

INSTRUCTIONS FOR AUTHORS

Epilepsy & Seizure (E&S) is the official web journal of the Japan Epilepsy Society (JES). The Journal publishes original articles on all aspects of epilepsy; clinical and experimental.

AIMS AND SCOPE

The main academic aim of E&S is to disseminate the knowledge on epilepsy globally, promote research on epilepsy, and provide the latest updates on diagnosis, treatment and management of people with epilepsy. Another aim related to contribution to the society is to increase public awareness of the socio-psychological burden and impact of epilepsy on people and society, to communicate to the public of new clinical and research developments in epilepsy, and to voice the opinions of people with epilepsy.

EDITORIAL POLICY

1) **E&S** is an open-access web journal aimed primarily for the publication of original research in clinical epileptology and the basic sciences related to it. These include relevant fields of medical, psychological, and social sciences. Important case reports, review articles, editorials and letters to the editor discussing published papers are also published.

2) Manuscripts will be subject to external peer reviews. Acceptance of submitted manuscripts is not guaranteed. At least two reviews are generally obtained for these submissions; additional reviews may be sought at the discretion of the editors. In general, a decision will be made within 3 months of receipt.

3) The work described is consistent with the Journal's ethical guidelines (see below). The editors reserve the right to require authors submit their original data for comparison with the descriptions in the manuscript. Discovery of failure to comply will result in rejection of the manuscript, retraction of the published article, and/or a ban on future submissions by the author(s).

4) Papers submitted to **E&S** are accepted with the understanding that the material described in the manuscript has not been previously published, except in abstract form, and that it is not simultaneously under consideration by any other journal. As a condition of publication, the copyright of the articles is transferred from the authors to the Publisher, The Japan Epilepsy Society.

TYPES OF MANUSCRIPTS

The following types of material are considered for publication:

a. Full Length Original Research Articles. These articles are not limited in length, but authors should aim for presenting clearly and concisely. Tables and figures that enhance clarity are encouraged.

b. Brief Communications. These articles (including short studies, small series, and case reports) should describe previously unpublished materials. The papers are limited to 1500 words, 15 references, and not more than 3 figures and tables (combined). Case reports and small series will be considered if judged by the editors to be of exceptional readership interest.

c. Critical Reviews and Commentaries. The Editor-in-Chief encourages submission of reviews and commentary on both topical and controversial issues. Authors planning or proposing such papers should consult with the Editor-in-Chief before submitting the manuscripts.

d. Mini Reviews. These are short review articles generally invited by the Editor-in-Chief. Authors wishing to submit a mini review should consult with the Editor-in-Chief in advance. The papers are limited to 1500 words, 15 references, and not more than 3 figures and tables (combined).

e. Letters to the Editor. Letters in response to articles published are welcome. Letters containing original research could be also submitted. Letters are limited to 750 words, 5 references, and 1 figure or table. Letters may be published in a shortened form at the discretion of the Editor-in-Chief.

f. Public Forum. This category contains three types of manuscripts aiming at a broad readership, not only people related to epilepsy but also the public.

- *Journal club:* One article of interest related directly or indirectly to epilepsy is selected, and commented in simple language regarding its impact on future clinical care and research. This type of contribution is limited to 800 words, 3 references including the selected article, and 1 table or figure (clarify copyright if reproducing a figure).
- *Keyword:* One recent talking point is selected and commented in simple language regarding the connection of the word or term with epilepsy. This type of contribution is limited to 800 words, 3 references including the source article of the keyword, and 1 table or figure (clarify copyright if reproducing a figure).
- *Voices.* This category provides a forum for people with epilepsy and their families or caregivers to voice their experience and opinions. The papers should generally be brief, of approximately 2000 words, not more than 10 references, and not more than 2 figures and tables (combined).

MANUSCRIPT PREPARATION

1) General Style

Manuscripts must be submitted in English. Writers not fluent in English should seek assistance to ensure proper grammar and syntax. International non-proprietary (generic) names should be used when referring to drugs; avoid proprietary (brand) names. All abbreviations should be spelled out fully at first mention. Spell out numbers below 10 and all numbers that are used to begin a sentence; use Arabic numerals for numbers above 10 and for units of measure.

2) Manuscript Format

Manuscripts (text, references, and tables) should be prepared using a Microsoft Word document. Place the lead author's name and the page number in the upper right hand corner of each page. Begin numbering with the Title Page as #1, and number pages consecutively including references, figure legends, and tables. Texts and references should be double-spaced, and be composed in 11-12 point font. When generating a revised manuscript, identify the altered portions of the manuscript with yellow highlight.

Full Length Original Research Reports and Brief Communications

1) **Title Page** includes the following information: full title of the manuscript; authors' names; institutional affiliation for each author; contact information for the corresponding author (name, address, telephone number, fax number, e-mail address); running head (no more than 40 characters and spaces in length); word count of the text main body; number of tables and figures; and number of references.

2) **Abstract** must be no more than 250 words (150 words for Brief Communications). The summary of Full Length Original Research reports should consist of four sections, labelled: Purpose; Methods; Results; Discussion. This structured summary should describe concisely and specifically. To promote brevity, authors may use phrases rather than complete sentences. The summary for Brief Communications is not structured, but should cover the same topics as the structured summary. The Abstract should be followed by 3-6 Key Words.

3) **Introduction** should state the objectives of the study clearly and briefly.

4) The research **methods** should be provided in sufficient detail that the work can be duplicated; alternatively, give references to previous comprehensive descriptions. Identify the statistical procedures that were used and the rationale for choosing a particular method, especially if it is not standard. Reports of experimental studies on humans must explicitly certify that the research received prior approval by the appropriate institutional review board and that informed consent was obtained from

each volunteer or patient. Studies involving animals must include an explicit statement that animal care and use conformed to institutional policies and guidelines.

5) **Results** should be reported fully and concisely, in a logical order. There should be no duplication in text, tables and figures. When appropriate, give sample numbers, the range and standard deviation (or mean error) of measurements, and significance values for compared populations.

6) **Discussion** should provide an interpretation of the results and assess their significance in relation to previous work in the field. Conclusions should be supported by the results obtained in the study. Label speculation clearly, and avoid speculation not warranted by experimental results. Discuss the significance of the data for understanding and/or treating epilepsy.

7) **Acknowledgements** should be brief and should precede the references. In addition, each author should provide full disclosure of any conflicts of interest.

8) **References** should be cited in the text by numbers in brackets, in order of appearance and follow the Vancouver Style. All names should be given in the reference list. Only articles that have been published or have been accepted for publication should be included in the references. Unpublished results or personal communications should be cited as such in the text. Authors are responsible for the accuracy of references. Examples are as follows:

[1] Koutroumanidis M, Koepp MJ, Richardson MP, Camfield C, Agathonikou A, Ried S, Papadimitriou A, Plant GT, Duncan JS, Panayiotopoulos CP. The variants of reading epilepsy. A clinical and video-EEG study of 17 patients with reading-induced seizures. *Brain* 1998; 121: 1409-1427.

[2] Ueda Y, Yokoyama H, Nakajima A, Takaki M, Nagatomo K, Doi T, James Willmore L. In vivo EPR estimation of bilateral hippocampal antioxidant ability of rats with epileptogenesis induced by amygdalar FeCl₃ microinjection. *Epilepsia* Published online: 9-Jun-2007; doi:10.1111/j. 1528-1167. 2007.01141.x

[3] Rodin EA. *The prognosis of patients with epilepsy.* Thomas, Springfield, 1968.

[4] Kanemoto K. Postictal psychoses, revisited. In Trimble M, Schmitz B (eds) *The neuropsychiatry of epilepsy*, Cambridge Univ Press, Cambridge, 2002, p.117-131.

9) **Figure legends** should be on a separate page. Number each legend sequentially to conform to the figure number (i.e., Figure 1). The legend should provide a brief description of the figure, with explanation of all symbols and abbreviations. Written permission to use non-original material must be obtained by the authors and included when the manuscript is submitted. Credit for previously-published material (author(s), date, journal/book title, publisher) must be included in the legend.

10) **Tables** should be presented together at the end of the manuscript, with each table on a separate manuscript page. Each table should be given a number and a descriptive title. Notes and explanations of abbreviations should be below the table. Do not duplicate data given in the text and/or in figures. Written permission must be submitted with the manuscript if non-original material is to be reproduced; credit to the original source must be explicitly included in the table notes.

11) **Figures**, line drawings (including line graphs, bar graphs, and simple diagrams), complex figures (in color, in half-tone, and in black and white), EEGs and other recorded traces, and diagrams, should be saved individually as separate image files, with file names that include the first author's last name and the figure number as referenced in the text (i.e., Akimoto_ig1.tif). Each figure must have a minimum resolution of 300 dpi. Lettering should be large enough to be clearly legible when the figure is reduced for publication. Such figures must also be labelled appropriately. For multi-part figures, label the parts with A, B, C, etc.

When relevant, include calibration information. The maximum size of any figure in the Journal is 40 mega pixels. In order to assure consistency through the Journal, the Editor-in-Chief reserves the right to re-draw figures with appropriate font type and size, and with colors. Photographs of patients should not reveal patient identity.

Critical Reviews (including Mini Reviews) and Commentaries

Reviews, Mini Reviews, and Commentaries should generally begin with a brief (less than 200 words) summary of the contents. The summary (unstructured) should provide the reader with an abstract of the main points of the paper. The Summary should be followed by a list of 3-6 key words. There is no designated structure for the body of the paper. Use of sub-headings to separate major sections and to facilitate clarity is preferable. Styles of other sections should be equivalent to those of Full Length Original Research Reports.

Letters to the Editor

Letters to the Editor should have no summary. The text should be brief and contain no headings. Formats for references, tables and figures should follow those described for Full Length Original Research Reports.

Journal Club and Keyword

Journal Club and Keyword do not require a summary, and should not exceed 800 words. Formats for references, tables and figures should follow those described for Full Length Original Research Reports.

Voices

Voices should have a short summary of less than 200 words. There is no designated structure for the body of the paper. Styles of other sections should follow those described for Full Length Original Research Reports.

COVER LETTER

Each manuscript should be accompanied with a cover letter addressed to the Editor-in-Chief with your submission. The cover letter includes the following information: full title of the manuscript; authors' names; institutional affiliation for each author; contact information for the corresponding author (name, address, telephone number, fax number, e-mail address); number of tables and figures; and number of references. The format can be downloaded from **E&S** (<http://www.jstage.jst.go.jp/browse/eands/>) or the official website of the Japan Epilepsy Society (<http://square.umin.ac.jp/jes/en/>).

MANUSCRIPT SUBMISSION

Manuscripts should be submitted to the Editor-in-Chief, Shinichi Hirose by e-mail attachments (e-mail: jes.editorial@gmail.com). Separate files should be submitted for: 1) cover letter to editors in MS Word format, 2) manuscript text in MS Word format (figure legends and tables can be incorporated with the body of the text), and 3) each figure in GIF, BMP, JPEG or TIF format. Each file should be given a label that includes the first author's last name and the nature of the file (i.e., Shimazono-manuscripttext.doc; Seino-Fig1.tif).

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corresponding author must refer to the following in CTF; a) the work described is consistent with the Journal's guidelines for ethical publication (see below), b) all co-authors have been substantively involved in the study and all co-authors have seen and approved the submitted version of the paper and accept responsibility for its content, c) full disclosure of any conflict of interest as a part of the submitted manuscript.

PROOFS

After formal acceptance of the article, proofs are mailed electronically and must be returned within three days of receipt. Late return of proofs will cause considerable delay in the publication of the article. It is the authors' responsibility to make sure that all information given is accurate.

FAST TRACK PUBLICATION

E&S offers expedited review and publication on request, for short communications. Authors wishing to submit a manuscript for fast track processing should state the reason clearly in the cover letter. If approved by the editorial board for fast track processing, the first decision will be available within two weeks of submission.

ETHICAL GUIDELINES

1) Authorship

E&S follows the guidelines of the International Committee of Medical Journal Editors regarding criteria for authorship (<http://www.ICMJE.org>). The author list should include those individuals who have made substantial intellectual/conceptual contributions to the work.

We discourage the inclusion of "honorary" authors (individuals who are listed as authors but have not contributed to the work/manuscript) and "ghost" authorship (individuals who have substantively contributed to the work/manuscript but are not listed as authors or contributors).

2) Funding

Sources of funding should always be disclosed in the Acknowledgements section. Sources may include government funding agencies, institutions and/or departments, private industry, and charitable organizations and foundations. Funding for all authors should be acknowledged.

3) Procedures involving human or animal subjects

The authors should include within the manuscript an explicit statement indicating that the submitted study was approved by the relevant research ethics committee or institutional review board. In all cases, information and images derived from individual patients must be presented with assurance of appropriate consent and with details removed that might reveal identity of the individual.

4) Disclosure

The authors are required to disclose associations which might affect their ability to present and/or interpret data objectively, particularly financial ties to funding sources for the work under review.

5) Research Misconduct (data fabrication/falsification)

E&S will attempt to ensure that any allegations of misconduct are properly investigated. In the case of any allegation, authors will be given a right to respond. While **E&S** is limited in its ability to investigate misconduct, we will alert appropriate bodies and encourage them to investigate.

6) Plagiarism, Duplication, and Redundant Publication

E&S requires that the work submitted is the authors' own work and has not been misappropriated. When previously published material is used, appropriate credit must be given and written permission obtained. Authors must provide a signed Copyright Transfer Form (CTF) when the manuscript is

accepted. The CTF states clearly that the contents are the author's original works. Duplication of published material and redundant publication must be prevented. Ensure that the material contained in a submitted article has not been previously published and is not being considered for publication elsewhere.

7) Peer Review

E&S is committed to a peer-review system that is fair to the author and enhances the value of the articles published in the Journal. Reviewer identity is kept confidential. Reviewers are chosen for their expertise in the field. If there are any conflicts of interest, authors can appeal to the Editors-in-Chief to seek additional reviewer. While the Editor-in-Chief reserves the right to make the final decision to accept or reject an article, appeals will be seriously considered.

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