission Requirements**

### **Manuscript Files**

Manuscript submissions to *Neurology* should be prepared electronically and submitted in a standard word processing format; Microsoft Word is preferred. Although conversions can be made from other word processing formats and PDF files, the vagaries of the conversion process may introduce errors. Do not submit ASCII text files. Please see the appropriate sections of the *Neurology* Information for Authors, Manuscript Preparation and Manuscript Submission for detailed instructions on preparing and submitting manuscripts to *Neurology*.

### **Digital Art for Figures**

Figures should be developed as separate files in an approved format and should not be embedded in the manuscript text document. However, multi-part figures should be labeled with capital roman letters (e.g., A, B, C) and submitted as one, composite file. EPS and TIF files are the preferred format types. Other types (JPG, GIF, PPT, and PDF) are acceptable for review purposes only but, if the manuscript is accepted, EPS or TIF files for digital art will be required. Digital files must be saved at the size authors would like them to appear in print.

Line art (graphs, charts, pedigrees) must have a resolution of at least 1200 dpi (dots per inch) and half-tones (radiographs, CT scans) must have a resolution of at least 600 dpi. Combination half-tones (CT scan with lines or fonts) or any color photographs must be 600 dpi. Combination color with lines or fonts should also be 600 dpi. If fonts are used in the artwork, they must be converted to paths or outlines or they must be embedded in the files. Color art should be saved as CMYK (cyan, magenta, yellow, black) images. Art saved as RGB (red, green, blue) cannot be reproduced in print and cannot be accepted. Images to appear in black and white must be saved as a grayscale image (not as CMYK). Files containing color photographs should include the word “color” in the file name.

Formats not supported include: files utilizing OLE (Object Linking and Embedding) technology to display information or embed files, .bmp, .pict, .xls, .psd, .cnv, .cdr and locked or encrypted .pdfs. Multi-page Power Point (.ppt) files are not supported but one slide per file is acceptable for review purposes. Artwork downloaded from the internet will not be accepted for publication.

### **After Acceptance**

If the manuscript is accepted for publication, the author will be required to submit print-quality electronic files for all art that will appear in the published article (this does not apply to web-only supplemental images). Electronic art must be submitted as either a TIF (tagged image file format) or an EPS (encapsulated postscript) file.

Digital images must be saved at the size at which the author would like them to appear. Crop and size images properly before importing them so that further adjustment is not necessary.

Figures with multiple parts should be assembled into one file rather than sending four files (i.e., 1A, 1B, 1C, 1D). The four parts should be assembled into one piece and sent as one file and labeled clearly on the image.

Line art (artwork made of solid blacks and whites with no gray) must be scanned and saved at 1200 dpi (dots per inch) and saved in bitmap or monochrome mode. This applies to line graphs, charts, and pedigrees.

Gray and color halftones (an image that requires varying densities or shades to accurately render the image by representing that image as a pattern of dots of varying size) must be scanned at 600 dpi and saved in grayscale (for gray or black-and-white images) or CMYK (for color images). This includes radiographs and CT scans.

Combination halftones (an image that has elements of both a half-tone and line art) must be scanned at 600 dpi and saved in either grayscale (for gray or black-and-white images) or CMYK (for color images) mode. If fonts are used in the artwork, they must be converted to paths or outlines or they must be embedded in the files. Color art should be saved as CMYK (cyan, magenta, yellow, black) images. Art saved as RGB (red, green, blue) or another color scheme will not separate correctly and cannot be used. Files containing color photographs must include the word “color” in the file name.

Please note that artwork generated from Office Suite programs such as Power Point, Corel Draw, and MS Word and artwork downloaded from the Internet (JPG or GIF files) will not be accepted for publication. Authors who are unable to provide figures in an approved electronic format must follow the conventional submission guidelines in the *Neurology* Information for Authors.

### **Video Submissions**

Submit videos as separate supplemental files with your manuscript submission. A brief description of each video should appear after the references, titled “Video legend.” A textual legend to appear with the video should also be supplied. Video files should be named in the order of their text citation (e.g., video1.mov). If a video is directly related to a figure or table, name it accordingly (e.g., Fig4video3.mov). Avoid lengthy file names.

Author is responsible for obtaining patient consent for any video of a recognizable patient. This form should indicate specific use of patient’s image and contain patient’s signature. Author must also declare in cover letter to Editor-in-Chief that the patient did consent and that the signature is on file.

### **Accepted Video Formats**

Video formats that are preferred include .wma, .mpg and .mov files. To create high-quality video for the web at small file sizes, download the free Windows Media Encoder at <http://www.microsoft.com/windows/windowsmedia/9series/encoder/default.aspx>.

Windows Media files can be seen by users on all computers, but the tool to create the files can only be used on Windows machines. For those authors who work on Macs, QuickTime creates good high-quality files, but authors should be careful to select options that keep file sizes down. As a third option, if the author can create the video as an mpg file, this will work for all users and result in a compressed file size.

Videos must be no larger than 10 MB. We recommend Sorenson or Cinepak compression, though other codecs may be used. Color depth should be kept to a minimum, using grayscale for black and white videos. Frame size should be limited to 450 x 375 pixels for best viewing within a browser on most monitors.

## **Supplemental Data**

Supplemental Data is content that the author wishes to make available online if the article is accepted for publication. This material may include tables, figures, and appendices. Before submission, carefully review all information included on the disk because it will not be read by a professional copyeditor. *Neurology* and the Publisher are not responsible for errors or omissions contained in data supplements. The following are the accepted formats for Supplemental Data (other formats are not accepted): Adobe PDF, GIF, HTML, JPG, Microsoft Excel, Microsoft Word, and Plain text. All files may be compressed using the ZIP® compression utility. Please name your files and cite (within manuscript text) in the following way:

- Tables: Table (E)T-1, Table (E)T-2, Table (E)T-3...
- Figures: Figure (E)F-1, Figure (E)F-2, Figure (E)F-3...
- Appendices: Appendix (E)A-1, Appendix (E)A-2, Appendix (E)A-3...
- Any type of data not listed here can be listed by the full name (e.g. Acknowledgement, Questionnaire) preceded by (E).

When uploading these supplemental files, you will be prompted to **label** them. Include as much information as possible in the label. “Supplemental Data E-Table 1” or “Supplemental Data E-Appendix 2”, “Additional data CONSORT checklist”, “Additional Data In Press Ref 7” are examples of labels which are helpful in determining the purpose of the material.

Please remember that the larger the file size, the longer it will take for users to download; therefore, whenever possible, optimize your graphics files for Web publishing by reviewing the Help information included with the application in which you have saved the graphics so that you are providing the most compressed file size possible. Files should be no larger than 10 MB.

## **Further Information**

If you have questions or require more detailed instructions for preparing your electronic files, please contact the Editorial Office at: [neuro\\_journal@urmc.rochester.edu](mailto:neuro_journal@urmc.rochester.edu) or (585)275-0816.

