

Cover letter

- Manuscript title
- Manuscript classification (e.g., Research Article, Clinical/Scientific Note)
- Study type (e.g., case report, meta-analysis, narrative review) and the required reporting guideline provided
- Notification of any redundant or duplicate publication
- A statement that 1 author (the principal author or guarantor) takes full responsibility for the data, the analyses and interpretation, and the conduct of the research; that the author has full access to all of the data; and that the author has the right to publish any and all data separate and apart from any sponsor.
- Author's statement of responsibility for clinical trial data and statement that the data results are required to be deposited in a clinical trials database (if applicable). It is the authors' responsibility to deposit the results into the clinical trials database. See Clinical Trials Registration and Results Information Submission for more information.
- Author's declaration that all authors and contributors have agreed to conditions noted on the Authorship Agreement form.

For some manuscripts, the following may be applicable and required:

- Indication that the Methods section includes a statement that an IRB or regional review board has approved the use of humans for this study and list the name and number of the approving ethical board.
- Indication that the author has received consent forms from any participant in a study and has them on file in case they are requested by the editor. For a retrospective analysis that is IRB-approved, state if approval from an ethical standards committee to conduct this study was received or documentation that the requirement for consent was waived or not required.
- Indication that the author has received a consent-to-disclose form for all case reports. For other manuscript categories, a consent-to-disclose is required for any figure or video of a recognizable person, as included in the Research Ethics and Informed Consent section.
- In addition, authors may include a brief statement highlighting the main finding of the study and how these add to what is already known on the topic. This is an opportunity to put the findings into context and to highlight their value to the editors.

Title Page

Title page is automatically composed from metadata entered by the author; the following will be requested on upload screens; you do not need to provide a title page:

- Title (140 characters or less, including spaces punctuation, and subtitle).
- Use [widely accepted abbreviations](#) in title.
- All authors with highest degrees and institutions.
- Indicate study sponsorship or funding information
- Specify who completed the statistical analysis and list affiliation(s).
- Notify of posting on a preprint server (e.g., bioRxiv) and doi number, if applicable.
- Include word counts for Abstract and text and character count for the title.
- Include number of references, tables and figures.
- Indicate if there are "supplementary data" to the manuscript (e.g., Teaching Slides, Videos).
- Provide five or fewer Search Terms
- List disclosures for all authors. If one or more authors have no disclosures, include the following: "Dr. Doe reports no disclosures."

Forms and Checklists

- Upload a copy of the completed Reporting guideline checklist. Consult the [EQUATOR Network website](#) for study types

Abstract

- Research Articles- Structured abstract (350 words or fewer)
- C/S Notes – Structured abstract (200 words or fewer)
- Contemporary Issues in Practice, Education & Research, Reviews, Research Methods in Neurology, Historical Neurology-Unstructured abstract (350 words or fewer)

(Abstract continued)

- Resident & Fellow Section (Except Teaching NeuroImages): Unstructured abstract (250 words or fewer)
- Include Clinical Trial Registration subheading (if applicable) and link to trial registry page
- Include Classification of Evidence subheading (if applicable)

Methods

In a subsection on **Standard Protocol Approvals, Registrations, and Patient Consents**, include the following (if applicable):

- A statement that approval was received by an ethical standards committee on human experimentation (institutional or regional) for any experiments using human subjects.
- A statement that written informed consent was obtained from all patients (or guardians of patients) participating in the study.
- Indicate that a signed Patient Consent-to-Disclose Form has been obtained for case reports and for other article types must provide photos/ videos of any identifiable person.
- If reporting a clinical trial, provide the identity of the public trials registry and the clinical trial identifier number.

In a subsection titled **Data Availability Statement**:

- Include a data availability statement

Results

- Provide absolute rather than relative risks, and include measures of association and estimates of precision rather than simply p-values

Appendix 2 – Coinvestigators

- If there is a study group, provide an "Appendix 2" with co-investigator names, locations, roles, and contributions.

References

- The references (check classification for maximum number) should be numbered and listed in the order cited.
- Use the AMA reference style

Figures

- Limit the number of panels for one figure to a maximum of four (e.g., 1A,B,C,D). The exception is brain images and pathologies that require multiple panels to illustrate a progression.
- Limit each panel to one item (e.g., one graph, one MRI image, or one EEG tracing); do not include a composite panel of multiple elements.
- If more than one panel is necessary, the panels should be logically connected
- Title and legend for figure(s) should be placed on a separate page at the end of the manuscript file.
- Histology/pathology images must contain a scale bar with unit **OR** a magnification included in the legend
- Figures must fit and be legible in a 6.8W x 8.5L space.

Tables

- Compose using the table function in Word and included as part of the manuscript document file.
- Do not include patient names or initials
- References cited within a table should use the number of the citation in the reference list rather than author names
- Limit each to 1 legible manuscript page.

Supplemental Files

- Videos and video legends
- 'In press' articles
- Reporting guidelines checklists
- Patient consent-to-disclose Form for case reports and recognizable patients (upload in confidential area)

Videos

- Videos must be 20MB or less. Preferred video formats include .wma, .mpg and .mov files.