

JOURNAL OF THE INTERNATIONAL NEUROPSYCHOLOGICAL SOCIETY

Instructions for Contributors

Aims and Scope The *Journal of the International Neuropsychological Society* is the official journal of the International Neuropsychological Society, an organization of over 4,500 international members from a variety of disciplines. The *Journal of the International Neuropsychological Society* welcomes original, creative, high quality research papers covering all areas of neuropsychology. The focus of articles may be primarily experimental, applied, or clinical. Contributions will broadly reflect the interest of all areas of neuropsychology, including but not limited to: development of cognitive processes, brain-behavior relationships, adult and pediatric neuropsychology, neurobehavioral syndromes (such as aphasia or apraxia), and the interfaces of neuropsychology with related areas such as behavioral neurology, neuropsychiatry, genetics, and cognitive neuroscience. Papers that utilize behavioral, neuroimaging, and electrophysiological measures are appropriate.

To assure maximum flexibility and to promote diverse mechanisms of scholarly communication, the following formats are available in addition to *Regular Research Articles*: *Brief Communications* are shorter research articles; *Rapid Communications* are intended for “fast breaking” new work that does not yet justify a full length article and are placed on a fast review track; *Neurobehavioral Grand Rounds* are theoretically important and unique case studies; *Critical Reviews* and *Short Reviews* are thoughtful considerations of topics of importance to neuropsychology, including associated areas, such as functional brain imaging, genetics, neuroepidemiology, and ethical issues; *Dialogues* provide a forum for publishing two distinct positions on controversial issues in a point-counterpoint format; *Symposia* consist of several research articles linked thematically; *Letters to the Editor* respond to recent articles in the *Journal of the International Neuropsychological Society*; and *Book Reviews*. *Critical Reviews*, *Dialogues*, and *Symposia* are typically invited by the Editor-in-Chief or an Associate Editor. *Book Reviews* are considered but are no longer solicited.

Originality and Copyright To be considered for publication in the *Journal of the International Neuropsychological Society*, a manuscript cannot have been published previously nor can it be under review for publication elsewhere. Papers with multiple authors are reviewed with the assumption that all authors have approved the submitted manuscript and concur with its submission to the *Journal of the International Neuropsychological Society*. A Copyright Transfer Agreement, with certain specified rights reserved by the author, must be signed and returned to the Editor-in-Chief by the corresponding author of accepted manuscripts, prior to publication. This is necessary for the wide distribution of research findings and the protection of both author and the society under copyright law. If you plan to include material that has been published elsewhere and is under copyright of a third party, you will need to obtain permission to re-use this material in your article. A form may be provided for this purpose by the editorial office. Alternatively, many publishers use an online system for such requests. It is the responsibility of the authors to obtain permissions to re-use material from elsewhere. For information regarding rights and permissions concerning the *Journal of the International Neuropsychological Society*, please contact Marc Anderson (manderson@cambridge.org) or Adam Hirschberg (ahirschberg@cambridge.org).

Disclosure Potential conflicts of interest include funding sources for the reported study (e.g., a test validation

study financially supported by a test publisher, a study supported by an insurance company), personal or family financial interest in a test or product or with a company that publishes a test that is being investigated in the manuscript or competes with a test that is being investigated in the manuscript. Other conflicts include employment, consultancies, stock ownership or medicolegal work. For the latter, information about whether the author’s medicolegal work is largely for one side should be reported. This list of potential conflicts is not all inclusive, and it is the responsibility of each author to ensure that all of their “potential conflicts” are reported in the Acknowledgment section of the paper.

Disclosure pertains to all authors. It is the corresponding author’s ethical responsibility to explicitly check with each of his/her co-authors to ensure that any real or apparent conflict of interest is appropriately disclosed. Authors should err on the side of full disclosure, and if authors are uncertain about what constitutes a relevant conflict, they should contact the editorial office jins@cambridge.org. The intent of this disclosure is not to prevent an author with a significant financial or other relationship from publishing their work in the *Journal of the International Neuropsychological Society*, but rather to provide readers with adequate information to form their own judgments about the work.

Compliance with institutional research standards for animal or human research (including a statement that the research was completed in accordance with the Helsinki Declaration (<http://www.wma.net/en/30publications/10policies/b3/>)) should be included in the methods section of the manuscript.

Manuscript Submission and Review The *Journal of the International Neuropsychological Society* uses online submission and peer review. Paper submissions are not accepted. Authors who are not able to submit their manuscripts online are asked to contact the editorial office at: jins@cambridge.org. The website address for submissions is <http://mc.manuscriptcentral.com/cup/jins>; complete instructions are provided on the website. Prior to online submission, please consult <http://www.nlm.nih.gov/mesh/> for 6 keywords or mesh terms that are different from words in the title. Accurate mesh terms will increase the probability that your manuscript will be identified in online searches. Please follow the instructions carefully to avoid delays. The menu will prompt the author to provide all necessary information, including the manuscript category, the corresponding author including postal address, phone and fax numbers, and e-mail address, and suggested reviewers.

The website will automatically acknowledge receipt of the manuscript and provide a manuscript reference number. The Editor-in-Chief will assign the manuscript for review to an action editor and at least two other reviewers. Every effort will be made to provide the author with a review within 6 to 10 weeks of manuscript assignment. *Rapid Communications* will be reviewed within 6 weeks. If the Editor requests that revisions be made to a manuscript before publication, a maximum of 3 months will be allowed for preparation of the revision, except in unusual circumstances.

Manuscript Length In order to increase the number of manuscripts that can be published in the *Journal of the International Neuropsychological Society*, please adhere to the following length requirements. Please provide a word count on the title page for the abstract

and manuscript (not including abstract, tables, figures, or references). Manuscripts will be returned if they exceed length requirements.

Regular Research Article: Maximum of 5,000 words (not including abstract, tables, figures, or references) and a 250 word abstract. Regular Research Articles are original, creative, high quality papers covering all areas of neuropsychology; focus may be experimental, applied or clinical.

Brief and Rapid Communications: Maximum of 2,500 words (not including abstract, tables, figures, or references) and a 200 word abstract, with a maximum of two tables or two figures, or one table and one figure, and 20 references. Brief and Rapid Communications are shorter research articles.

Neurobehavioral Grand Rounds: Maximum of 3,500 words with an informative literature review (not including abstract, tables, figures, or references) and a 200 word abstract. Neurobehavioral Grand Rounds are unique case studies that make a significant theoretical contribution.

Critical Review: Maximum of 7,000 words (not including abstract, tables, figures, or references) and a 250 word abstract. Critical Reviews will be considered on any important topic in neuropsychology. Quantitative meta-analyses are encouraged. Critical Reviews must be preapproved by the Editor-in-Chief. For consideration, please e-mail your abstract to jins@cambridge.org.

Short Review: Maximum of 2,500 words (not including abstract, tables, figures, or references) and a 150 word abstract. Short Reviews are conceptually-oriented snapshots of the current state of a research area by experts in that area. Short Reviews must be preapproved by the Editor-in-Chief. For consideration, please e-mail your abstract to jins@cambridge.org.

Dialogues: Maximum of 2,000 words for each segment (not including abstract, tables, figures, or references) and a 150 word abstract, with a maximum of two tables or two figures, or one table and one figure and 20 references. Dialogues provide a forum for two distinct positions on controversial issues in a point-counterpoint form. Dialogues must be preapproved by the Editor-in-Chief. For consideration, please e-mail your abstract to jins@cambridge.org.

Symposia: Maximum of 5,000 words (not including abstract, tables, figures, or references) and a 250 word abstract for each article (same as Regular Research Articles). Symposia consist of several thematically linked research articles which present empirical data. Symposia must be pre-approved by the Editor-in-Chief. For consideration, e-mail your proposal to jins@cambridge.org to receive prior approval.

Letters to the Editor: Maximum of 500 words (not including table, figure, or references) with up to five references and one table or one figure. Letters to the Editor respond to recent articles in *Journal of the International Neuropsychological Society*.

Book Reviews: Maximum of 1000 words in length. Include name and affiliations, a title for the review, the author(s)/editor(s), title, publisher, date of publication, number of pages and price. For consideration, e-mail jins@cambridge.org.

Manuscript Preparation and Style The entire manuscript should be typed double-spaced throughout using

a word processing program. Unless otherwise specified, the guideline for preparation of manuscripts is the *Publication Manual of the American Psychological Association* (6th edition) except for references with 3 or more authors (see References section). This manual may be ordered from: APA Order Dept., 750 1st St. NE, Washington, DC 20002-4242, USA.

Pages should be numbered sequentially beginning with the Title Page. The Title Page should contain the full title of the manuscript, the full names and institutional affiliations of all authors; mailing address, telephone and fax numbers, and e-mail address for the corresponding author; and the word count for the abstract and manuscript text (excluding title page, abstract, references, tables, and figures). At the top right provide a short title of up to 45 characters preceded by the lead author's last name. Example: Smith-Memory in Parkinson's Disease. This running head should be repeated at the top right of every following page.

Page 2 should include an Abstract and a list of at least six keywords or mesh terms. Note: structured abstracts must be included with papers submitted after January 1, 2014. A structured abstract must include four header labels: *Objective, Method, Results, and Conclusions*. A total of six mesh terms (<http://www.nlm.nih.gov/mesh/>) or keywords should be provided and should not duplicate words in the title.

The full text of the manuscript should begin on page 3. For scientific articles, including *Regular Research Articles, Brief Communications, Rapid Communications, and Symposia*, the format should include a structured Abstract, Introduction, Method, Results, and Discussion. This should be followed by Acknowledgments, References, Tables, Figure Legends, Figures, and optional Appendices and Supplemental Material.

The use of abbreviations, except those that are widely used, is strongly discouraged. They should be used only if they contribute to better comprehension of the manuscript. Acronyms should be spelled out at first mention. Metric system (SI) units should be used.

Appendices and Supplemental Materials may be submitted. Appendices include material intended for print and should be included with the manuscript file. Supplementary material will appear only online and should be submitted as a separate file.

The Acknowledgements Section should include a disclosure of conflicts of interest (see above) and all sources of financial support for the paper. In documenting financial support, please provide details of the sources of financial support for all authors, including grant numbers. For example, "This work was supported by the National Institutes of Health (grant number XXXXXXXX)". Multiple grant numbers should be separated by a comma and space and where research was funded by more than one agency, the different agencies should be separated by a semicolon with "and" before the final funding agency.

Grants held by different authors should be identified using the authors' initials. For example, "This work was supported by the Wellcome Trust (A.B., grant numbers XXXX, YYYY), (C.D., grant number ZZZZ); the Natural Environment Research Council (E.F., grant number FFFF); and the National Institutes of Health (A.B., grant number GGGG), (E.F., grant number HHHH)."

Tables and Figures should be numbered in Arabic numerals. Figures should be numbered consecutively as they appear in the text. Figures should be twice their intended final size and authors should do their best to construct figures with notation and data points of sufficient size to permit legible photo reduction to one column of a two-column format.

Please upload figure(s) in either a .doc or .pdf format. There is no additional cost for publishing color figures. When uploading figures (color or black and white) they need only be a high enough resolution for the reviewers and editors to identify the information you are trying to convey.

The approximate position of each table and figure should be provided in the manuscript: [INSERT TABLE 1 HERE]. Tables and figures should be on separate pages. Tables should have short titles and all figure legends should be on separate pages.

References should be consistent with the *Publication Manual of the American Psychological Association* (6th Edition). In-text references should be cited as follows: "... Given the critical role of the prefrontal cortex (PFC) in working memory (Cohen et al., 1997; Goldman-Rakic, 1987; Perlstein et al., 2003a, 2003b)..." with multiple references in alphabetical order. Another example: "...Cohen et al. (1994, 1997), Braver et al. (1997), and Jonides and Smith (1997) demonstrated..." References cited in the text with two authors should list both names. References cited in the text with three, four, or five authors, list all authors at first mention; with subsequent citations, include only the first author's last name followed by et al. References cited in the text with six or more authors should list the first author et al. throughout. In the reference section, for works with up to seven authors, list all authors. For eight authors or more, list the first six, then ellipses followed by the last author's name. Examples of the APA reference style are as follows:

Online/Electronic Journal Article with DOI:

Dikmen, S., Machamer, J., Fann, J. & Temkin, N. (2010). Rates of symptom reporting following traumatic brain injury. *Journal of the International Neuropsychological Society*, 16, 401-411. doi:10.1017/S1355617710000196

Scientific Article:

Giovannetti, T., Britnell, P., Brennan, I., Siderowf, A., Grossman, M., Libon, D.J., Seidel, G.A. (2012). Everyday action impairment in Parkinson's disease dementia.

Journal of the International Neuropsychological Society, 18, 787-798.

Book:

Lezak, M.D., Howieson, D.B., Bigler, E.D., Tranel, D. (2012). *Neuropsychological Assessment*. New York: Oxford University Press.

Book Chapter:

Mahone, E.M. & Slomine, B.S. (2008). Neurodevelopmental disorders. In J.E. Morgan, & J.H. Ricker (Eds.), *Textbook of Clinical Neuropsychology* (pp. 105-127). New York: Taylor & Francis.

Report at a Scientific Meeting:

Weintraub, S. (2012, June). Profiles of dementia: Neuropsychological, neuroanatomical and neuropathologic phenotypes. International Neuropsychological Society, Oslo, Norway.

Manual, Diagnostic Scheme, etc.:

American Psychiatric Association (1994). *Diagnostic and Statistical Manual of Mental Disorders (4th ed.)*. Washington, DC: American Psychiatric Association Press.

English Editing The Research and Editing Consulting Program (RECP) within the International Neuropsychological Society's International Liaison Committee is designed to provide English language editing and statistical consulting to international colleagues who wish to publish their research in English language journals. For additional information see <http://www.the-ins.org/the-research-and-editing-consulting-program>.

Proofs The publisher reserves the right to copyedit manuscripts. The corresponding author will receive PDFs for final proofreading. These should be checked and corrections returned within 2 days of receipt. The publisher reserves the right to charge authors for excessive corrections.

Offprints and PDF Files The corresponding author will receive a free pdf. This pdf can also be mounted on the authors' web pages. Offprints must be ordered when page proofs are returned. The offprint order form with the price list will be sent with your PDF.

Open Access Papers In consideration of payment of the Open Access fee specified by Cambridge University Press, the contribution will be published in the *Journal of the International Neuropsychological Society* within an Open Access environment, freely accessible to those who wish to browse, read, print, save, copy, display or further disseminate the contribution. Please see the Open Access Transfer of Copyright Agreement for the proper procedures at <http://journals.cambridge.org/action/displayMoreInfo?jid=INS&type=ocr>. The processes will depend on your source of funding, permissions to use material owned by an outside source, etc.