

→ Instructions to the Authors

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We accept for publication unpublished manuscripts on the understanding that the same manuscript is not under simultaneous consideration of other journals. Publication of a part of the data as the abstract of a conference proceedings is exempted. The manuscript and all the related files such as figures, tables, images and copyright form need to be uploaded on our web-based online manuscript manager <http://www.journalonweb.com/aian/>. The Editorial Board shall scrutinize each article submitted to the journal and shall subject it to peer review. The journal does not charge for submission, processing or publication of an article. The Journal accepts manuscripts for publication under the following categories

→ Types of Articles

1. Original Article
2. View Point
3. Grand Round / CPC
4. AIAN Review
 - Progress in Medicine (Update on advances in pathophysiology)
 - Management updates (Reviews on advances in treatment)
 - Systematic Reviews (Systematic reviews of a subject)
5. Clinical Sign
6. Case Report
7. Images in Neurology
8. History of medicine
9. Letter to Editor

The Journal follows the [Uniform requirements for articles submitted to Medical Journals published by the International of Medical Journal Editors](#). All the authors and the corresponding author in particular take the responsibility to ensure that the text of the article does not contain portions copied from any other published material which amounts to plagiarism. We also request the authors to familiarize themselves with the good publication ethics principles before finalizing their manuscripts. Details are available with [ICMR](#) and [Committee on Publication Ethics](#)

Original Article

Authors may submit detailed report on original studies that they had carried out. A structured abstract with the subheadings: objectives, methods, results and conclusion should be given at the beginning of the article (250 words). The articles can have up to 4000 words, five tables and three figures. Exceptions are allowed in selected cases. References should be limited to less than thirty.

View point

This is not simple review article. This is an article in which the author express their individual opinions and protocols on a subject of their expertise with adequate literary support. The word limit is 3000 with four figures or tables and less than 50 references.

Editor will appreciate if authors discusses topic of view point before submitting manuscript.

Grand Round CPC

These papers present a case-based discussion. They are reproductions of the actual Grand Rounds presentations. Grand Rounds papers begin with presentation of case history and examination. Following the case summary, the topic is presented in the same way as it was at the actual Grand Rounds, addressing the available evidence on etiology, clinical presentation and therapy. Maximum length: 3000 words of text (not including tables, figures, references,) with no more than 20 references and no more than one video and a total of 4 tables and/or figures. If the patient described in these manuscripts is identifiable, written permission should be attached.

AIAN Review

Journal publishes review articles that highlight recent advances in pathophysiology or therapy or systematic reviews / meta-analysis of a given subject. Review articles can

contain up to 5000 words, 6 tables and 4 figures. An abstract (250 words) should be given at the beginning of the article. References are restricted to <50 in number. Any other relevant material up to 2000 words/ table/figure may be added for online publication only as annexure.

Clinical Sign

This section deals with clinical signs. The historical origins, clinical aspects, usefulness and limitations of a clinical sign will be discussed. The text should be less than 1000 words with maximum of 10 references, two images and one video (only online publication).

Case Report

This section is to present individual case reports that demonstrate clinically relevant and unusual features. The case report need to be communicating a new message. Please add two boxes [what is known] and [what is new] at the beginning of the manuscript to convey the main message of the case report.. There should be a meaningful abstract of 150 words. The text of the case report should not be more than 1000 words. There can be two tables, four figures and less than 15 references.

Images in Neurology

This section is to present classical imaging findings in common neurological disorders. No abstract is allowed. The clinical description should be less than 200 words. Commentary or discussion on the imaging findings should be less than 400 words. There can be up to four images and FIVE references.

History of medicine

Articles about important medical history mainly related to neurosciences

Letter to editor

1. comments on articles published in the journal with less than 1000 words. 10 references.
2. Short case reports, new findings/rare presentation of common diseases, common presentations of rare diseases or new/rare drug adverse effects of interest to readers of clinical neurology may be submitted as letters to editor. Do not use section headings; Word limit: 1000 maximum number of images/tables: 4 (including images and tables); maximum number of references: 10
3. Please see previously published letter to editor in AIAN Website (<http://www.annalsofian.org/>)

Conflict of interest

The current policy in medical journalism is that when authors submit manuscripts, whether as articles or letters, they are responsible for disclosing all financial and personal relationships that might bias their work. To prevent ambiguity, authors must state explicitly whether potential conflicts do or do not exist. Authors should do so in the manuscript on a conflict of interest notification page that follows the title page, providing additional detail, if necessary, in a cover letter that accompanies the manuscript.

Informed consent and Ethical clearance for the study

Patients have a right to privacy that should not be infringed without informed consent. Identifying information, including patients' names, initials, or hospital numbers, should not be published in written descriptions, photographs, and pedigrees unless the information is essential for scientific purposes and the patient (or parent or guardian) gives written informed consent for publication. Informed consent for this purpose requires that a patient who is identifiable be shown the manuscript to be published.

When reporting experiments on human subjects, authors should indicate whether the procedures followed were in accordance with the ethical standards of the responsible committee on human experimentation (institutional and national) and with the Helsinki Declaration of 1964 and subsequent amendments till 2004. If doubt exists whether the research was conducted in accordance with the Helsinki Declaration, the authors must explain the rationale for their approach, and demonstrate that the institutional review body explicitly approved the doubtful aspects of the study. When reporting experiments on animals, authors would have to indicate whether the institutional and national guide lines for the care and use of laboratory animals was followed.

Prior registration of clinical trials with registries.

We accept manuscripts based on clinical trials only if the trial was registered with one of the popular clinical trial registries such as Clinical Trial Registry of India (<http://www.ctri.in/>) or Clinical trial registry of USA <http://clinicaltrials.gov/> . The trial registration number need to be provided in the manuscript.

→ **Preparing a Manuscript for Submission**

Entire manuscript — including the title page, abstract, text, acknowledgments, references, individual tables, and legends— should be prepared in double spacing and

2.5-centimeter margin. Authors should prepare the manuscript using any of the standard word processing software like MS Word. The right margin should not be justified. Abstract, tables and legends for figures should be typed separately and not in continuation of the main text. It is preferable to use page break rather than typing empty paragraph breaks to create new page. All pages of the manuscript should be numbered consecutively, beginning with the title page. The first three words of the title and page number should be given in the top margin on left and right side respectively

The title page

The title page should carry the following information:

1. 1. The title of the article. Concise titles are easier to read than long, convoluted ones. Authors should include all information in the title that will make electronic retrieval of the article both sensitive and specific.
2. 2. Authors' names (First, Middle and Last Name in that order) and institutional affiliations. Each author's highest academic degree can be mentioned after the name. .
3. The name of the department(s) and institution(s) to which the work should be attributed.
4. Disclaimers, if any.
5. 5. Corresponding author. The name, mailing address, telephone and fax numbers, and e-mail address of the author responsible for correspondence about the manuscript. The "corresponding author;" would be the "guarantor" for the integrity of the study as a whole. The corresponding author should indicate clearly whether his or her e-mail address is to be published. .
6. 6. The name and address of the author to who requests for reprints should be addressed or a statement that reprints will not be available from the authors..
7. Source(s) of support in the form of grants, equipment, drugs, or all of these.
8. A running head no more than 40 characters (count letters and spaces).
9. Word counts.
A word count for the text only (excluding abstract, acknowledgments, figure legends, and references) allows editors and reviewers to assess whether the information contained in the paper warrants the amount of space devoted to it, and whether the submitted manuscript fits within the journal's word limits. A separate word count for the Abstract is also useful for the same reason.
10. The number of figures and tables. It is difficult for editorial staff and reviewers to tell if the figures and tables that should have accompanied a manuscript were actually included unless the numbers of figures and tables that belong to the manuscript are noted on the title page.

Competing Interest Notification Page

To prevent the information on potential conflict of interest for authors from being overlooked or misplaced, it is necessary for that information to be part of the manuscript. It should therefore also be included on a separate page or pages immediately following the title page.

Declaration of originality, authorship and competing interest on behalf of all authors of the manuscript.

This manuscript is based on original work and had not been published in whole or part, in any print or electronic media or is under consideration of publication in any print or electronic media other than as abstract of conference proceedings. Persons designated as authors must meet all of the following criteria:

1. contributing to the conception and design, or analyzing and interpreting data;
2. drafting the article or revising it critically for important intellectual content; and
3. 3. Approving the final version to be published. Supporting the study or collecting data does not constitute authorship. Authorship based solely on position (e.g., research supervisor, department head) is not permitted.

All persons listed as authors in the manuscript have made substantial contribution, so as to take public responsibility to it, in the production of this manuscript as detailed below:

Contributor	Concept	Study Design	Data Collection	Statistical Analysis	Literature overview	Discussion	Fund Generation
A							
B							
C							

No person who had contributed substantially to the production of this manuscript had been excluded from authorship.

Persons who have contributed partially have been acknowledged in the manuscript.

As corresponding author of this manuscript, I have recorded the statements of each author regarding any competing interest as per the checklist provided. Authors need to disclose details of any financial assistance they have received in order to carry out the study. The role of sponsoring agency in the design, and conduct of the study should

be explained.

Check list for competing interest for each of the authors

	Yes	Nothing to compare
Financial gains		
Ownership interest		
Academic benefits		
Research funding		
Office Assistant		
Other benefits		

There is nothing to declare as competing interest for any of the authors including the corresponding author.

I had full access to all of the data in this study and I take complete responsibility for the integrity of the data and the accuracy of the data analysis.

Signature with nameDate

→ **Abstract and Key Words**

A structured abstract under the subheadings background, objective, material and methods, results, discussion and conclusion should be given. The word limit for the abstract varies according to the type of manuscript. Because abstracts are the only substantive portion of the article indexed in many electronic databases, and the only portion many readers read, authors need to be careful that abstracts reflect the content of the article accurately. .

Key words.

Authors may provide 3 – 5 keywords preferably terms from the Medical Subject Headings (MeSH) list of Index Medicus, after the abstract.

Body of the article

Whenever possible, the text of observational and experimental articles should be divided into sections with the headings Introduction, Methods, Results, and Discussion.

Material and methods

The material and methods section should be written very carefully. It should reflect the authenticity of the work that formed the foundation of the manuscript. The details of the institution where the study was carried out, period of study, whether it was prospective or retrospective, should be mentioned. The source of the subjects, departments, inpatient service or outpatient service that contributed the subjects, source of pathological samples, if drawn from archives etc need to be clearly mentioned. A responsible person from these departments could be one of the authors or they should be acknowledged appropriately. The laboratory methods, source of specific reagents if applicable (for eg. Immunohistochemical studies) should be provided. The authors should clearly state whether informed consent was taken for each subject, and approval of the Institutional Ethics committee was available. (The corresponding author would have to provide documentary evidence to support their claims if they are contested later) In the case of clinical trials, the trials should have been registered with one of the registries. We accept papers on clinical trials only if it had been pre registered with one of the approved registries. See above Kindly mention who had carried out the statistical analysis.

References

The Uniform Requirements style is based largely on an ANSI standard style adapted by the [National Library of Medicine](#) (NLM) for its databases. (7) For **samples of reference** citation formats, authors should consult National Library of Medicine web site. References (print as well as electronic only) should be numbered consecutively in the order in which they are first mentioned in the text. Identify references in text, tables, and legends by Arabic numerals in parentheses. References cited only in tables or figure legends should be numbered in accordance with the sequence established by the first identification in the text of the particular table or figure. The titles of journals should be abbreviated according to the style used in Index Medicus. Consult the list of Journals Indexed for MEDLINE, published annually as a separate publication by the National Library of Medicine. The list can also be obtained through the [Library's web site](#).

Download a [PowerPoint presentation](#) on common reference styles and using the reference checking facility on the manuscript submission site.

Tables

Type each table with double spacing on a separate sheet of paper. Number tables consecutively in the order of their first citation in the text and supply a brief title for each. Do not use internal horizontal or vertical lines. Give each column a short or abbreviated heading. Authors should place explanatory matter in footnotes, not in the heading.

Explain in footnotes all nonstandard abbreviations. For footnotes use the following symbols, in sequence:

*, †, ‡, §, ||, ¶, **, ††, ‡‡

Identify statistical measures of variations, such as standard deviation and standard error of the mean.

Be sure that each table is cited in the text. Do not duplicate data in the table and text.

Illustrations (Figures)

Figures should be either professionally drawn and photographed, or submitted as photographic quality digital files. (e.g. JPEG, GIF) Authors should review the images of such files on a computer screen before submitting them, to be sure they meet their own quality standard. The width of image should be 7.5 cm. Resolution 300 dots per inch, Image should be saved in grey scale unless it is a color image. The image should be cropped to eliminate all unwanted area. No lettering or numbers that reveal the source of the image should be visible on the finished image. Letters, numbers, and symbols on Figures should be clear and even throughout, and of sufficient size that when reduced for publication each item will still be legible. Figures should be made as self-explanatory as possible. Titles and detailed explanations belong in the legends, however, not on the illustrations themselves. Photomicrographs, EEG and EMG traces should have internal scale markers. Symbols, arrows, or letters used in photomicrographs should contrast with the background..

If photographs of people are used, either the subjects must not be identifiable or their pictures must be accompanied by written permission to use the photograph. Whenever possible permission for publication should be obtained.

Figures should be numbered consecutively according to the order in which they have been first cited in the text.

Legends for Illustrations (Figures)

Type or print out legends for illustrations using double spacing, starting on a separate page, with Arabic numerals corresponding to the illustrations. When symbols, arrows, numbers, or letters are used to identify parts of the illustrations, identify and explain each one clearly in the legend. Explain the internal scale and identify the method of staining in photomicrographs.

Cover letter

Manuscripts must be accompanied by a cover letter, which should include the following information.

1. A statement that the submission is based on original work and had not been published elsewhere in whole or part (except as abstract in conference proceedings) or is under consideration of another journal for publication.
2. A statement that the manuscript has been read and approved by all the authors, that the requirements for authorship as stated earlier in this document have been met, and that each author believes that the manuscript represents honest work.
3. A statement that all authors have submitted their statements of possible competing interest as per the checklist appended.
4. The name, address, and telephone number of the corresponding author, who is responsible for communicating with the other authors about revisions and final approval of the proofs.

→ **Peer Review Process**

We are committed to prompt evaluation and publication of scientific papers in Annals of Indian Academy of Neurology. To maintain a high-quality publication, all submissions undergo a meticulous review process. Simultaneous/duplicate submissions of the same manuscript to different journals are not accepted. Manuscripts with contents outside the scope are not considered for review process.

Peer Review Policy:

All manuscripts submitted to Annals of Indian Academy of Neurology [AIAN] undergo double-blind, external peer review, unless they are either out of scope or below threshold for the journal, or the presentation or written English is of an unacceptably low standard. The key characteristics of peer review are listed below:

All submitted manuscripts are reviewed by at least two suitably qualified reviewers. Editors and reviewers involved in the review process are asked to disclose conflicts of interest resulting from direct competitive, collaborative, or other relationships with any of the authors, and remove oneself from cases in which such conflicts preclude an objective evaluation. Privileged information or ideas that are obtained through peer review must not be used for competitive gain.

All publication decisions are made by the journals' editors-in-chief on the basis of the reviews received from the reviewers. Members of the editorial board lend insight, advice and guidance to the editors-in-chief generally and to assist decision making on specific submissions. In addition, editors will have the option of seeking additional reviews when needed. Authors will be informed when editors decide further review is required. Authors of papers that are not accepted are notified promptly.

Journal editorial team provides the administrative support that allows AIAN to maintain the integrity of peer review while delivering rapid turnaround and maximum efficiency

to authors, reviewers and editor alike.

Our peer review process is confidential and identities of reviewers cannot be revealed. Reviewers are requested not to discuss any manuscript received for review from AIAN, with anyone not directly involved in the review process.

In order to accomplish a fair review and avoid bias, the name of the department/institute of the author wherever appearing in the manuscript and the name of the ethical committee of their institutes are masked in the manuscript when submitting for peer review process. Once the peer review process is complete and the manuscript is given acceptance by editorial office for publishing, the above masked details (institutions and departments) are represented back in the manuscripts prior to publication.

→ Protection of Patients' Right to Privacy ▲

Identifying information should not be published in written descriptions, photographs, sonograms, CT scans, etc., and pedigrees unless the information is essential for scientific purposes and the patient (or parent or guardian, wherever applicable) gives informed consent for publication. Authors should remove patients' names from figures unless they have obtained informed consent from the patients. The journal abides by ICMJE guidelines:

- 1) Authors, not the journals nor the publisher, need to obtain the patient consent form before the publication and have the form properly archived. The consent forms are not to be uploaded with the cover letter or sent through email to editorial or publisher offices.
- 2) If the manuscript contains patient images that preclude anonymity, or a description that has obvious indication to the identity of the patient, a statement about obtaining informed patient consent should be indicated in the manuscript.

→ Online Submission of the Manuscripts ▲

We recommend that all manuscripts be submitted online at <http://www.journalonweb.com/aian/> . New authors will have to register as author, which is a simple two step procedure. For online submission, articles should be prepared using a word processor program e.g. Word (MS Office) and saved as text/rtf/doc/pdf files. Do not zip the files or use any file compressor software. The manuscript should be submitted in two files (first page file and article file). Images should be submitted separately. .

First Page File:

Include

1. the title page
2. the declaration regarding authorship and competing interest
3. covering letter and
4. acknowledgement, etc. that may reveal the identity of the authors.

Article file:

The main text of the article, beginning from Abstract till References (including tables) should be in this file. Do not include any information (such as acknowledgement, your names in page headers, etc.) in this file. Limit the file size to 400 kb. Do not incorporate images in the file. If file size is large, graphs can be submitted as images separately without incorporating them in the article file to reduce the size of the file.

Images:

Submit good quality color or black and white images. Each image should be less than 400 kb in size. Size of the image file can be reduced by trimming the image smaller size and to the relevant portion. All image formats (jpeg, tiff, gif, bmp, png, eps, etc.) are acceptable; jpeg is most suitable. Do not zip the files.

Legends:

Legends for the figures/images should be included at the end of the article file.

When the manuscript is submitted online, the contributors' form and copyright transfer form with the signatures of all the contributors have to be submitted through the website (as scanned copy).

We encourage all authors to contact us at editor@annalsofian.org for any clarifications

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