

ARQUIVOS DE NEURO-PSIQUIATRIA

INSTRUCTIONS TO AUTHORS

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Editorial Policy and Mission

Arquivos de Neuro-Psiquiatria is the official journal of the Brazilian Academy of Neurology, which publishes, monthly, peer-reviewed articles in the areas of Neurology and Neurosciences.

The journal's mission is to, to the best of our abilities, contribute to improving care for patients with neurological diseases by providing neurologists, health professionals and researchers in Neurology and related fields with open access to original articles (clinical and translational research), editorials, views and reviews, historical papers, neuroimages and letters about published articles. We aim to be the best Neuroscience journal in Latin America within the peer review system.

Case reports and articles in the areas of Neurosurgery or Psychiatry are not within the scope of this journal.

The journal supports the *Recommendations for the Conduct, Reporting, Editing, and Publication of Scholarly Work in Medical Journals*, of the International Committee of Medical Journal Editors (ICMJE), available at: <http://www.icmje.org/recommendations/>.

The journal also supports international standards for the publication of responsible research, developed by COPE – Committee on Publication Ethics (<http://publicationethics.org/>).

Practices that undermine scientific integrity, such as plagiarism and self-plagiarism (redundancy), are considered unethical. *Arquivos de Neuro-Psiquiatria* adopts the iThenticate System (<http://www.ithenticate.com>) to identify plagiarism.

As of 2020, the journal started accepting the submission of manuscripts previously deposited on preprint servers. For the submission of these manuscripts, it is essential that the authors inform the deposit details in the cover letter.

Review Process

Initially, the manuscripts submitted to *Arquivos de Neuro-Psiquiatria* are evaluated to verify compliance with the scope and formal aspects. In case of non-compliance with the scope, such as case reports and articles in the areas of Neurosurgery or Psychiatry, the manuscripts will be rejected and the authors will be informed. Manuscripts that do not comply with the standards and formats specified in this document, on the other hand, will be returned for the appropriate adjustments.

The manuscripts approved in the evaluation of the scope and formal aspects are sent to the editors-in-chief who carry out a preliminary evaluation of the manuscripts, based on criteria of originality, relevance of the topics covered and methodological quality. In this stage, a second member of the Editorial Board will be called upon, in case of non-compliance with the minimum quality criteria.

The manuscripts approved in the preliminary evaluation will be forwarded to the Associate Editors of their respective areas, for indication of the reviewers. In the case the Associate Editor evaluates that the manuscript has merits, it will be sent out for evaluation by two or more external reviewers, in simple blind peer review mode.

Currently, approximately 40% of the manuscripts submitted to the *Arquivos de Neuro-Psiquiatria* are approved for publication.

Official Language

Only clear and concise texts in English will be accepted.

It is essential that manuscripts should conform to the international standards of text composition that have been adopted by *Arquivos de Neuro-Psiquiatria*.

When necessary, editors and reviewers may ask authors to perform the revision of the language of the manuscript, by a company certified by the journal.

Title, abstract and key words must also be presented in Portuguese or Spanish.

The section Brazilian Academy of Neurology may be published in Portuguese and is only included in the printed version.

Types and Format of Contribution

The manuscripts submitted should present characteristics that allow them to fit into the following sections:

Editorial: an in-depth critical commentary prepared as a response to the Editors' invitation.

- Up to three authors;
- Abstract and Keywords are not required;
- The text must not exceed 1,000 words*;
- The paper must have up to 10 references.

Original Articles: original clinical or experimental research.

- Structured abstract, with up to 250 words;
- No more than 7 keywords;
- The text should contain with up to 3.000 words*;
- Up to 40 references;
- With up to 5 tables;
- With up to 5 illustrations.

Views and Reviews: reviews, critical analyses or opinion papers on current relevant topics in Clinical Neurology and Neuroscience.

- Structured abstract, with up to 250 words;
- No more than 7 keywords;
- The text should contain with up to 5.000 words*;
- Up to 80 references;
- With up to 5 tables;
- With up to 5 illustrations.

Historical Notes: history of Neurology and data on descriptions on neurological signs, diseases or syndromes.

- Abstract, not necessarily structured, of no more than 150 words;
- No more than 7 keywords;
- The text should contain with up to 1.000 words*;
- Up to 20 references;
- With up to 2 tables;
- With up to 2 illustrations.

Images in Neurology: original images that illustrate neurological diseases.

- Up to three authors;
- Abstract and Keywords are not required;
- The text must not exceed 100 words*;
- The paper must have up to 5 references;
- With up to 4 illustrations.

Images in Clinical Neurophysiology: educational images and/or videos in clinical neurophysiology including electroencephalography, electromyography, polysomnography, and evoked potentials.

- Abstract and keywords are not required;
- The text must not exceed 100 words*;
- The manuscript may have up to 3 references;
- The manuscript may have up to 2 figures/images/video;
- The authors are requested to provide 3 multiple-choice questions with answers related to the manuscript.

Letters: Comments on articles previously published in *Arquivos de Neuro-Psiquiatria*.

Abstract and Keywords are not required;
The text must not exceed 700 words*;
The paper must have up to 5 references;
With up to 4 illustrations.

Brazilian Academy of Neurology: institutional texts on regional issues, consensus, topics related to the activities of the Scientific Departments of the Brazilian Academy of Neurology, annals of scientific meetings and other issues.

*The maximum number of words refers only to the study and excludes the abstract, resumo/resumen and the reference list.

Structure and Preparation of Manuscripts

Authors must submit their contributions in the Microsoft Word text processing format, using font size 12 (Arial or Times New Roman). The text must contain, in this order:

1) Title and short title

Up to 100 characters.

Avoid citing the region of place where the work was conducted, except in regional studies; otherwise, the work may cease to have universal interest.

Avoid correlating the topic with the methods used: "Neurotuberculosis in the Brazilian prison population".

Preferentially correlate the topic with the conclusion: "Mortality due to neurotuberculosis is higher in the prison population".

The title in Portuguese or Spanish must be placed below the title in English.

The short title in English of the manuscript should be indicated.

2) Author(s)

Complete given names and surnames.

The family names must be stated exactly how they should appear in indexation systems.

3) Complementary information

Authors' affiliations: name of the institution in the native language or in the English version when Latin words are not used, with up to three levels (for example: University, School, Department), City, State or Province, Country.

Sectors in which the work was performed should not be stated (clinic, laboratory, outpatient service).

Corresponding author, with the respective email.

ORCID of all authors of the manuscript

Funding agency(ies).

Declaration of conflict of interest.

Indication of authors' contributions.

4) Abstract and Resumo (in Portuguese) or Resumen (in Spanish):

For original articles, the abstract should be presented in a structured format: Background; Objective; Methods; Results; Conclusions. Only refer to relevant data, in a clear and concise manner.

Avoid abbreviations, unless they are used universally.

This is the most important part of the study: if readers do not read the complete text, they should have access through the Abstract/*Resumo/Resumen* to the relevant information of the article.

The *Resumo* or *Resumen* should be placed after the Abstract and Keywords.

5) Keywords and Palavras-chave (in Portuguese) or Palabras-Clave (in Spanish):

Only use terms that are included in the Medical Subject Headings – MeSH (<http://www.ncbi.nlm.nih.gov/mesh>) or Health Science Descriptions – DeCS (<http://decs.bvs.br/>).

6) Text

a) Original articles: Introduction; methods (with explicit reference to compliance with ethical standards, including the name of the Ethics Committee that approved the study and the informed consent declaration made by patients or members of their families); results; discussion; acknowledgments; references. Do not repeat in the text data are expressed in tables and illustrations.

b) Views and Reviews: Systematic review or meta-analysis on data from the literature; critical analysis of the present state of knowledge; purely descriptive surveys of data in the literature will not be accepted.

c) *Historical Notes*: Concise presentation of original data of historical interest to neuroscientists; manuscripts with excessively regional interest should be avoided.

d) *Images in Neurology*: Only relevant images should be sent with a summary of the clinical data and comments on the images.

e) *Letters*: Comments on studies published in *Arquivos de Neuro-Psiquiatria*.

*The maximum number of words refers only to the study and excludes the abstract, resumo/resumen and the reference list.

7) Tables

In their electronic version, tables must be presented in .doc (Microsoft Word) or .xls (Microsoft Excel) format.

Submit tables as complementary files; include sequential number, title and legend.

8) Illustrations

All figures must be submitted in JPG, TIFF or PNG format. No identification relating to patients or institutions is permitted. Photos of people who might be recognized on the image need to have been authorized in writing. Each image must be placed in a separate file, with the figure number indicated in the file. Images must be uniform in size and magnification and must not be redundant. The significant findings should be properly marked out on the images. Authorization in writing must be provided for use of images that have previously been published and the original citation must appear in the legend.

Images need to have the following resolution:

a) Artwork in black and white: 1,200 dpi/ppi.

b) Half-tones: 300 dpi/ppi.

c) Combination of half-tones: 600 dpi/ppi.

Legends should be typed with double spacing and figures should be numbered in the order in which they are referred to in the text.

9) Acknowledgments

This section should be concise and restricted to acknowledgments that are necessary.

10) Reference

References must be listed at the end of the article and numbered in the order in which they appear in the text. Do not use underlining, boldface or italics.

The references must follow the standard of the International Committee of Medical Journal Editors – ICMJE (https://www.nlm.nih.gov/bsd/uniform_requirements.html). The abbreviation of journal titles should be in accordance with the style presented by Index Medicus: abbreviations of journal titles (<http://www2.bg.am.poznan.pl/czasopisma/medicus.php?lang=eng>)

Reference format:

a) Articles: Author(s). Title of the article. Title of the journal. Year; volume(number): first page-last page of the article;

b) Books: If there are up to six authors, list all of them; if more than six, list the first six followed by et al. Author(s). Title of the book. Edition (from the 2nd edition onwards). City: Publishing house; year of publication;

c) Chapters of books: When the author of the chapter is the same as the author of the book: Author(s) of the book. Title of the book. Edition (from the 2nd edition onwards). City: Publishing house; year of publication. Title of the chapter; first page-last page of the chapter. Different authorship: Author(s) of the chapter. Title of the chapter. In: author or editor of the book. Title of the book. Edition (from the 2nd edition onwards). City: Publishing house; year of publication. First page-last page of the chapter;

d) Books in electronic media: Author(s). Title of the book. Edition (from the 2nd edition onwards). City: Publishing house; year of publication [date of access, using the expression "accessed on"]. Available at: link.

e) Studies presented at events: Author(s). Title of the study. In: Annals of the number of the event title of the event; date of the event; city, country where event was held. City of publication: Publishing house; year of publication. First page-last page of the study;

f) Dissertations, theses or academic studies: Author. Title of the thesis [degree level]. City of publication: Institution at which it was defended; year of defense of the study.

Submission of Manuscripts

Only online submissions will be accepted.

The simultaneous submission, in part or in full, to other journals is not allowed. The ANP considers unethical the duplicate or partial publication of the same research. Tools for locating text similarity are used by the journal to detect plagiarism. In case plagiarism is detected, the journal follows the *Code of Conduct and Best Practice Guidelines for Journal Editors do Committee on Publication Ethics – COPE* (<http://publicationethics.org/>).

All authors must associate the ORCID registration number (<https://orcid.org/>) with their profile in the submission system.

Articles submitted to the Editorial Board for publication must include:

- a) Cover letter, in PDF, signed by all the authors (Download);
- b) Indication of three to five referees of the authors' preference, with their email addresses;
- c) Indication of the authors' opposed reviewers (optional).

PROCESSING OF THE MANUSCRIPT

The journal's office will verify whether the manuscript is in conformity with the Instructions for Authors and whether it fits within the scope of *Arquivos de Neuro-Psiquiatria*. In this step, the Editor-in-Chief will be designated (reply within three days).

Manuscripts that do not meet these requirements will be rejected (reply within seven days).

The Editor-in-Chief designates an Associate Editor (reply within five days).

The Associate Editor evaluates the manuscript and, in the case that the work is judged to have the necessary merits, the Associate Editor indicates the reviewers. The process of seeking, inviting and designating reviewers will be completed within seven days. Reviewers have 15 days to submit their recommendation.

ACCEPTANCE OF THE ARTICLE

Manuscripts will be accepted in accordance with the chronological order in which they reach the final format, after fulfilling all stages of the editorial processing.

PUBLICATION FEES

To allow for the sustainability of the *Arquivos de Neuro-Psiquiatria*, we inform authors that starting in **January 2022** a publication fee was instituted for original articles and reviews articles.

Publication fees will be billed to the Corresponding Author when the paper is accepted.

The charge is **R\$1.000,00/paper** for Brazilian authors and **US\$200,00/paper** for authors outside Brazil.

PUBLICATION OF THE ARTICLE

The manuscript will be published both in online and in printed form. All published manuscripts are open-access.

Original Articles may be published in advance online in the Ahead of Print (AOP) mode and may be cited even if they have not been published formally.

It is established at the outset that the authors will assume the intellectual and legal responsibility for the results described and for the remarks presented. The authors also agree to publish the manuscript exclusively in this journal and to automatically transfer reproduction rights and permissions to the journal's publisher.

EDITORIAL CONTACTS

Please contact the Editors or Thieme Publishers with any questions.

Executive Office

Fabiana Montanari Lapido

Executive Editor
fabiana.montanari.anp@gmail.com

Denise Ieiri de Moraes

Editorial Assistant
denise@abneuro.org

Thieme Publishers

Production Coordinator

Paula Di Sessa Vavlis
paula.disessa@thieme.com.br

Junior Production Coordinator

Tamiris Moreira Rudolf
tamiris.rudolf@thieme.com.br

Junior Production Coordinator

Marcia Farias Lourenço
marcia.farias@thieme.com.br