

# Journal of Neurocritical Care

## Guidelines for Authors

### General Principles and Contribution Types

- 1) The Journal of Neurocritical Care (JNC) is a peer-reviewed, open-access journal whose major goal is to disseminate new knowledge on all aspects of neurocritical care. It is directed towards neuro-intensivists, intensivists, neurologists, neurosurgeons, researchers, and critical care physicians and nurses interested in critical cares of patients with acute neurological disorders. Journal of Neurocritical Care is the official journal of the Korean Neurocritical Care Society.
- 2) The JNC is published on-line twice a year: June 30<sup>th</sup> and December 30<sup>th</sup>. The official website of the JNC is [www.e-jnc.org](http://www.e-jnc.org)
- 3) The contribution type can be divided into review article, original article, case report, brief communication, and special report.
- 4) In general, any manuscripts that have been previously published in other journals will not be published. In addition, the manuscripts that have already been published in the JNC should not be published in other journals.
- 5) The main manuscript can be written in English or Korean. However, Abstract, References, Tables, and Figures must be written in English.

### Authorship and Conflict of Interests

The JNC grants authorship in accordance with the guidelines of the International Committee of Medical Journal Editors. Authors are generally defined as persons who have contributed sufficiently to an academic paper and who share common responsibility for the content. All the following conditions should be met to qualify for authorship.

- 1) Those who have contributed to conception of the research, research design, data analysis and interpretation, etc.
- 2) Those who have significantly contributed to drafting a manuscript, revision of important parts that have been pointed out for correction, or making significant changes

or improvements of relevant contents.

The JNC abides by the guidelines for conflict of interest that are defined by the International Committee of Medical Journal Editors. The author is responsible for disclosing any financial support or benefit that might affect the content of the manuscript or might cause the conflict of interests. When submitting the manuscript, the author must attach the letter of agreement for copyright transfer, in which the financial support(s) to the research must be recorded in full, together with other kinds of financial support and personal relationship.

### Redundant or Duplicate Publication

Redundant or duplicate publication is publication of a paper that overlaps substantially with one already published. If a paper that might be regarded as duplicate or redundant has already been published in another journal or submitted for publication, the author should notify the fact in advance at the time of submission. Under these conditions, any such work should be referred to and referenced in the new paper. Copies of such material together with the submitted manuscript should be submitted to the editorial committee. If redundant or duplicate publication is attempted or occurs without such notification, the submitted manuscript will be immediately rejected. If the editor was not aware of the violations and the fact that the article has already been published, the editor will announce in the journal that the submitted manuscript has already been published in a duplicate or redundant manner, without seeking the author's explanation or approval.

### Review of the Manuscript

- 1) A submitted manuscript will be evaluated by reviewers.
  - All manuscripts submitted to the JNC undergo peer review by at least two reviewers with relevant expertise

and screening by the editorial board before determining whether an article is published or not.

- Reviewers can request authors to revise the content. After notification of revision request, authors must submit a revised manuscript usually within three months, if they do not have a legitimate reason.
- 2) The editorial committee has the right to revise the manuscript without the authors' consent, unless the revision substantially affects the original content.
- 3) After review, the editorial board determines whether the manuscript is accepted for publication or not. However, once rejected the manuscript does not undergo another round of review.
- 4) After a manuscript is received by the editorial committee, an email confirmation of arrival will be sent to the author within 7 days, and the author will be notified of evaluation results within the next 4 weeks. The author will be notified of any possible delay due to evaluation difficulty. The authors can make an inquiry to the editorial committee on the current evaluation phase of the manuscript. The board will notify the author on the current status of the board review process

## Ethical Policies

If there are risks of exposing patients' identity, such as face photos, written informed consent must be obtained from the patients or their guardians and then be submitted to the editorial board. When reporting experiments on human subjects that could involve mental and physical damages, authors must obtain written consent from subjects or their guardians after explaining the purpose of study and all possible physical and psychological damages before the experiment is conducted, according to the Helsinki Declaration (<http://www.wma.net>). If the study subjects are animals, authors must describe the measures taken to ease pain and inconvenience to the subjects, and indicate that the experiment processes do not breach the regulations of the ethics committee of the concerned research institute or the NIH Guide for the Care and Use of laboratory Animals. The reviewers and the editorial committee have the right to ask authors to submit a letter of consent or permis-

sion of the ethical committee, if deemed necessary. Screening and assessment procedures in violation of ethics code, such as breach of ethics, plagiarism, duplicate publication, and research misconduct, are carried out in accordance with the Good Publication Practice Guidelines for Medical Journals of the Korean Association of Medical Journal Editors (<http://www.kamje.or.kr>).

## Content and Style of Manuscript

- 1) The manuscript must be written using Microsoft Word and saved as the file extension names ".doc" or ".docx". Font size must be of 12-point, with left alignment and double space margins of 1 row. The left-right and bottom margins must be 3 cm, but the top margin must be 3.5 cm. The page numbers must be indicated in Arabic numerals in the middle of the bottom margin, starting from the title page. The side numbers are marked in Arabic numerals at the center of the bottom, beginning with the title.
- 2) Person and place names as well as other proper nouns must be written in original languages. Numbers are to be indicated in Arabic numerals, and the weights and measures are based on the metric system.
- 3) Academic terms can be used in reference to the scientific glossary of the Korean Medical Association (<http://term.kma.org>) but rarely-used terms must be indicated in Korean and then in English within the parentheses; Terms that are not listed in the scientific glossary of the Korean Medical Association can be referenced from the glossary for neurology of the Korean Neurological Association (<http://www.neuro.or.kr>). Terms that are difficult to translate can be written in English.

## Composition of Manuscript

- 1) The manuscript types are divided into original article, review articles, case report, brief communication, and special report. There is no limit to the length of each manuscript; however, if unnecessarily long, the author may be penalized during the review process.
- 2) The original manuscript should be written in the follow-

ing order: Title page, Abstract, Key Words, and Main Body. The main body should be composed in the following order: Introduction, Methods, Results, Discussion, Conclusion, Acknowledgements (if necessary), References, Tables, Figure legends, and Figures. The number of references and literature citations is limited to up to 45.

- 3) Review Article is composed in the following order: Title page, Abstract, Key Words, and Main Body. The main body should be composed in the following order: Introduction, Main Body, and Conclusion. There is no limit to the form of the main body as well as to the number of References or literature citations.
- 4) The main body of Case Report is organized in the following order: Abstract, Key Words, and the main body. The main body consists of Introduction, Case Report, Discussion, Acknowledgements (if necessary), References, Tables, Figure legends, and Figures. The total number of References is limited to 15.
- 5) The main body of Brief Communication is organized in the following order should not include Abstract and Key Words. The main body can be written freely without any constraints but within 700 words.
- 6) The main body can be written either in English or in Korean. Abstract, Key Words, Tables, Figure legends, and References must be written in English.

### Title page

- 1) The Title page must include a title, authors' names, affiliations, and corresponding authors' names and contact information. In addition, a running title must be written in English within up to 50 characters including spaces. The corresponding authors' contact information must include a name, addresses, e-mails, telephone numbers, and fax numbers.
- 2) If there are more than two authors, a comma must be placed between their names (with academic titles). Author names must be spelled out fully in English without abbreviations, and their academic titles must be indicated after their names. A period must be placed after an academic degree.

### Abstract

- 1) In case of the original article, its abstract must be written in

English by dividing it into Background, Methods, Results, and Conclusion within 250 words. In terms of Case Report, its abstract must be written in English by dividing it into Background, Case Report and Conclusion, within 150 words.

- 2) In case of a review article, the main body as well as the abstract can be written freely without any constraints. However, Key Words must be included in the main body.
- 3) At the end of the abstract, 3 to 6 Key Words selected from the Medical Subject Headings (MeSH) of the Index Medicus must be inserted.

### Guidelines for the Main Manuscript

- 1) For abbreviations, when first introduced, they should be fully explained and then inserted within brackets. Thereafter, only abbreviations should be used.
- 2) In the abstract and main body, authors should use an Italicized capital letter '*P*', for '*P* Value', or the significance probability.
- 3) References must be numbered with superscripts according to their quotation order. When more than two quotations of the same authors are indicated in the main body, a comma must be placed between a discontinuous set of the numbers, while a dash must be placed between the first and last numerals of a continuous set of numbers. For example, "Kim et al.<sup>2,8,9</sup>, etc. insisted..... However, Park et al.<sup>11-14</sup> showed the opposing research results."
- 4) Figures and Tables used in the main body must be indicated as 'Fig.' and 'Table'. For example, in the brain magnetic resonance imaging inspection (Fig. 1, 2, 3).
- 5) In principle, when indicating a semi-colon (;) in the main body, no space is placed before but a single space is added after.

### How to draw a Figure

- 1) Figures prepared in digital image files, and each figure must be submitted as a separate file.
- 2) If one figure includes more than two pictures, they must be distinguished by adding alphabet labeling in capital letters, such as A, B, C, etc. (Fig. 1A).

#### - Digital Images

- (1) Each figure has to be prepared as a separate file and should not be inserted in the main body.

- (2) Remove the margins as much as possible when preparing pictures (especially CT or MRI images). Moreover, medical history reference number and name or other personal information must not be included.
- (3) When submitting photos of the patients, they should not be recognizable. In case that the face of a patient is visibly recognizable, the patient's consent must be obtained.
- (4) The name of each file must correspond to its respective figure number.
- (5) If one figure contains more than two pictures (for example, A, B, and C), the figure must be prepared to be printed as a single image and submitted as a single file.

#### - File size and resolution

- (1) The digital image file of each Figure must be of an adequate size and resolution so as not to compromise the quality of a printed photo.
- (2) Line Art (the graph, chart, family tree, etc.) must not exceed 800 dpi, while half-tone (CT, MRI) or color pictures must be prepared in no less than 300 dpi.
- (3) When determining the size of a digital image file, the photo or image size must be greater than the print size, even when downscaled for insertion in the main body.

#### - File types

- (1) All file types (tiff, gif, jpeg, and ppt) may be submitted for evaluation by reviewers. However, if an article receives approval for publication, they must be submitted as tiff or pdf files.
- (2) In the case of color photos, they must be saved and submitted in CMYK (Cyan, Magenta, Yellow, and Black) formats. Black-and-white pictures such as CT and MRI images, must be submitted in Grayscale Mode.

#### - Figure legends

- (1) Figure legends must be precise and written in English on a separate page.
- (2) All abbreviations introduced in the figure legends must be spelled out in full. An explanation of an abbreviation must be written in lowercase letters. A colon must be placed between an abbreviation and its explanation.
- (3) If a figure contains more than two pictures, they must be labeled as A, B or C. The description of the entire

Figure as well as an individual explanation of A, B and C must be included.

#### How to write a Table

- 1) Table must be embedded in the main body of the Microsoft Word file and include its respective title, which must be written in English.
- 2) One page must not include more than two tables.
- 3) In terms of legends, symbol descriptions are followed by the explanations of abbreviations, and all abbreviations must be spelled in full.
- 4) When using symbols in a table, they must be indicated in the following order: \*, †, ‡, §, ||, etc. They must be superscripted and placed in the front of abbreviations.
- 5) Symbol and abbreviation descriptions must be specified in lowercase letters, without colons between symbols and explanations.
- 6) A single unified decimal point must be applied in the same table.

#### References

- 1) All references must be indicated in English, but only those which are quoted in the main body must be listed
- 2) All references must be numbered in Arabic numerals according to their quotation order. The footnote numbers in the main body must end with superscripted commas or periods. Author's name must be followed by a single space and the initials of his or her first name, without an apostrophe but with a space between family and first names. A comma must be placed between authors space while the last author with a space between. If there are more than 6 authors, the names of the first 6 authors must be specified, followed by 'et al.'
- 3) In the Reference section, commas must be followed by lowercase letters. The distinction between the publication year, volume, and page must be made with semicolons and colons, with no spaces between them.
- 4) The journal names of references must be written in Italics, and the overlapped numerals between the first page and the next page must be omitted (for example: 2025–6).
- 5) The references must be written in accordance with the

Vancouver style, which is “the unified style of manuscripts submitted to the Biomedical Science Academic Journal”. Please refer to the following examples.

**- Articles of academic journals**

1. Varelas PN, Schultz L, Conti M, Spanaki M, Cenarrelli T, Haccin-Bey L. The impact of a neuro-intensivist on patients with stroke admitted to a neurosciences intensive care unit. *Neurocrit Care* 2008;9:293–9.

**- The book**

2. Layon A. Textbook of Neurointensive Care. 1st ed. Amsterdam: *Elsevier* 2003;10–7.

**- The book chapter**

3. Yazbeck MF, Rincon F, Mayer SA. Intracerebral hemorrhage. In: Lee K. *The NeuroICU Book*, 1st ed. New York, NY: McGraw-Hill. 2012;35–51.

**- Published abstract**

4. van den Bent MJ, Keime-Guibert F, Brandes AA, Taphoorn MJB, Eskens FALM, Delattre JY. Temozolomide Chemotherapy in Recurrent Oligodendroglioma. *Neurology* 2000;54(suppl 3):12. Abstract.

**- The media materials**

5. Garrow A, Weinhouse G. Anoxic brain injury: assessment and prognosis. In: *UpToDate Cardiovascular Medicine* [online]. Available at: [www.UpToDateInc.com/card](http://www.UpToDateInc.com/card). Accessed at February 22, 2000.

**Online Submission**

The manuscript should be submitted at the official website (<http://submit.e-jnc.org>).

**Supplemental Data**

Those additional data including Methods, Results, References, Tables, Figures, video, etc. that are difficult to be inserted in the main body can be submitted in the form of Supplemental Data. Supplemental Data submitted by the author will be published online together with the main body without going through a separate editing procedure. All supplemental data except video materials are to be submitted in a single file, and the manuscript title, authors title, organization, and contact information of corresponding authors must be specified in the first page.