

Instructions to authors

Submission of manuscripts

Submissions considered for publication in Brain & Development are received on the understanding that they have not been accepted for publication elsewhere and that all of the authors agree to the submission.

The original typescript should be submitted with three high-quality copies (including four copies of all illustrations). For further information see **Manuscript preparation**. The preferred medium of final submission is on a floppy disk with the accompanying reviewed and revised manuscript (see **Electronic manuscripts**). Authors should keep copies of everything submitted.

Manuscripts should be sent to: Yoshiyuki Suzuki, M.D., Editor-in-Chief, Brain & Development Nasu Institute for Developmental Disabilities, International University of Health and Welfare, 2600-7 Kita-Kanemaru, Otawara 324-0011, Japan; Tel: 81-287-20-5100/5366; fax: 81-287-20-5366/5121; email: suzukiy@iuhw.ac.jp

Material for publication

Original Articles. These may describe original clinical or laboratory research.

Reviews. Reviews may concern either clinical or laboratory scientific topics. Relatively brief reviews of between 2,500 and 3,000 words are particularly welcome. Longer reviews are acceptable when justified by topic and comprehensiveness.

Communications. These should deal with scientific material of top priority deserving rapid publication, and should be less than 1,000 words, with a total of no more than 3 tables and figures plus up to 10 references.

Case Reports. A case report should describe a new disease, or confirmation of a rare or new disease; a new insight into pathogenesis, etiology, diagnosis, or treatment; or a new finding associated with a currently known disease. A report of special scientific investigation, even in a single patient, will be regarded as an original article. The length should ordinarily be less than 1,000 words, with no more than a total of 3 tables and figures and 10 references. This can be exceeded only when justified by extensive special studies.

Letters to the Editor. These should be up to 300 words in length, and should be submitted in response to material published in the journal to make small clinical points or to introduce a point of view. They can be accompanied by up to 5 references but no illustrations. Letters do not carry an abstract.

Proceedings of Meetings. Full manuscripts or abstracts of papers presented at scientific meetings shall be considered for publication as Proceedings, in the form either of a supplementary volume or as a section in an issue. Publication will be at the discretion of the editors. Printing costs should be borne by the contributor.

As an approximate guide to authors judging the length of their paper, the following estimation may be used: 3 typewritten A4 pages = 1 printed page; 3 'average' figures + legends = 1 printed page; 3 'average' tables = 1 printed page; 35 references = 1 printed page.

Manuscript format

The entire manuscript should be typed 1.5 double-spaced, with a left margin of 2 cm, on pages of uniform size. The manuscript should be set out with the following sections beginning on a new page; (i) title page (title taking up to 80 spaces; full names, degrees and affiliations of all cited authors with the surnames in capital letters; corresponding author's name, address, fax number, and e-mail address; present address of authors where appropriate); (ii) running head title of less than 30 characters; (iii) abstract and 3-9 key words; (iv) text and acknowledgments; (v) references;

(vi) figure legends; (vii) tables with their legends. The surname of the authors should be clearly indicated by capital letters.

Abstracts for original articles or reviews should be approximately 250 words long; case reports and communications may be shorter. The abstract should summarize the methods, results and conclusions of the article.

In general, manuscripts should be prepared according to: International Committee of Medical Journal Editors Uniform requirements for manuscripts submitted to biomedical journals. JAMA 1997;269: 927–34.

Language

Only English articles will be accepted. Manuscripts of authors whose first language is not English should be edited for fluency in English.

Ethics

For all manuscripts dealing with experimental work involving human subjects, specify that informed consent was obtained following a full explanation of the procedure(s) undertaken. Patients should be referred to by number; do not use real names, initials or hospital numbers. Also the design of special scientific research in human disease or of animal experiments should be approved by the ethical committee of the institution or conform to guidelines on animal care and use currently applied in the country of origin.

References

References to literature must be indicated by Arabic numerals in square parentheses which run consecutively through the paper. Where a reference is cited more than once in the text the same number should be used each time. Reference style should follow the "Vancouver" style described in the "Uniform Requirements for Manuscripts Submitted to Biomedical Journals" (published in N Engl J Med 1997;336:309-315). The titles of journals should be abbreviated according to the style used in Index Medicus.

Exceptions: (1) List all authors or editors, but if there are more than six, list first six plus et al.; (2) Full first and last page numbers of articles should be provided. Unpublished data and personal communications should be given in round parentheses in the text and not as references.

Japanese journals should appear with the full Japanese name in Roman letters, e.g. No To Hattatsu. To refer to a book or journal article written in Japanese, the phrase "(in Japanese)" should be added after the title of the book or article.

Examples of journals

- [1] Tatsuno M, Hasegawa M, Iwasaki J, Saito Y. Color Doppler flow imaging of CSF flow in infants with intracranial hemorrhage. *Brain Dev* 1993;15:333–9.
- [2] Elia M, Musumeci SA, Ferri R, Colamaria V, Azan G, Greco D, et al. Leigh syndrome and partial deficit of cytochrome c oxidase associated with epilepsy partialis continua. *Brain Dev* 1996;18:207–11.

Journal article in Japanese

- [3] Saitoh S. DNA-based diagnosis of Angelman syndrome and Prader-Willi syndrome (in Japanese). *No To Hattatsu (Tokyo)* 1993;25:501–7.

Examples of books and other monographs

Personal author(s)

- [4] Fenichel GM. *Clinical pediatric neurology. A signs and symptoms approach*. 2nd ed. Philadelphia: Saunders; 1993.
Editor(s), compiler(s)
- [5] Segawa M, editor. *Hereditary progressive dystonia with marked diurnal fluctuation*. Lancs, New York: Parthenon, 1993.

Chapter in a book

- [6] Sarnat HB. Cerebral plasticity in embryological development. In: Fukuyama Y, Suzuki Y, Kamoshita S, Casaer P, editors. *Fetal and perinatal neurology*. Basel: Karger, 1992:118–131.
- Japanese book
- [7] Kamoshita S, Nihei K, Miyao M, editors. *Physical examination of the nervous system in children* (in Japanese). Tokyo: Nankodo, 1993.

Tables

Limit the number of tables. Restrict them to material best presented in tabular form and keep their length to one standard-sized manuscript page if possible. If a table continues past one page, repeat all heads and the stub (left-hand) column. Type double-spaced on pages separate from the text, each table on a separate sheet.

Figures

Submit four sets of figures (high contrast prints). These and other photographs **should be unmounted and trimmed** to exclude all but the essential areas. Where a figure comprises more than one panel, e.g. A, B, C, the identity of each panel should be clearly indicated on the figure. Micrographs should have a scale bar rather than a magnification factor in the legend.

Figures should be professionally drawn and photographed; freehand or typewritten lettering is unacceptable. Photographs, including roentgenograms, encephalograms and electron micrographs should be supplied as clear black and white prints. Line drawings should be clearly drawn in black ink on white paper and with a suitable size of lettering to take into account reduction factors for publication. As a rule, 12.7 × 17.8 cm (5 × 7 inch) prints are preferred. Do not send original artwork, paper copies or printed forms. The degree of reduction will be determined by the Publisher taking pertinent instructions of the author(s) into due account. On the back of each figure indicate the figure number, senior author and the top of the figure.

If illustrations already published elsewhere are used, the written permission of the author(s) and Publisher concerned must be included with the manuscript, and the original source must be indicated in the legend of the illustration.

The following symbols can be typeset and should be used in preference to non-standard forms: ■, □, ▲, ▼, ★

Color figures. Authors will be required to pay for the cost of a color reproduction. This amounts to approximately Dfl. 600.00 (approx. US\$ 300) for the first page and approximately Dfl. 400.00 (approx. US\$ 200) for each subsequent page containing a color figure (all prices include sales tax and reprint costs).

Figure legends. Type double-spaced on pages separate from the text. For photomicrographs indicate the stain and scale bar calibration (or magnification factor if used).

Electronic manuscripts

Electronic manuscripts have the advantage that there is no need for the rekeying of text, thereby avoiding the possibility of introducing errors and resulting in reliable and fast delivery of proofs. Supply a 5 or 3 inch disk on Windows or Macintosh format, **only when supplying the revised manuscript**. Attach two copies of the printed version. **Do not split** the article into separate files (title pages as one file, text as another, etc). Ensure that the letter 'I' and digit '1' (also letter 'O' and digit '0') have been used properly, and structure your article (tabs, indents, etc) consistently. Characters not available on your wordprocessor (Greek letters, mathematical symbols, etc)

should not be left open but indicated by a unique code (e.g. galpha, @, #, etc, for the Greek letter α). Such codes should be used consistently throughout the entire text. Please make a list of such codes and provide a key. Do not allow your wordprocessor to introduce word splits and do not use justification. Label the disk with your name and the name of the file on the disk. **It is important that the file on disk and the printout are identical.**

Graphic files

Illustrations can be supplied as electronic files. The following are preferred formats: *native* formats of Adobe® Photoshop, Adobe® Illustrator, CorelDRAW®, Corel®, Photo-Paint, Macromedia® FreeHand. If this is not possible, the graphic files may also be supplied in either TIFF, JPEG, GIF or EPS format. However, when using the EPS format a preview image must be included and the file should not contain 'placed art'; instead bitmap and vector graphics should be supplied separately together with instructions on the composition of the image. All type fonts used in studio-created artwork must be either 'embedded' in the file or supplied separately.

All graphic files supplied as bitmap format (not vector format) in native Adobe® Photoshop, CorelDRAW® or Corel® Photo-Paint or TIFF, JPEG, GIF or EPS must be submitted in sufficiently high resolution (240–300 dpi for grayscale or colour images and 600–1000 dpi for line art) to allow for printing.

Note that one hard copy (glossy) set of the illustrations should always be included on submission with the manuscript, to enable the quality of the processed electronic files to be checked.

Proofs

Proofs are sent to the corresponding author, together with a reprint order form and copyright transfer form. Authors should retain a copy of the original manuscript. Only printer's errors may be corrected; no changes in, or additions to, the edited manuscript will be allowed at this stage, unless in reply to specific editorial queries or requests. **Corrected proofs must be returned within 48 hours of receipt, preferably by fax.** The reprint order form (with number of reprints requested, invoice and delivery address) and the copyright transfer form (signed) should be returned with the corrected proof. If the Publisher has not received a reply after 15 days, the assumption will be made that there are no errors to correct, and the article will be published after in-house correction.

Reprints

A total of 50 reprints of each paper will be provided free of charge to the corresponding author. Additional copies can be ordered at prices shown on the reprint order form and should be returned with the corrected proofs. Reprints ordered after the print run has been completed will be subject to a higher charge.

Author enquiries

For enquiries relating to the submission of articles (including electronic submission), the status of accepted articles through our Online Article Status Information System (OASIS), author Frequently Asked Questions and any other enquiries relating to Elsevier Science, please consult <http://www.elsevier.com/locate/authors/>

For specific enquiries on the preparation of electronic artwork, consult <http://www.elsevier.com/locate/authorartwork>

Contact details for questions arising after acceptance of an article, especially those relating to proofs, are provided when an article is accepted for publication.

MANUSCRIPT CHECKLIST FOR AUTHORS' USE

Please tick a box if yes and include this list with manuscript for submission

- | | |
|--|--|
| <input type="checkbox"/> 1. Submission letter signed by all authors, together with statements on preconditions for submission. | <input type="checkbox"/> 6. Four sets of photographs of any illustrations, appropriately labelled. |
| <input type="checkbox"/> 2. Original plus three copies of the manuscript, all double spaced. | <input type="checkbox"/> 7. Abstract, running title and 3–9 keywords. |
| <input type="checkbox"/> 3. Address, fax number, and if appropriate E-mail number, of the corresponding author. | <input type="checkbox"/> 8. References, double-spaced, numbered consecutively according to their citation in the text, and in correct journal style. |
| <input type="checkbox"/> 4. Full names, degrees and affiliations of each author. | <input type="checkbox"/> 9. Floppy disk |
| <input type="checkbox"/> 5. In the case of non-native English speakers, provide the names of native English-speaking colleagues who helped with the written English. | |