

INSTRUCTIONS FOR AUTHORS

GENERAL INFORMATION

Acta Neurobiologiae Experimentalis publishes original brain research papers. The language of the journal is English in the American spelling and usage. It should be noted that all submitted manuscripts must be concisely written.

Reports of five categories of articles are accepted:

- **research papers;**
- **short communications;**
- **technical communications;**
- **review articles;**
- **theoretical articles.**

POLICY ISSUES

Copyright

Acta Neurobiologiae Experimentalis will publish original works only. The authors must complete and sign **ANE Copyright Assignment** (available at www.ane.pl) and send it to the Editorial Office immediately after final acceptance of the article. If a submitted manuscript contains previously published material, the authors should obtain the **copyright holder/previous publisher's permission** to republish this material, both in print and on-line.

Ethical policies

For studies using human subjects, manuscripts must be accompanied by a statement that the experiments were conducted with the understanding and written consent of each subject. The authors should be aware of the Code of Ethics of the World Medical Association (Declaration of Helsinki, updated 2004 – available at: www.wma.net/e/policy/b3.htm). If the Authors received written approval of an Ethics Committee for conducting the research, it should be cited.

For studies using animal subjects, the methods section should clearly indicate that adequate measures were taken to minimize pain or discomfort. Experiments should be conducted in accordance with the European Communities Council Directive 86/609/EEC or with the Guidelines of the U.S. Public Health Service and NIH regarding the care and use of animals for experimentation. If in the country where the research was done there are functioning Committees for Animal Experimentation, Authors should obtain the opinion of such a Committee on the acceptability of the research and state this in the “Methods” section.

The editors reserve the right to reject a manuscript if there are doubts about whether ethically appropriate experimental procedures were used.

SUBMISSION PROCEDURE

We strongly recommend an on-line submission (see our web site www.ane.pl for on-line submission info) with a parallel submission of a hard copy. Authors should fill ANE Information Sheet (available at <http://www.ane.pl>) and send it to ANE Editorial Office *via* email (m.galysz@nencki.gov.pl) when submitting their manuscript.

One copy of the manuscript should be sent together with a cover letter and the electronic version of the manuscript on CD-R to the Chief Editor:

Krzysztof Turlejski
Acta Neurobiologiae Experimentalis
Editor-in-Chief
Nencki Institute of Experimental Biology
3 Pasteur St.
02-093 Warsaw
Poland

On-line submission

An article submitted on-line should be sent as two separate files (one containing text only and the other with illustrations in TIFF or EPS format, compressed in zip file). This copy will be used only for the reviewing process.

Hard copy submission

The electronic version of the manuscript that accompanies the hard copy should contain text, figures, tables and figure legends **as separate files**. Please do not import any graphics or tables into the text file! MS Word or RTF format for the text file is required.

The author(s) last name(s), the title of the manuscript and the figure number should be written in pencil on the back side of the hard copy of each figure in the lower left-hand corner. The author should also indicate the top and bottom edges of the figure.

CD-R should be labeled with the author's name and article's title. Please ensure that the file on the disc reflects your final version of the manuscript.

ORGANIZATION OF THE MANUSCRIPT

Original research papers

The manuscript of a research paper should be organized according to the following order of headings:

- Title, name, affiliation, address and running title
- Abstract and key words
- Introduction
- Methods
- Results
- Discussion
- Conclusion(s)
- References (beginning on a new page)
- Tables (on separate pages)
- Figures (on separate pages, preceded by a separate figure caption(s) page)

Manuscripts submitted as research papers should be of at least 12 double-spacing pages.

Title, name, affiliation, and running title

The first page of the manuscript should contain the following information: title of the manuscript, name(s) of the author(s) with full first name(s), departmental and institutional affiliation(s), and address(es). An email address of the corresponding author should be indicated. Multiple authors having different affiliations may be linked to their respective affiliations through the use of numerical superscripts.

The title should be a succinct description of the work reported containing the subject species used in the experiments and be no more than 100 characters in length. A running title of no more than 45 characters should be included.

Abstract and key words

The second page of the manuscript should contain the abstract, a brief description of the contents of the manuscript that should not exceed 150 words. The abstract page should be titled with the word “abstract” followed by a single, non-indented paragraph of the abstract itself. References and numerical statistical values are not usually permitted in the abstract. Only very obvious abbreviations are permitted without definition in the abstract (e.g. CNS, EEG). A list of key words suitable for indexing should be typed below the abstract.

Introduction

On the page following that of the abstract, the main body of the paper should begin with an introduction to the empirical work. The purpose of the introduction is to explain the rationale or justification of the work described in the manuscript. It should present convincing evidence that the study was worth doing and the approach to the problem is valid. Extensive reviews of literature in the Introduction are usually not appropriate. Only those reports of experiments and theories that are directly related to the variables investigated in the manuscript should be cited.

Methods

This section immediately follows the introduction and should be titled with the word “Methods”. The methods section should clearly convey the exact empirical strategy so that a competent and knowledgeable reader could replicate the study.

When the methods section is brief, all description of the empirical manipulations may be combined. However, this section may be divided into parts subtitled “Subjects”, “Apparatus”, “Reagents” and “Procedures”. When describing the subject organisms used in the experiment, their species, race or strain, number, sex and age should be indicated. Weight and any general conditions relating to their housing or maintenance may be also indicated if necessary. Only critical equipment used in both collection and preliminary analyses of the presented data should be identified by name, manufacturer and model number. Description of procedures should clearly indicate the sequence of empirical events.

The independent and dependent variables should be defined, and their units indicated using the International System of Units (SI) – see Barry N. Taylor “Guide for the Use of the International System of Units (SI)” available at: <http://physics.nist.gov/cuu/pdf/sp811.pdf>. Particular methods of scaling or mathematical transformations should be specified, and a brief statement of the type of statistical analysis should be included.

Results

This section immediately follows the methods and should be titled with the word “Results”. All measurements should be expressed according to the SI System, except when exceptions are permitted by conventions concerning specific areas. The results section should present the essential, objective results with discussion limited to necessary explications of the findings.

Subdivision of this section is permitted when complex data and/or analyses warrant. However, the manner of subdivision should follow a coherent scheme, such as procedural sequence or various types of dependent measures.

The use of figures and tables should be selective, and careful consideration should insure that obvious or redundant findings are not included among figures, tables and text.

Significant statistical results should be integrated within the narrative. Analysis of variance tables are usually not acceptable unless extremely complex analyses are reported.

The author should show the approximate place for figures and tables by indicating with a pencil the figure or table number in the left hand margin or through the use of other appropriate directions within the text.

The report of statistical information should be guided by the following rules:

1. It is suggested that statistically significant findings include the name of the statistical test, the degrees of freedom and the confidence level of the Type I error. Indicating the degrees of freedom by **subscripts**, the format for statistical data should be as follows:

- ($t_{14}=5.83, P<0.01$)
- ($F_{3,92}=4.31, P<0.001$)

Note that the letter of the test (e.g., t , F) and the probability symbol (P) are italicized in the journal.

2. If the statistical test is non-significant, simply state that it was not significant so that the reader is given a report of the complete experimental design. For example, if the main effects in a two-way analysis of variance are significant, but the interaction is not, it is critical to give not only the values of the significant effect but also a statement that their interaction was not significant.

Authors of ablation, injection and registration studies must provide figures showing reconstructions of the area involved.

Discussion

This section immediately follows the results and is titled with the word "Discussion". It is rarely divided into subsections. The discussion should indicate the extent to which the results confirmed predictions based upon the previous literature reviewed in the introduction section. Accordingly, the discussion should be limited to those empirical and theoretical issues for which data are provided.

Conclusion(s)

This section immediately follows the discussion. Summarize major findings of the study and their practical usefulness.

Acknowledgement(s)

Acknowledgement(s) of assistance in aspects of the research should be given after the discussion and be clearly labeled. A statement describing the source of financial support may then be indicated, if appropriate.

References

This section should begin on a new page, titled with the word "References", and only those references that were cited in the text should be listed. Please do not use periods after authors' initials! Reference list should contain only articles published or in press. Citing unpublished data or submitted manuscripts is allowed only in the text, if phrase "unpublished results" is provided in parentheses, e.g.: Jones and Smith (unpublished results)

Articles, books and book chapters are alphabetized by the first author's surname in the reference section. The following are correct citation forms:

Journal articles

Journal names are abbreviated according to Medline standard (see PubMed for appropriate abbreviation of journal names).

Kundrotiene J, Wagner A, Liljequist S (2004) Fluoro-Jade and TUNEL staining as useful tools to identify ischemic brain damage following moderate extradural compression of sensorimotor cortex. *Acta Neurobiol Exp (Wars)* 153–162.

Salehi A, Swaab DF (1999) Diminished neuronal metabolic activity in Alzheimer’s disease. *J Neural Transm* 106: 955–986.

Book chapters

Note that the page numbers of the relevant chapters are indicated.

Skangiel-Kramska J (2001) Glutamatergic and GABAergic systems in the adult barrel cortex plasticity. In: *Plasticity of Adult Barrel Cortex* (Kossut M, ed.). FP Graham Publishing Co., Johnson City, p. 199–225.

Books

Katzman R, Bick K (2000) *Alzheimer Disease: The Changing View*. Academic Press, San Diego.

Non-English Literature

When citing literature written in a language other than English, the title of the article should be translated into English and the original language shown in parentheses.

Velasco F, Gomez J, Zarranz J, Lambarki I, Ugalde J (2004) Asterixis in focal brain lesions (in Spanish). *Neurologia* 19: 225–229.

Non-Roman alphabet

When citing literature written in a language employing a non-Roman alphabet, the title of the article should be translated into English and the original language shown in parentheses. Book titles should remain in the original language, but transformed into the Roman alphabet.

Asratyan EA (1966) Certain problems of functional architecture of complex electrode defense motor conditioned reflexes (in Russian). In: *Nervnye mekhanizmy dvigatelnoi deyatelnosti* (Asratyan EA, ed.). Izdat. Nauka, Moscow, p. 329–338.

Podvigin NF, Makarov FN, Shelepin YuE (1986) *Elementy strukturno-funktsionalnoj organizatsii zritelno-glazodvigatelnoj sistemy*. Izdat. Nauka, Leningrad, 252 p.

Footnotes

Footnotes are referenced by Arabic numerical superscripts in the text matching the numbers of footnotes on this page. Content footnotes should be used sparingly.

Tables

Only unique information, carefully selected, should be included in a table. All tables should be visually simple and easy to read, and extra lines blocking off a table from the text should be omitted. Column and row labels should be clear and easy to understand by the reader.

Tables are ordered by Roman numerals (e.g. Table III). The table caption appears below the table. Each table is prepared on a separate page.

Figures

At least one copy of each figure should be submitted in a form that shows contrasts and colors as required by the Authors. Electronic version of the figures should be submitted in the format described below (see “Manuscript preparation. Technical Requirements”). Photomicrographs and similar materials should be submitted as glossy prints.

To recover a part of the costs of printing color illustrations, *Acta Neurobiologiae Experimentalis* charges the authors **150 Euro** per each printed page containing a color figure.

Figures may present data in the most clear and dramatic fashion, but care should be taken that the type size, especially in descriptions of the scales of axes, is appropriate for the size of the figure. Figures should be simple and uncluttered to have the greatest effect. Axes labels should be brief and clear, of the same typesetting throughout the paper and the scaling should be obvious to the reader.

Figure captions

All figure captions are listed successively with Arabic numbers. Each caption should contain a clear description (in coherent and not telegraphic English) of the function contained in the figure.

Following this brief description, definitions of the symbols used in the figure should be given. It is preferred that definitions of symbols and functions be given in the caption rather than in the figure.

If the figure contains several parts (e.g., multiple panels), the respective descriptions of each part must be clearly distinguished, e.g.:

Fig. 1. Title. This figure shows: (A) histogram of the variable; (B) function of the variable as in (A).

Note that the definition of symbols should follow the following form:

Structures: (ENL) left entorhinal cortex; (HVL) left ventral hippocampus.

Authors should take care that figures are self-explanatory to the extent possible.

Heading options

The major headings and subheadings listed above may be modified to accommodate multiple experiment manuscripts. For example, when two experiments are reported, but a general introduction and discussion are common to both experiments, the main body of the report could be changed to the following:

- General introduction
- Experiment I
- Introduction
- Method
- Results
- Discussion
- Experiment II
- Introduction
- Method
- Results
- Discussion
- General discussion
- Conclusion(s)
- Acknowledgement(s)
- References
- Tables
- Figures and figure caption(s)

Short communications and technical communications

Short communication presents brief reports of findings, written in concise form. Manuscript accepted for publication as short communication should be of 8–12 double-spacing pages, and may contain 3 illustrations max. Technical communication describes new methods or technology with scientific application.

Both short communication and technical communication should be organized similarly to research papers. However, they should not be divided into separate sections with headings.

MANUSCRIPT PREPARATION – TECHNICAL REQUIREMENTS

Text

All manuscripts should be typed using Times New Roman (11 p) font with double spacing on one side of a white, high quality paper. The margins should be 25 mm at the top, bottom and right side, and at least 30 mm on the left-hand side. Beginning with the title page as page 1, all typed pages should be consecutively numbered.

Each paragraph should start at the extreme left (do not introduce Tab or spaces) and end with Enter. Use single spacing between words and unjustified right-hand margins.

Authors should avoid the use of unnecessary abbreviations, and all abbreviations must be defined in the text.

Italic print is reserved for non-English (Greek, Latin) phrases (e.g., *in vivo*, *per se*, *via*, *versus*), including names of species (*Bufo viridis*), and for the names of genes (*c-fos*, *fos-B*).

Please do not use numberings, bullets, underline, bold or italic print in the text for indicating important fragments of the article!

Authors whose first language is other than English are strongly recommended to examine scientific style guides designed for English scientific expression.

Reference citations in *Acta Neurobiologiae Experimentalis* follow a system where the surnames of the author(s) are cited in parentheses in chronological order. When there are more than two authors, the first author's last name and the expression "et al." should be used for citations throughout the paper.

There should be no comma between the author's surname and date of publication. Using a comma (not semicolon) for separating each citation is recommended:

e.g., De Strooper et al. 1998, 2001, Westmark and Malter 2001, La Ferla 2002

Figures

Preparing figures for publishing purposes

Only TIF and EPS formats will be accepted. Illustrations for publishing purposes cannot be prepared in an office software. Only tables should be prepared in MS Word. Kindly prepare each illustration in accordance to the ANE page size. Each illustration should fit a single- or double-column format on the journal page.

	Height	Width
Single column	20 cm (max)	8.5 cm (max)
Double column	20 cm (max)	17.5 cm (max)

All labels should be written using Times New Roman or Arial font (at least 10 p). When using other fonts, please save them as curved. Please do not use lines thinner than 0.1 p.

Vector graphics

EPS file format is strongly recommended. All common artwork creation software as ChemDraw, CorelDraw, SigmaPlot, Origin Lab, and others, are capable of saving files in EPS format (Encapsulated Postscripts). This option can usually be found under the „Save as...” or „export” commands in the „File” menu.

Bitmaps

Grayscale and color arts, for fighter PC and Mac, must be submitted In TIFF format. JPEG format will not be accepted. When preparing color graphics always use CMYK format. In case you have to use a scanned illustration, we strongly recommend scanning on high-quality scanner of the optical density over 3.3. When supplying TIFF files, please ensure that files are supplied at the correct resolution. Line artwork (without halftones dots) should be produced at 600 dpi. Halftone and/or color artwork – at 300 dpi. In case of combination artwork (line/tone/color), illustration should be produced at 500 dpi.

Proofs

A galley proof of the approved article will be sent via email to the corresponding author; authors' corrections should be sent back within 48 hours. Otherwise, the article will be published without authors' final acceptance.