Neurology® Author Checklist

This form should be used as a reference tool. It does not replace the full information provided in the Author Center.

Cover letter

- ☐ Include title of manuscript
- ☐ Include classification (e.g. Article) of the manuscript.
- ☐ Notify editor of any possible redundant or duplicate publication.
- ☐ Notification of pre-publication on a preprint server (e.g., bioRxiv) and doi number, if applicable.
- ☐ Include declaration that all authors and contributors agree to the conditions outlined in the Authorship and Contributorship section of the Information for Authors.
- ☐ Include statement of responsibility for clinical trial data and include date that clinical trial data must be deposited in clinical trial database (if applicable)
- ☐ Include statement that authors take full responsibility for the data, the analyses and interpretation, and the conduct of the research; full access to all of the data; and the right to publish any and all data. (If study is sponsored, add: separate and apart from the guidance of the sponsor.)
- ☐ Indicate that the Methods section includes a statement that an IRB or regional review board has approved the use of human subjects for this study
- ☐ Indicate that that the author has received permission to cite any personal communications (if applicable).
- ☐ Indicate that the author has received and submitted to *Neurology* a Patient Consent-to-Disclose Form for any figure or video of a recognizable patient.

Title Page

- ☐ Provide a clinically interesting and informative title (96 characters or less, including spaces punctuation, and subtitle).
- ☐ Use Widely Accepted Abbreviations in title.
- ☐ Include word counts for Abstract and text and character count for the title.
- ☐ Include number of references, tables and figures.
- ☐ Include all authors with highest degrees and institutions.
- ☐ Provide full contact information
- ☐ If applicable, authors should indicate study sponsorship or funding information for the corresponding author and email addresses of all co-authors.
- ☐ Specify who completed the statistical analysis and list affiliation(s).
- ☐ Notification of pre-publication on a preprint server (e.g., bioRxiv) and doi number, if applicable.
- ☐ Provide a word count for the paper and abstract and a character count for the title (including spaces and punctuation).
- ☐ Indicate if there are “supplementary data” to the manuscript (Teaching Slides, Videos).
- ☐ Provide five or fewer Search Terms accompanied by their corresponding numbers.

Page 2

- ☐ List disclosures for all authors.
- ☐ Indicate if study is industry-sponsored; if so, list sponsors.
- ☐ If one or more authors have no disclosures, include the following: “Dr. Doe reports no disclosures.”

Forms and Checklists

- ☐ Upon request for revisions, each author must complete an interactive Authorship Agreement Form, Disclosure Agreement Form, and Publication Agreement Form.
- ☐ For randomized, controlled clinical trials, submit a completed Consolidated Standards for Reporting Trials (CONSORT) checklist.
- ☐ For studies on diagnostic accuracy, submit a completed Standards for Reporting of Diagnostic (STARD) checklist.
- ☐ For meta-analyses of randomized controlled trials, submit a completed Preferred Reporting Items for Systematic Reviews and Meta-Analyses (PRISMA) checklist.
- ☐ For case-control, cohort, and cross-sectional observational studies, submit a completed STROBE checklist. (For items that do not apply to your study, indicate “N/A”.)

Abstract

- ☐ Abstracts should not exceed 250 words.
- ☐ A structured Abstract is mandatory for Articles. (Clinical/Scientific Notes do not have Abstracts).
- ☐ Include Classification of Evidence for therapeutic papers.

Drugs and Devices

- ☐ State generic name with proprietary name, city, & state of manufacturer in parentheses at first mention, generic name thereafter.

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 photos/ videos of any recognizable patient.
- ☐ If reporting a clinical trial, provide the identity of the public trials registry and the clinical trial identifier number.

In a subsection underneath Standard Protocol Approvals, Registrations, and Patient Consents, include the following section titled **Data Availability Statement:**

- ☐ Authors will be required to include a data availability statement specifying that any data not published within the article is available in a public repository and include digital object identifiers (doi) or accession numbers to the datasets or to state that anonymized data will be shared by request from any qualified investigator.

Body of Manuscript

- ☐ Use 12 pt. font size.
- ☐ Use a default typeface (e.g. Times, Times New Roman, Courier, Helvetica or Arial).
- ☐ Set the left margin at one inch and the right margin at one-half inch or more.
- ☐ Do not justify the right margin; leave it unaligned.
- ☐ Place the page number and lead author's last name in the upper right corner of each page (including the reference, tables, and figure legend(s) pages).

Results

- ☐ Evidence-based medicine statistics (if applicable) must be included for the manuscript to be forwarded for editorial review including confidence intervals, numbers needed to treat, and absolute risk reduction

Appendix 1 - Authors

- ☐ Provide names, locations, roles, and contributions of all authors in a tabular format.

Appendix 2 – Coinvestigators

- ☐ Provide co-investigator names, locations, roles, and contributions.

References

- ☐ The references (check classification for maximum number) should be numbered and listed in the order cited.
- ☐ If references include more than six authors, cite only the first three and add et al.
- ☐ If there are six or fewer authors, cite all of them.
- ☐ Use continuous pagination (e.g., 33-37, not 33-7).

Figures

- ☐ If submitting a randomized clinical trial (CONSORT) or a study reporting diagnostic accuracy (STARD), or a meta-analysis of randomized controlled trials (PRISMA), the flow chart should be figure 1.
- ☐ JPG , PPT, PDF, and GIF files may be submitted for review purposes only.
- ☐ Digital files must be saved at the size authors would like them to appear in print.
- ☐ Keys should be within the confines of the figure or included in the figure legend.
- ☐ The figure legend and a title of no more than 15 words should be placed on a separate page of the manuscript document.
- ☐ Indicate figures that are to be published online-only.

Supplemental Data (Upload as supplemental files)

- ☐ Cited ‘in press’ articles
- ☐ Videos and video legends
- ☐ CONSORT, STARD, STROBE, PRISMA checklists
- ☐ Patient Consent-to-Disclose Form for recognizable patients

Videos

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