Instructions for authors

The Journal is the most important source of information for two basic neuroscience areas in the Czech and Slovak Republics, namely neurology and neurosurgery. It publishes original work from the whole of neurology and neurosurgery, both from a practical standpoint and from fundamental research. The Journal also contains information on the work of the J E Purkyně Society for Neurology and Neurosurgery, reports on domestic and overseas conferences, reports on personalities and reviews of publications and discoveries. The Journal is intended for general practitioners and theoretical specialists in the area of neuroscience. Information of relevance can be found by neurologists, neurosurgeons, rehabilitation workers, psychiatrists, x-ray specialists, anaesthesiologists, surgeons, but also theoretical neuroscientists doing fundamental research. The work of foreign contributors is published in English. Foreign language summarises foreign readers to obtain information on the state of the clinical neurosciences in the Czech and Slovak Republics.

Patient confidentiality

Patients are entitled to respect for their confidentiality, which may not be breached without their informed consent. Identifying information may not be included in the written text, in photographs or in genealogies, unless this information is essential from a scientific point of view and unless this information is not be included in the written text, in photographs essential from a scientific point of view and unless these in the legend.

Use only standard abbreviations. Avoid abbreviations in the heading and abstract. The full name must precede the first use of an abbreviation – with the exception of standard abbreviations for units of measurement.

Manuscript preparation

Manuscript preparation is governed by pertinent Czech Technical Standards and must comply with the requirements for manuscript publication in biomedical journals set forth by the ICJME (international Committee of Medical Journal Editors – http://www.icmje.org/ethical_1author.html).

Title

The title must be accurate and short with the maximum of 5 to 6 words. If this is a case study, it should be stated in the title.

Title page

The title page must contain (1) a short and accurate name for the article, (2) the last name of the author or authors, plus an initial, (3) the name and location of the institution where the work originates, (4) the name and address of the author responsible for correspondence relating to the manuscript (including telephone and fax numbers and email address), (5) acknowledgement of sources of support in the form of grants, equipment or drugs provided and statements of gratitude to private persons.

Abstract and key words

The second page should contain a brief 120-word abstract and 250 words for the structured abstract which is required for Original work. The abstract should not exceed 150 characters including spaces. The abstract must acquaint the reader with the aims of the study, with its basic approaches, the principal facts determined (if possible give specific data and their statistical significance) and with the main conclusions. It must emphasise new and important aspects of the work. A structured abstract must contain the following parts: Aims, Materials and Methodology, Results, Conclusions. Underneath the abstract the author should give 3 to 10 keywords or short keyphrases. All key words that best describe the topic and content of your paper must be selected from the Medical Subject Headings key word database (HYPERLINK http://www.nlm.nih.gov/medphys.htm), and their Czech translation HYPERLINK http://www.medikov.cz/medikov/search_titles.do?source=mesh" _blank" MeSH-CZ, http://www.medikov.cz/medikov/search_titles.do?source=mesh& MeSH=CH, http://www.medikov.cz/medikov/search_titles.do?source=mesh. It is recommended that you select English key words first and then their Czech translations. The editors also welcome the provision by authors of a quality English language version of the abstract. If this is not possible, the editors will arrange for a quality English translation. If the abstract contains specialised ornamental expressions, it is desirable to include the English equivalent in brackets (if the author knows it).

Literature

References to the literature must be numbered consecutively in the order in which they first occur in the text. Give references in the text, tables and legend in Arabic numerals in brackets. References to the literature which occur only in tables or graphics legends are numbered in relation to the order in which the reference to the relevant table or graphic first occurs in the text. References to the literature should be written using the model given below. Titles of journals are abbreviated in Latin style by using the Index Medicus. This list can be obtained at the web address (http://www.nlm.nih.gov/). Works published in Czech and Slovak Neurology and Neurosurgery should be cited as „Cesk Slov Neurol N“ Avoid references to abstracts. References to work which has been accepted for publication, but not yet printed, should be shown as „due for printing“. Authors must obtain written permission to cite such work and also confirmation that the work has actually been accepted for publication. Information from submitted but not yet accepted manuscripts must be cited in the text as „unpublished communication“, and only with written permission from the source. Avoid citing personal communications, unless they are the only source of important information which cannot be obtained from other public sources — in this case include the text in brackets the name of the person and the date of the communication.
For scientific communications authors must obtain written permission and confirmation of accuracy from the source of the communication.

**Journal articles**

1. **Standard journal article:**

   More than 3 authors – give the first three authors, followed by et al.


2. **Organisation as author:**


4. **Electronic material**

5. **Conference Proceedings:**


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An extended and detailed version of the instructions for ČSNN authors is available in electronic form at the following address:
http://www.csnn.eu

**Instructions for authors**

**4. Due for printing:**

**5. Chapter in a book:**

**6. Conference Proceedings:**


**Types of work**

The editors accept manuscripts of the following types: Editorial (only when requested), original papers, abstract papers, communications of clinical practice, case studies, letters to the editor and other short pieces, such as reviews, reports from conferences, obituaries, anniversaries and so on.

**Original paper** inputs new results from one's own scientific work in the area of clinical and fundamental research (with clinical relevance) up to a maximum of 10 pages of own text (without title page, abstract and literature – approx 2,500 words), accompanied by a maximum of 8 attachments in the form of tables, graphs or pictures and 40 citations. It must contain all the sections mentioned above (Introduction, Material and Methodology, Results, Discussion, Literature). The following will be considered original work: experimental work, methodological work (the introduction of diagnostic or treatment methods or surgical approaches only when these are original) and clinical work (prospective studies with clear design, with controls, and optimally randomized), based on a sufficiently wide sample and followed for a sufficiently long period of time, allowing the drawing of valid conclusions.

**Review articles** are accepted up to a length of 10 pages of text and 60 citations. Their use is at the discretion of the editors.

**Short communications** and **Case reports** provide clinical, methodological and experimental work of a pilot nature on small samples, especially retrospective, or aimed at the description and communication of experience with new, but not original diagnostic or treatment methods, and descriptions of interesting cases. They must contain an abstract, the allowable length without a title page and abstract is 6 pages (approx. 1,500 words), 20 citations and 4 attachments.

**Letters to the editor** provide expert communications, reactions to previous communications, commentators on current events in neurology and neurosurgery and observations, to a length of maximum 2 pages without attachments.

**Submission of manuscripts**

Send your manuscript in written, printed form (1 copy of the text including tables and legends and 1 copy of all graphical attachments), as well as in electronic form (text, tables and legends in MS Word format, tables and legends for the graphical attachments in a separate file, graph and picture attachments in .tiff and .jpg formats, each as a separate file) on diskette or CD to the editor's address. The manuscript must be accompanied by a covering letter signed by all the joint authors. This letter must contain: (1) information on the previous or duplicate publication of the work or any part of it, as previously advised earlier in this document, (2) a declaration about any financial or other commitments which might lead to a conflict of interest, (3) statement of human and animal rights, (4) a declaration that the manuscript has been read and approved for publication by all of the joint authors and that the authorship requirement outlined earlier in this document have been met, (5) the name, last name, address, telephone and fax numbers and email address of the author who is authorised to deal with the other authors in the matter of corrections and final approval of the publication, (6) the type of work (abstract paper, original work, short communication, case study) and the length of the abstract and text (excluding literature review) defined by the number of words.

In the event that the electronic form of the work inclusive of graph and picture attachments does not exceed 4MB, the possibility exists of sending the electronic version of the whole work as an email attachment to the email address of the editors

**Corrected proofs must be returned to the editor’s address within 3 days, otherwise the article will be approved and signed off for print only by the chief editor.**