



Neurocirugía

AUTHORS INFORMATION PACK

GUIDE FOR AUTHORS

INTRODUCTION

Neurocirugía (Neurosurgery) is the official Journal of the Spanish Society of Neurosurgery (Sociedad Española de Neurocirugía) (SENEC). It is published every 2 months (6 issues per year).

Neurocirugía will consider for publication, original clinical and experimental scientific works associated with neurosurgery and other related neurological sciences, as well as articles requested from experts, consensus documents and clinical guidelines, clinical cases, opinion articles, and any other information of interest for neurosurgeons.

The Journal is published in two versions (Spanish and English). *Neurocirugía* is indexed in Research Alert Institute, C.A.B., Excerpta Medica, JCR, Index Medicus/Medline, and IBECS.

The Editorial Committee is appointed independently of the governing bodies of the Society. All manuscripts are submitted for review by experts in the field (peer review), separate from the Journal Editorial Committee, and are carried out anonymously (double blind).

We suggest that articles by Spanish authors should comply with the general criteria of Law 14/2007, from 3rd July, for biomedical research (BOE n 159), which protects the rights of individuals who are subjects of research. Clinical assays should be registered with public databases prior to their initiation and patient recruitment, and only after approval of the institutional or regional Clinical Research Ethics Committee. The authors should provide the archive number and database where the assay is registered. For all clinical assays that initiate patient recruitment as of 1 January 2017, registration in public databases will be mandatory. Assays with patient recruitment prior to this date may still be submitted to the Journal for evaluation.

Types of article

Any article submitted to this journal must follow the guidelines outlined in this author's guide, so it is essential to consult it before submitting manuscripts.

FIRST PAGE

Regardless of the type of article or section of this journal, authors must always include **on the first page of the manuscript**, in addition to the title, authors, affiliations, and email address, declarations regarding **Ethical Considerations, Informed Consent, Funding, Conflict of Interests, Use of Artificial Intelligence, and Authorship**.

Declarations are required even if the author considers that such considerations do not exist or are not applicable.

Ethical Considerations. Any article involving experiments with humans will require the author

to declare that all procedures were conducted in accordance with the Helsinki Declaration, relevant laws, and institutional guidelines. The reference number of the study approval by an ethics committee should be included in the Original Articles involving human experimentation. For animal experimentation, compliance with the relevant regulations must also be stated.

This declaration is mandatory in the Original Articles section.

Informed Consent. All articles containing data, photographs, or patient tests, whether anonymized or not, must explicitly mention in the body of the article that informed consent has been obtained from the patient(s) included for reproduction. It should be declared that there are no patient data in the article, or if present, that such data do not violate patient privacy and confidentiality or allow recognition, and that informed consent is in possession. Privacy rights of human subjects must always be respected.

Appropriate consent and permissions must be obtained when presenting one or more cases without experimentation or when an author wishes to include personal details, other information, or images of patients or any individuals in an Elsevier publication. The author must retain written consent forms and provide copies or proof of acquisition upon request.

In clinical cases, informed consent is always required, regardless of whether images are anonymized or not, including radiographs. Any images with patient data always require this declaration.

This obligation applies to all sections except Editorials, Letters to the Editor, and Reviews.

Funding. The author must identify who provided financial support for the research and/or manuscript preparation and briefly describe the role of the sponsor(s), if applicable, in study design; data collection, analysis, and interpretation; manuscript drafting; and decision to submit for publication. If the funding source(s) did not participate in these activities, this should be declared.

This declaration is mandatory in all sections, and if there is no funding, the author must explicitly state that none exists.

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If a member of the Editorial Committee contributes as an author to any submitted manuscript, the responsible editor must state in the conflict of interests section: "As ABC is a member of the Editorial Committee of the journal, they have not participated in or had access to review or acceptance information related to the manuscript."

This declaration is always mandatory and should be made for each participating author.

Use of Generative Artificial Intelligence in Scientific Writing. Any other use is not authorized. See the detailed description later in these guidelines.

This declaration is always mandatory whenever AI is used.

Authorship. Individuals listed as authors must have made substantial contributions. Changes to authorship or order of authors after submission are not allowed without prior justification and approval by the Chief Editor. Refer to the relevant sections later in these guidelines for more details.

BODY OF THE ARTICLE

In addition to including the above declarations on the first page, remember that Ethical Considerations and Consent must also be stated in the Materials and Methods section when experiments involve animals or humans and in the presentation of Clinical Cases.

If experiments involve animals or humans, certain declarations must also be included within the manuscript itself, even if they are already required on the first page. These should always be declared in the Original Articles or Brief Reports (if included), regardless of whether the author believes they do not exist or are not applicable.

Ethics and Informed Consent

In experiments involving humans or animals, the author will declare in the Materials and Methods section of Original Articles, Brief Reports, or Case Series/Reports that the guidelines on Human and Animal Rights described in the “Ethics in Publishing” section of this guide have been followed. Specifically, for human experiments, authors must confirm that the research was conducted according to the World Medical Association’s Declaration of Helsinki, and for animal experiments, that ARRIVE guidelines were followed or that they comply with the Laboratory Animal Use and Care Law and, when applicable, the Animal Welfare Law. Authors should also declare in the Materials and Methods (original or brief report) that they have informed consent and approval from the Clinical Research Ethics Committee (CREC) or the relevant ethics committee, without revealing data that could hinder blind review. Note that Spanish Biomedical Research Law mandates that ethics committees evaluate all biomedical research involving interventions in humans or the use of biological samples.

All articles containing patient data, photographs, or tests, whether anonymized or not, must explicitly state in the body of the manuscript that informed consent has been obtained from the patient(s) for reproduction. Proper consent forms and permissions should be obtained when presenting cases without experimentation or when including personal details or images of patients or individuals in an Elsevier publication. The author must keep written consent forms and provide copies or evidence of their acquisition upon request.

Originals. Empirical studies associated with any aspect of research in the field of Neurosurgery that is in the form of a scientific article, with the following sections: abstract, introduction, Material and methods, Results, and Discussion. The length of the text will be 3,000 words. Besides, it will be included a structured abstract (Spanish and English), 4-6 key words and 30-40 literature references. Besides the text, until 8 Figures or Tables will be accepted. It is recommended that the number of authors does not exceed 6.

Reviews. These types of manuscripts will be specifically commissioned by the Editorial Committee. Authors who wish to collaborate spontaneously in this section should previously consult the Journal Editors. These will be review on relevant and current topics in Neurosurgery with the following structure: Abstract, Introduction, Development and Conclusions. The maximum length of text will be 3,000 words. Besides that an unstructured abstract (in Spanish and in English) of 150 words will be included, as well as the corresponding 4-6 key words, and up to a maximum of 50 literature references will also be included. Besides the text, up to 4 Figures or Tables will be accepted. It is advisable that the number of signing authors does not

exceed 3.

Clinical cases. Cases that make an important contribution to the knowledge of the pathophysiology, aetiology or other aspects of a clinical process. The structure of these articles will be the same as Originals (Introduction, Clinical Case or Cases), Discussion, and Conclusion. The maximum length of the text will be 1,500 words. Besides an unstructured abstract of 150 words will be included and a maximum of 15 literature references. It may include up to a maximum of 3 Tables and/or Figures. The recommended number of authors is 4.

Opinion articles. This section has as its purpose to publish relevant and current topics in Neurosurgery that contain novel aspects for the specialty. The text does not need to be formally structured, but should maintain the narrative logic (introduction, development of the experience and conclusions). The maximum length of text will be 2,000 words. Besides it will include an unstructured resumen/abstract (in Spanish and in English) of 150 words plus the 4-6 corresponding key words. Up to a maximum of 15 literature references will also be included. Besides the text, up to 2 Figures or Tables will be accepted.

Letters to the Editor. These will refer to works published in the Journal and will contribute opinions, observations or experiences which due to their characteristics may be summarized in a short text. The maximum length will be 1,000 words of text, with no abstract, including a maximum of 5 literature references. The maximum number of authors will be 4. One Figure or Table will be accepted.

Editorials. Opinion articles written by the request of the Editorial Committee. They must not be longer than 1,000 words and with up to 8 literature references. Its subject should be related with original articles published in the Journal, or on topics of general interest. It will include a maximum of 10 literature references. It will not contain any Figures or Tables, except in special cases where they are essential to improve the understanding of the text.

Other sections. The Journal includes other sections: Special Articles, which are commissioned by the Editorial Committee, or Clinical Practice Guidelines or Consensus Statements. Authors who wish to collaborate spontaneously in any of these sections should previously consult the Editors associated with the Journal.

Contact details for submission

All manuscripts must be submitted online through <https://www.editorialmanager.com/neurocirugia>

Language

This journal is published in Spanish and in English language.

Submission checklist

You can use this list to carry out a final check of your submission before you send it to the journal for review. Please check the relevant section in this Guide for Authors for more details.

Ensure that the following items are present:

One author has been designated as the corresponding author with contact details:

- E-mail address
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All necessary files have been uploaded:

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- Include keywords
- All figures (include relevant captions)
- All tables (including titles, description, footnotes)
- Ensure all figure and table citations in the text match the files provided
- Indicate clearly if color should be used for any figures in print

Graphical Abstracts / Highlights files (where applicable)

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Further considerations

- Manuscript has been 'spell checked' and 'grammar checked'
- All references mentioned in the Reference List are cited in the text, and vice versa

-Permission has been obtained for use of copyrighted material from other sources (including the Internet)

- A competing interests statement is provided, even if the authors have no competing interests to declare
- Journal policies detailed in this guide have been reviewed

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Ethics in publishing

Please see our information pages on [Ethics in publishing](#) and [Ethical guidelines for journal publication](#).

Studies in humans and animals

If the work involves the use of human subjects, the author should ensure that the work described has been carried out in accordance with [The Code of Ethics of the World Medical Association](#) (Declaration of Helsinki) for experiments involving humans. The manuscript should be in line with the [Recommendations for the Conduct, Reporting, Editing and Publication of Scholarly Work in Medical Journals](#) and aim for the inclusion of representative human populations (sex, age and ethnicity) as per those recommendations. The terms [sex and gender](#) should be used correctly.

Authors should include a statement in the manuscript that informed consent was obtained for experimentation with human subjects. The privacy rights of human subjects must always be observed.

All animal experiments should comply with the [ARRIVE guidelines](#) and should be carried out in accordance with the U.K. Animals (Scientific Procedures) Act, 1986 and associated guidelines, [EU Directive 2010/63/EU for animal experiments](#), or the National Institutes of Health guide for the care and use of Laboratory animals (NIH Publications No. 8023, revised 1978) and the authors should clearly indicate in the manuscript that such guidelines have been followed. The sex of animals must be indicated, and where appropriate, the influence (or association) of sex on the results of the study.

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Declaration of interest

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Sex and gender reporting

Reporting guidance

For research involving or pertaining to humans, animals or eukaryotic cells, investigators should integrate sex and gender-based analyses (SGBA) into their research design according to funder/sponsor requirements and best practices within a field. Authors should address the sex and/or gender dimensions of their research in their article. In cases where they cannot, they should discuss this as a limitation to their research's generalizability. Importantly, authors should explicitly state what definitions of sex and/or gender they are applying to enhance the precision, rigor and reproducibility of their research and to avoid ambiguity or conflation of terms and the constructs to which they refer (see Definitions section below). Authors can refer to the [SSex and Gender Equity in Research \(SAGER\) guidelines](#) and the [S SAGER guidelines checklist](#). These offer systematic approaches to the use and editorial review of sex and gender information in study design, data analysis, outcome reporting and research interpretation - however, please note there is no single, universally agreed-upon set of guidelines for defining

sex and gender.

Definitions

Sex generally refers to a set of biological attributes that are associated with physical and physiological features (e.g., chromosomal genotype, hormonal levels, internal and external anatomy). A binary sex categorization (male/female) is usually designated at birth ("sex assigned at birth"), most often based solely on the visible external anatomy of a newborn. Gender generally refers to socially constructed roles, behaviors, and identities of women, men and gender-diverse people that occur in a historical and cultural context and may vary across societies and over time. Gender influences how people view themselves and each other, how they behave and interact and how power is distributed in society. Sex and gender are often incorrectly portrayed as binary (female/male or woman/man) and unchanging whereas these constructs actually exist along a spectrum and include additional sex categorizations and gender identities such as people who are intersex/have differences of sex development (DSD) or identify as non-binary. Moreover, the terms "sex" and "gender" can be ambiguous—thus it is important for authors to define the manner in which they are used. In addition to this definition guidance and the SAGER guidelines, the [Sresources on this page](#) offer further insight around sex and gender in research studies.

Authorship

All authors should have made substantial contributions to all of the following: (1) the conception and design of the study, or acquisition of data, or analysis and interpretation of data, (2) drafting the article or revising it critically for important intellectual content, (3) final approval of the version to be submitted.

Changes to authorship

Authors are expected to consider carefully the list and order of authors **before** submitting their manuscript and provide the definitive list of authors at the time of the original submission. Any addition, deletion or rearrangement of author names in the authorship list should be made only **before** the manuscript has been accepted and only if approved by the journal Editor. To request such a change, the Editor must receive the following from the **corresponding author**: (a) the reason for the change in author list and (b) written confirmation (e-mail, letter) from all authors that they agree with the addition, removal or rearrangement. In the case of addition or removal of authors, this includes confirmation from the author being added or removed.

Only in exceptional circumstances will the Editor consider the addition, deletion or rearrangement of authors **after** the manuscript has been accepted. While the Editor considers the request, publication of the manuscript will be suspended. If the manuscript has already been published in an online issue, any requests approved by the Editor will result in a corrigendum.

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In line with the position of the International Committee of Medical Journal Editors, the journal will not consider results posted in the same clinical trials registry in which primary registration resides to be prior publication if the results posted are presented in the form of a brief structured (less than 500 words) abstract or table. However, divulging results in other circumstances (e.g., investors' meetings) is discouraged and may jeopardise consideration of the manuscript. Authors should fully disclose all posting in registries of results of the same or closely related work.

Reporting clinical trials

Randomized controlled trials should be presented according to the CONSORT guidelines. At manuscript submission, authors must provide the CONSORT checklist accompanied by a flow diagram that illustrates the progress of patients through the trial, including recruitment, enrollment, randomization, withdrawal and completion, and a detailed description of the randomization procedure. The [CONSORT checklist and template flow diagram](#) are available online.

Registration of clinical trials

Registration in a public trials registry is a condition for publication of clinical trials in this journal in accordance with [International Committee of Medical Journal Editors](#) recommendations. Trials must register at or before the onset of patient enrolment. The clinical trial registration number should be included at the end of the abstract of the article. A clinical trial is defined as any research study that prospectively assigns human participants or groups of humans to one or more health-related interventions to evaluate the effects of health outcomes. Health-related interventions include any intervention used to modify a biomedical or health-related outcome (for example drugs, surgical procedures, devices, behavioural treatments, dietary interventions, and process-of-care changes). Health outcomes include any biomedical or health-related measures obtained in patients or participants, including pharmacokinetic measures and adverse events. Purely observational studies (those in which the assignment of the medical intervention is not at the discretion of the investigator) will not require registration.

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PREPARATION

Peer review

This journal operates a double anonymized review process. All contributions will be initially assessed by the editor for suitability for the journal. Papers deemed suitable are then typically sent to a minimum of two independent expert reviewers to assess the scientific quality of the paper. The Editor is responsible for the final decision regarding acceptance or rejection of articles. The Editor's decision is final. Editors are not involved in decisions about papers which they have written themselves or have been written by family members or colleagues or which

relate to products or services in which the editor has an interest. Any such submission is subject to all of the journal's usual procedures, with peer review handled independently of the relevant editor and their research groups. [More information on types of peer review](#).

Double-blind review

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Use of word processing software

It is important that the file be saved in the native format of the word processor used. The text should be in single-column format. Keep the layout of the text as simple as possible. Most formatting codes will be removed and replaced on processing the article. In particular, do not use the word processor's options to justify text or to hyphenate words. However, do use bold face, italics, subscripts, superscripts etc. When preparing tables, if you are using a table grid, use only one grid for each individual table and not a grid for each row. If no grid is used, use tabs, not spaces, to align columns. The electronic text should be prepared in a way very similar to that of conventional manuscripts (see also the [Guide to Publishing with Elsevier](#)). Note that source files of figures, tables and text graphics will be required whether or not you embed your figures in the text. See also the section on Electronic artwork.

To avoid unnecessary errors you are strongly advised to use the 'spell-check' and 'grammar-check' functions of your word processor.

Article structure

Subdivision - unnumbered sections

Divide your article into clearly defined sections. Each subsection is given a brief heading. Each heading should appear on its own separate line. Subsections should be used as much as possible when cross-referencing text: refer to the subsection by heading as opposed to simply 'the text'.

Introduction

State the objectives of the work and provide an adequate background, avoiding a detailed literature survey or a summary of the results.

Material and methods

Provide sufficient details to allow the work to be reproduced by an independent researcher. Methods that are already published should be summarized, and indicated by a reference. If quoting directly from a previously published method, use quotation marks and also cite the source. Any modifications to existing methods should also be described.

Results

Results should be clear and concise.

Discussion

This should explore the significance of the results of the work, not repeat them. A combined Results and Discussion section is often appropriate. Avoid extensive citations and discussion of published literature.

Conclusions

The main conclusions of the study may be presented in a short Conclusions section, which may stand alone or form a subsection of a Discussion or Results and Discussion section.

Appendices

If there is more than one appendix, they should be identified as A, B, etc. Formulae and equations in appendices should be given separate numbering: Eq. (A.1), Eq. (A.2), etc.; in a subsequent appendix, Eq. (B.1) and so on. Similarly for tables and figures: Table A.1; Fig. A.1, etc.

Essential title page information

- **Title.** Concise and informative. Titles are often used in information-retrieval systems. Avoid abbreviations and formulae where possible.
- **Author names and affiliations.** Please clearly indicate the given name(s) and family name(s) of each author and check that all names are accurately spelled. You can add your name between parentheses in your own script behind the English transliteration. Present the authors' affiliation addresses (where the actual work was done) below the names. Indicate all affiliations with a lower-case superscript letter immediately after the author's name and in front of the appropriate address. Provide the full postal address of each affiliation, including the country name and, if available, the e-mail address of each author.
- **Corresponding author.** Clearly indicate who will handle correspondence at all stages of refereeing and publication, also post-publication. This responsibility includes answering any future queries about Methodology and Materials. **Ensure that the e-mail address is given and that contact details are kept up to date by the corresponding author.**
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Highlights are optional yet highly encouraged for this journal, as they increase the discoverability of your article via search engines. They consist of a short collection of bullet points that capture the novel results of your research as well as new methods that were used during the study (if any). Please have a look at the examples here: [example Highlights](#).

Highlights should be submitted in a separate editable file in the online submission system. Please use 'Highlights' in the file name and include 3 to 5 bullet points (maximum 85 characters, including spaces, per bullet point).

Structured abstract

A structured abstract, by means of appropriate headings, should provide the context or background for the research and should state its purpose, basic procedures (selection of study subjects or laboratory animals, observational and analytical methods), main findings (giving specific effect sizes and their statistical significance, if possible), and principal conclusions. It should emphasize new and important aspects of the study or observations.

The headings will consist of: «Introduction and Objectives», «Patients or Materials and Methods», «Results» y «Conclusions».

Graphical abstract

Although a graphical abstract is optional, its use is encouraged as it draws more attention to the online article. The graphical abstract should summarize the contents of the article in a concise, pictorial form designed to capture the attention of a wide readership. Graphical abstracts should be submitted as a separate file in the online submission system. Image size: Please provide an image with a minimum of 531 × 1328 pixels (h × w) or proportionally more. The image should be readable at a size of 5 × 13 cm using a regular screen resolution of 96 dpi. Preferred file types: TIFF, EPS, PDF or MS Office files. You can view [Example Graphical Abstracts](#) on our information site.

Keywords

Immediately after the abstract, provide a maximum of 6 keywords, using British spelling and avoiding general and plural terms and multiple concepts (avoid, for example, 'and', 'of'). Be sparing with abbreviations: only abbreviations firmly established in the field may be eligible. These keywords will be used for indexing purposes.

Abbreviations

Define abbreviations that are not standard in this field in a footnote to be placed on the first page of the article. Such abbreviations that are unavoidable in the abstract must be defined at their first mention there, as well as in the footnote. Ensure consistency of abbreviations throughout the article.

Acknowledgements

Collate acknowledgements in a separate section at the end of the article before the references and do not, therefore, include them on the title page, as a footnote to the title or otherwise. List here those individuals who provided help during the research (e.g., providing language help, writing assistance or proof reading the article, etc.).

Formatting of funding sources

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