

MULTIPLE SCLEROSIS JOURNAL

INSTRUCTIONS FOR AUTHORS

Editorial Policy

Multiple Sclerosis focuses on the aetiology and pathogenesis of demyelinating and inflammatory diseases of the central nervous system and on the application of such studies to scientifically-based therapy. Articles describing studies of multiple sclerosis and related diseases are particularly welcome. In addition, reports of experimental work relevant to multiple sclerosis, but based on *in vivo* and *in vitro* studies, are encouraged. Within these limits, a diversity of approach is acceptable and submissions are encouraged from those working in the following areas: clinical neurology, epidemiology, genetics, glial pathobiology and myelin repair, immunology, molecular biology, myelin chemistry, neuroimaging, pathobiology of the blood-brain barrier, pathology, therapeutics, virology.

Multiple Sclerosis publishes original research articles, concise case reports and short reports, letters to the editor, and invited reviews, editorials, topical comments, critical reviews of scientific meetings and occasional book reviews.

Original research papers

Original research papers should contain the following sections: Title page, Abstract, Introduction, Materials (or patients or animals) and Methods, Results, Discussion, Acknowledgements, References, Tables, Figure legends, Figures (see 'Sections of the manuscript' for further details).

Case Reports, Short Reports

The editors will consider for rapid publication Case Reports and Short Reports that illustrate important points. These should not exceed 1000 words in length, should have a title page, a short summary of no more than 100 words, and should have no more than 10 references, one figure and one table.

Letters to the Editor

Brief letters raising pertinent issues relating to recently published papers in Multiple Sclerosis are welcome. They may be reviewed and will be sent to the first author of the article being discussed for a possible response.

Rapid Reviews

Rapid Reviews are solicited by the editors and provide in no more than 5000 words a succinct summary of a topical area covered by the journal.

Editorials

Editorials may be solicited by the editors to address particular topics relating to one or more papers in a given issue.

Book and Meeting Reviews

These reviews are solicited by the Editors.

Note: While Editorials, Rapid Reviews, Reviews (including book and meeting reviews), and Topical Comments will usually be solicited by the Editors, suggestions for topics or brief outlines of proposals are very welcome and can be sent to the nearest regional editor.

Data previously published in unreviewed format

The Editors will also consider for publication manuscripts containing data already in press elsewhere or published previously in unreviewed format, such as abstracts or camera-ready papers for proceedings of scientific meetings. The new manuscript should differ from the one previously published and should not contain any identical tables or figures. It will be the responsibility of the senior author to bring to the Editor's attention details of previous publications and if necessary, attach relevant documents for the use of referees. The existence of such related paper(s) (published or in press) should be mentioned as a footnote to the manuscript or documented with appropriate references. The editorial decision will take account of the originality of the work submitted for publication and the extent to which readers of Multiple Sclerosis may be expected to have access to the book or journal in which the associated papers have appeared.

Related papers

Related papers either published or in press may be sent with the manuscript for the attention of the Editor.

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Multiple Sclerosis has a fully web-based system for the submission and review of manuscripts. All submissions should be made online at the Multiple Sclerosis journal SAGETRACK website <http://mc.manuscriptcentral.com/multiple-sclerosis>

Note: Online submission and review of manuscripts is now mandatory for all types of papers. Hard copy submissions will not be accepted.

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Please log onto the website. If you are a new user, you will first need to create an account. Follow the instructions and please ensure to enter a current and correct email address. Creating your account is a three-step process that takes a matter of minutes to set up. When you have finished, your User ID and password is sent via email immediately. Please edit your user ID and password to something more memorable by selecting 'edit account' at the top of the screen. If you have already created an account but have forgotten your details type your email address in the 'Password Help' to receive an emailed reminder. Full instructions for uploading the manuscript are provided on the website.

New Submission

A submitted manuscript will be considered for publication on the understanding that the work is original, that it is not under consideration for publication elsewhere, it is not previously published, and that if accepted it will not be published later in the same or similar form in any language without the consent of the publisher.

It is assumed that all named authors have agreed to submission of the manuscript. Papers will be handled by the nearest of the three regional editors.

Submissions should be made by logging in and selecting the Author Centre and the 'Click [here](#) to Submit a New Manuscript' option. Follow the instructions on each page, clicking the 'Next' button on each screen to save your work and advance to the next screen. If at any stage you have any questions or require the user guide, please use the 'Get Help Now' button at the top right of every screen. Further help is available through ScholarOne's® Manuscript Central™ customer support at +1 434 817 2040 x 167.

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You may suspend a submission at any point before clicking the Submit button and save it to submit later. After submission, you will receive a confirmation e-mail. You can also log back into your author centre at any time to check the status of your manuscript.

Please ensure that you submit editable source files only. The main text should be in Microsoft Word or RTF, the tables as separate Word files, and the figures as separate EPS, JPEG or TIF files. Please ensure that your document does not include page numbers; the Multiple Sclerosis journal SAGETRACK system will generate them for you, and then automatically convert your manuscript to PDF for peer review. All

correspondence, including notification of the Editor's decision and requests for revisions, will be by email.

If you would like to discuss your paper prior to submission, please contact Professor Alan Thompson at a.thompson@ion.ucl.ac.uk. If you seek advice on the submission process please contact the journal administrator at the following email address: msjournal@ion.ucl.ac.uk

Submitting a Revised Submission

Authors submitting revised manuscripts should follow the instructions above to submit through the SAGETRACK system. To create a revision, go to the 'Manuscripts with Decisions' option in your Author Dashboard and select 'create a revision' in the 'Action' column. Revised text should be highlighted in the text, and authors of all revised submissions should, when prompted, provide information explaining the changes in your manuscript as this will be provided to reviewers.

Manuscript review

Papers will be sent for anonymous review by at least two reviewers who will either be members of the Editorial Board or others of similar standing in the field. In order to shorten the review process and respond quickly to authors the editors may triage a submission and come to a decision without sending the paper for external review.

The Editors' decision is final and no correspondence can be entered into concerning manuscripts considered unsuitable for publication in Multiple Sclerosis.

All correspondence, including notification of the Editors' decision and requests for revisions, will be sent by email.

Proofs

Authors will be emailed proofs as PDF files. Please check for typographical errors and completeness. Extensive alterations to the submitted text incur additional production costs that will be charged to the authors. Corrected proofs must be returned to the publisher within 5 days of receipt.

Journal issues and E-prints

The corresponding author will receive one complimentary copy of the journal issue containing the published article for each contributor. Access to 25 free e-prints will be provided.

General presentation and style

All manuscripts should include a Title Page (see 'Sections of the Manuscript' below for details). All sections of the manuscript should be double-spaced with generous margins. Manuscripts stand a better chance of being accepted, and if published read, if they are concisely and clearly written. Manuscripts which are excessively long or with a disproportionate number of figures may be returned for shortening.

Spelling and phraseology should conform either to standard English or to standard US usage and should be consistent throughout the paper (e.g. haematological, leukaemia, centre or haematological, leukaemia, center).

Units, symbols and abbreviations

For detailed advice please refer to the guidelines in Baron, DN (1988). Units, symbols and abbreviations, 4th edn. (Obtainable from The Royal Society of Medicine, 1 Wimpole Street, London W1M 8AE, UK). Note that the SI system of units is preferred. Because of the multidisciplinary nature of the readership and to avoid confusion, the number of abbreviations in the text should be kept to a minimum. Standard abbreviations acceptable without definition are limited to the following: CNS (central nervous system); CSF (cerebrospinal fluid); DNA (deoxyribonucleic acid); HLA (human leukocyte antigen); MRI (magnetic resonance imaging); CT (computerized tomography); MS (multiple sclerosis); RNA (ribonucleic acid). Non-standard definitions must be defined in full at their first usage in the abstract and again at their first use in the text.

Sections of the manuscript

Title page

The title should be concise with no abbreviations. Please provide the surname, initials, department, institution, city and country of each author, and the name, email address, full mailing address, telephone number and fax number of the corresponding author to whom proofs should be sent. List six to eight keywords (chosen from Index Medicus, Medical Subject Headings if possible). Provide a running title of no more than 50 characters.

Abstract

The second page of the manuscript must contain only the abstract, which should be of no more than 200 words and must be clearly written and comprehensive to readers before they have to read the paper.

The abstract should be structured according to the following sub headings: Background, Objective, Methods, Results and Conclusion. Abbreviations should be avoided and reference citations are not permitted.

Only papers which follow this structure will be accepted for publication.

Introduction

The introduction should assume that the reader is knowledgeable in the field and be as brief as possible.

Materials and Methods

Methods that have been published in detail elsewhere should not be described in detail. Avoid unnecessary detailed descriptions of widely used techniques. SI Units should be used throughout the text. Reports of experiments involving patients and healthy volunteers must describe the steps taken to obtain consent and to maintain confidentiality. Experiments involving animals must conform to accepted ethical standards.

Acknowledgements

These should be included at the end of the main text and not in footnotes. Personal acknowledgements should precede those of institutions and agencies.

References

Only references closely related to the author's work should be listed and these should be confined to published articles or those accepted for publication and in press. Authors are responsible for the accuracy of their references.

Citation of submitted manuscripts, unpublished data and personal communications should be avoided but, if essential, they should be cited parenthetically in the text thus (Tanaka JA, pers.comm.). In such cases, the authors must obtain permission from the data owner to quote his or her unpublished work.

References in the text should appear as numbers in square brackets inside punctuation. In the reference list, references should be ordered by number as they appear in the text, not alphabetically.

Journal abbreviations should conform to those in the latest edition of Index Medicus. Up to six authors should be cited; if there are more authors the first six authors should be cited followed by et al.

Examples of references:

1. **Millar JHD.** *Multiple Sclerosis, a disease acquired in childhood.* C.C.Thomas, 1971.
2. **Goodkin DE, Jacobsen DW, Galvez N, Daughtry M, Secic M, Green R.** Serum cobalamin is uncommon in multiple sclerosis. *Arch Neurol* 1994; **51**:1110-14.
3. **McDonald WI, Compston A, Edan G, Goodkin D, Hartung HP, Lublin FB et al.** Recommended diagnostic criteria for multiple sclerosis: guidelines from the international panel on the diagnosis of multiple sclerosis. *Ann Neurol* 2001; **50**:121-27.
4. **Martyn C.** The epidemiology of multiple sclerosis. In Matthews WB ed. *McAlpine's multiple sclerosis*, second edition. Churchill Livingstone, 1991: 3-40.
5. **Frances G.** Large focal tumor-like demyelinating lesions of the brain. *Ann Neurol* 1993; **34**: 871 (Letter).

OnlineFirst articles (definitive final version that are fully searchable and citable using their DOI): when you cite an OnlineFirst article give the paper's DOI at the end of the citation. For example, Author(s) *J Psychopharmacol* OnlineFirst, day month year (DOI: 10.1177/0269881106066333).

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Tables

Tables should be submitted in Word, typed on separate pages. Tables should be numbered consecutively with Arabic numerals, and cited as such in the manuscript. The preferred placing of tables in the main text should be indicated. Tables should include a brief descriptive title and be self-explanatory. Footnotes to tables indicated

by lower-case superscript letters are acceptable, but they should not include extensive experimental details.

Figure legends

Please ensure that your figure legends are included in your manuscript, saved separately to the figures.

Figures will be published in black and white in the printed journal and in colour in the online version. Please ensure that your figure legends do not refer to colour in the figure (unless you are paying for your figures to appear in colour in the printed journal).

Figures

Please submit figures as jpeg or eps files with a minimum resolution of 300 dpi. All figures should be numbered using Arabic numerals and referred to in the text as Figure 1, etc. Please indicate the preferred placing of the figure in the main text.

Figures are often reduced in size when appearing on the printed page. Allowance should be made for this when selecting text and symbol size. Symbols and keys should be given as a key on the figure, not in the legend. Magnification should be indicated by a scale bar on the photograph, not as a magnification factor in the legend.

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