Acta Neurochirurgica Supplement, Springer Verlag Wien New York

Guidelines to Preparation of Manuscripts

Deadline for submission of the manuscript is **October 15, 2010**.

Please prepare your manuscript in accordance with the following instructions.

You are pleased to submit your paper at the Registration Desk at the symposium site or to send it until October 15, 2010 at latest via mail to:

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The following materials are required to be handed in:

1) One copy of printed manuscript
2) Electronic data of manuscript saved on a floppy disk (3.5 inches) or CD-ROM (ISO9660).

Please note that manuscripts not submitted by the deadline will not be included in the proceedings.

Papers published in the Supplements of Acta Neurochirurgica are original papers listed in the medical data bases. Authors guarantee that their paper has not been published in another journal nor will be submitted for publication in another journal.

Manuscripts

- If English is not your native language, we strongly suggest that you obtain the assistance of English speaking colleagues when preparing your manuscript.
- Manuscripts must not exceed 9 typewritten double spaced pages (max. 30 lines), including summaries, references, tables and figure legends. All pages should be numbered consecutively. Figures and illustrations must not exceed 3 per manuscript.
- The manuscript should consist of
  - Title page with the senior author's name, current address, phone, fax, and e-mail
  - Summary (not more than 200 words).
  - Key words and/or reference phrases (4 – 10 key words/ phrases)
  - Text (Introduction, Materials and Methods, Results, Discussion)
  - References
  - Tables
  - Figure Legends
  - Conflict of interest statement

Disks and Printouts

Please submit your manuscript as a **printout** and as a **digital file**.

- Please use a CD-ROM (ISO9660).
- Save your data in two versions:
  - Word 95 or later (Windows) or Word 98 or later (Mac)
  - RTF (rich text format)
- Give each individual file your own name (or an abbreviation), the presentation number, and the format suffix. (ex. Miller3.doc or Miller3.rtf)
- In addition to your name and the title of the work, please label the disk with the file name and the operating system and program versions (including the compression program) that have been used.
- Enclose the final printout. If there are any discrepancies, we will assume that the electronic version is the correct one.
- Keep personal copies of the files and the printout.

Writing Your Text

- Please use Word 95 or later or Macintosh Word 98 or later to prepare your text.
- Input your text continuously (hard returns only at the ends of paragraphs, headings, lists and the like.)
- Use a single main font for the entire text. (We recommend *Times New Roman*.)
- For textual emphasis, use italic/bold type or, if necessary, underlining.
- Place tables and figure legends at the end of the manuscript.
- Do not use field functions (except for equations).
- Use tab stops or other commands for indents and tables, not the space bar.
- Supply your manuscript without any defined layout or styling
- Please indicate where tables and illustrations should be inserted in the text, remembering that they must appear sequentially.

Tables

- Number the tables consecutively and ensure that all the tables are cited in the text in the correct order.
- Give each table a heading.
- To format the table columns, use the table function in your word-processing program.
- Do **not** use the space bar to separate columns, and do **not** use Excel to create tables.
- If a table cell is to be left empty, please type a hyphen (-) in it.
- Save the tables in the same file as the text, references, and figure legends.

Equations

- Simple equations of the type $a^2+b^2=c^2$ can be written as normal text.
- For all other equations, please use MathType or the Microsoft equation editor, and insert the graphic into your text file as an object.

References

- The reference list should be alphabetical and be numbered consecutively.
- If there are several works by the same author, the following order should be used:
  - first, all works by the author alone, ordered chronologically by year of publication,
  - next, all works by the author with a coauthor, ordered alphabetically by coauthor,
  - finally, all works by the author with several coauthors, ordered chronologically by year of publication.
- Examples:
  Reference to Journals

  1. Barber SG, Smith JA, Hughes RC (1978) Melatonin as a tumor marker in a patient with pineal tumor. Br. Med. J 2:328-329
  2. Hildebrandt G, Lorenz R (1982) Influence of oxygen supply upon vegetative functions during increased intracranial pressure. Acta Neurochir (Wien) 60; 169 - 181

  Reference to books

  1. Zierski J (1980) Extradural, ventricular and subdural pressure recording. Comparative clinical study. In: Shulman K, Marmarou A, Miller JD, Becker DP, Hochwald GM, Brock M (eds) Intracranial Pressure IV. Springer, Berlin Heidelberg New York
  2. Toole JF (1984) Cerebrovascular Disorders, 3rd edn. Raven, New York, pp271-279

  In the text, references are cited with numerals:
  Example: "The theory proposed by Smith (24) has since been strongly criticized (3,9,12)."

- Please use the following abbreviations:
  vol (volume)
  edn (edition)
  ed/eds (editor/s)
  p/pp (page/s)
- Please do **not** put commas between names and initials, and do **not** put periods after initials or abbreviations.

Figures and Illustrations

Digital Illustrations

If you supply illustration material (photos and drawings) in digital form, please follow a few basic rules.

- Scanning
  - Please scan all the illustrations in the same size that they are to appear in print
  - The minimum resolution for scanned line figures is 800 – 1200 dpi.
  - Monotone illustrations should be stored as grayscale (8 bit) in TIFF (300 dpi final resolution).
- Image Processing
  - Figures should be in black and white. They should either match the width of the column (8 cm) or the width of the entire page (17 cm).
  - Color photographs will be accepted if they are necessary for the understanding of the text, but their publication will be at the authors' expense. The cost will be quoted by the publisher.
  - Please use illustration programs such as *Adobe Illustrator, Macromedia Freehand*, or *Corel Draw* to produce graphics.
  - *Adobe Photoshop* or *Corel Photopaint* is suitable for processing and retouching scanned photos.
  - Programs such as MS Excel, MS Powerpoint, Designer, Harvard Graphics, Visio, MS Word-Graph, or MS Graph are not suitable.
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  - To add lettering, it is best to use Helvetica or Arial. The font size should be approx. 2-3 mm (8-10 pt).
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  - Submit all figures as separate files and do not integrate them within the text.
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  - Check that all the details, including any lettering, are clearly visible, and enclose a printout. (If there are any discrepancies, we will assume that the electronic version is the correct one.)
  - To name the graphics file, please use the presentation and figure number (e.g., 1_Fig2.eps)
  - Suitable data formats are TIFF and EPS. Color illustrations (only when published in color) should be stored as RGB (24 bit) in TIFF (300 dpi final resolution).
  - Large volumes of data may also be submitted in compressed form in *zip*, *gzip*, *tar*, or *sit* format.

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- Areas considered of special interest may be indicated on a transparent cover so that they may receive special attention. Cutouts or dispensable marginal areas may also be given.
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If no conflict exists, authors should state: The authors declare that they have no conflict of interest.

Proofs

Manuscripts will be reviewed by experienced colleagues who can do minor revisions and small corrections. In order to shorten production galley proofs will be sent to the Board of Editors only. Offprints may be ordered from Springer Verlag Wien. Order forms and price lists will be sent to you later from Springer Verlag Wien.

Final acceptance

Final acceptance of manuscripts is subject to the decision of the Editors.
Please be informed that a manuscript may be rejected if several of the above mentioned criteria are not met or if their content is too far outside the scope of the proceedings.

Contact

All queries should be emailed to icp2010@conventus.de.