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☐ 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 limit

☐ 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>Article Limit</th>
<th>Abstract Limit</th>
<th>Keywords Limit</th>
<th>Title Limit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Original Report</td>
<td>Up to 3000 words</td>
<td>Up to 250 words</td>
<td>4 to 10 keywords</td>
<td>Up to 50 words</td>
</tr>
<tr>
<td>Review Report</td>
<td>Up to 3000 words</td>
<td>Up to 250 words</td>
<td>4 to 10 keywords</td>
<td>Up to 50 words</td>
</tr>
<tr>
<td>Technical Report</td>
<td>Up to 1500 words</td>
<td>Up to 250 words</td>
<td>4 to 10 keywords</td>
<td>Up to 50 words</td>
</tr>
<tr>
<td>Case Report</td>
<td>Up to 1500 words</td>
<td>Up to 250 words</td>
<td>4 to 10 keywords</td>
<td>Up to 50 words</td>
</tr>
<tr>
<td>Operative Video Report</td>
<td>Up to 350 MB</td>
<td>Up to 250 words</td>
<td>4 to 10 keywords</td>
<td>Up to 50 words</td>
</tr>
<tr>
<td>Letter-to-the-editor</td>
<td>Up to 500 words</td>
<td>N. A.</td>
<td>4 to 10 keywords</td>
<td>Up to 50 words</td>
</tr>
<tr>
<td>Invited Report</td>
<td>Up to 3000 words</td>
<td>Up to 250 words</td>
<td>4 to 10 keywords</td>
<td>Up to 50 words</td>
</tr>
<tr>
<td>Skull Base Oncology Case Series (Invitation only – Up to 500 words)</td>
<td>Up to 500 words</td>
<td>Up to 250 words</td>
<td>4 to 10 keywords</td>
<td>Up to 50 words</td>
</tr>
</tbody>
</table>

**Skull Base Oncology Case Series**: The American Head and Neck Society (AHNS) is collaborating with the Journal of Neurological Surgery Reports to present the Skull Base Oncology Case Series. Submissions are by invitation only. Manuscripts should describe a brief case report followed by a focused review of the literature. Manuscripts are limited to 500 words. Case images are requested and video content supporting the manuscript are strongly encouraged. **Publication fees will be waved for this collaboration.**
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.

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.

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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.

Conflict of Interest

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. Should the article be accepted for publication, this information will be published with the paper.

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.

This journal follows the guidelines of the International Committee of Medical Journal Editors and an ICMJE disclosure of potential conflicts of interest (COI) form must be submitted for each author at the time of manuscript submission. Forms must be submitted even if there is no conflict of interest. It is the responsibility of the corresponding author to ensure that all authors adhere to this policy prior to submission.

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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.
- Tables must be double-spaced and numbered in the same sequence they are cited in the text. A short descriptive title should be provided for each table.
- If a table contains artwork, supply the artwork separately as a digital file.
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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.

**Black-and-White Art**
- 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.
- For best results, line art should be black on a white background. Lines and type should be clean and evenly dark. Avoid screens or cross-hatching, as they can darken or be uneven in printing and lead to unacceptable printing quality.

**Color Art**
- All color artwork should be saved in CMYK, not RGB.

**Art Labels**
- 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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• You will also be provided space in which to respond to the reviewers’ and editors’ comments. Please be as specific as possible in your response.
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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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Further Reading
Further general Thieme journal policies can be found here. These include:

- **Principal Editorial Policies**
  - Publishing Ethics and Research Integrity Statement
  - Research Integrity
  - Editorial Process
  - Appeal Procedure
  - Peer Review
  - Peer Review Model
  - Recommending Reviewers
  - Transparency
  - Integrity of the Scientific Record
  - Thieme’s Archival Strategy

- **Authorship: Definitions and Responsibilities**
  - Corresponding Authors
  - Name Changes
  - Persistent Identifiers/ORCID
  - Contributorship
  - Artificial Intelligence and Authorship
  - Disputes
  - Affiliations

- **Research Ethics**
  - Ethical Approval and Patient Consent
    - Research Involving Human Subjects
    - Clinical Trial Registration
    - Reporting Guidelines
    - Research Involving Animal Studies
    - Research Involving Cell Lines
    - Research Involving Biological Samples and Specimen
    - Safety
    - Dual-Use Research of Concern
    - Competing Interests
    - Funding

- **Data and Supporting Evidence**
  - Data Availability Policy
  - Data Availability Policy Levels
  - Data Availability Statements
• **Misconduct**
  - Our Approach to Reported Misconduct
  - Our Malpractice Policies
    - Research Misconduct
    - Publication Misconduct: Data and Image Falsification and Fabrication
    - Publication Misconduct: Paper Mills
    - Publication Misconduct: Plagiarism
    - Publication Misconduct: Text Recycling
    - Publication Misconduct: Redundant Publication
    - Journal Policy on Prior Publication
    - Publication Misconduct: Undeclared Conflict of Interest
  - Other Types of Misconduct and Fraud

• **Corrigenda, Retractions and Expressions of Concern**
  - Safeguarding the Integrity of the Version of Record
  - Corrigenda
  - Retractions
  - Expression of Concern
  - Post-Publication Discussion and Peer Review

• **Guidelines Regarding International Sanctions Affecting Submitted Papers**

• **Business Ethics**
  - Libel, Defamation and Freedom of Expression
  - Fair Access
  - Censorship
  - Advertising
  - Metrics, Usage and Reporting

• **Permissions for a Thesis or Dissertation**
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