Child Neurology Open

Manuscript Submission Guidelines

Table of Contents:

1. Open Access
2. Article processing charge (APC)
3. What do we publish?
   3.1 Aims & scope
   3.2 Article types
   3.3 Writing your paper
      3.3.1 Making your article discoverable
4. Editorial policies
   4.1 Peer review policy
   4.2 Authorship
   4.3 Acknowledgements
      4.3.1 Writing assistance
   4.4 Funding
   4.5 Declaration of conflicting interests
   4.6 Research ethics and patient consent
   4.7 Clinical trials
   4.8 Reporting guidelines
5. Publishing policies
   5.1 Publication ethics
      5.1.1 Plagiarism
      5.1.2 Prior publication
   5.2 Contributor’s publishing agreement
6. Preparing your manuscript
   6.1 Word processing formats
   6.2 Artwork, figures and other graphics
   6.3 Supplementary material
   6.4 Reference style
      6.4.1 Units of Measurement
      6.4.2 Nomenclature
      6.4.3 Standard abbreviations and symbols
   6.5 English language editing services
7. Submitting your manuscript
   7.1 How to submit your manuscript
   7.2 Title, keywords and abstracts
   7.3 Information required for completing your submission
   7.4 ORCID
   7.5 Permissions
8. On acceptance and publication
   8.1 SAGE Production
   8.2 Online publication
   8.3 Promoting your article
9. Further information
The journal Child Neurology Open (CNO) is an interdisciplinary, peer-reviewed, open access forum for the most current information from clinical and investigative studies in the wide field of clinical pediatric neuroscience. Published articles come from a variety of disciplines, including child neurology, pediatric neurosurgery, pediatric neuroradiology, child and adolescent psychiatry, pediatric neuropsychology, developmental and behavioral pediatrics, and developmental neurobiology. Following careful peer review of submitted material, subsequent acceptance results in very rapid online publication and indexing in the major scientific publication databases. Published articles appear on the SAGE Journals online platform, which helps readers to delve more deeply into the topic of the article through the cross-linking of bibliographies and carefully categorizing articles with related published materials.

This Journal is a member of the Committee on Publication Ethics.

This Journal recommends that authors follow the Recommendations for the Conduct, Reporting, Editing, and Publication of Scholarly Work in Medical Journals formulated by the International Committee of Medical Journal Editors (ICMJE).

Please read the guidelines below then visit the journal’s submission site https://mc.manuscriptcentral.com/childneurologyopen to upload your manuscript. Please note that manuscripts not conforming to these guidelines may be returned.

Only manuscripts of sufficient quality that meet the aims and scope of Child Neurology Open will be reviewed.

As part of the submission process you will be required to warrant that you are submitting your original work, that you have the rights in the work, that you are submitting the work for first publication in the Journal and that it is not being considered for publication elsewhere and has not already been published elsewhere, and that you have obtained and can supply all necessary permissions for the reproduction of any copyright works not owned by you.

1. Open Access

Child Neurology Open is an open access, peer-reviewed journal. Each article accepted by peer review is made freely available online immediately upon publication, is published under a Creative Commons license and will be hosted online in perpetuity. Publication costs of the journal are covered by the collection of article processing charges which are paid by the funder, institution or author of each manuscript upon acceptance. There is no charge for submitting a paper to the journal.

For general information on open access at SAGE please visit the Open Access page or view our Open Access FAQs.

2. Article processing charge (APC)

If, after peer review, your manuscript is accepted for publication, a one-time article processing charge (APC) is payable. This APC covers the cost of publication and ensures that your article will be freely available online in perpetuity under a Creative Commons license.
• The Article Processing Charge (APC) for Professor/Researcher: $990
• The Article Processing Charge (APC) for Students/Residents/Fellows: $490

3. What do we publish?

3.1 Aims & scope
Before submitting your manuscript to Child Neurology Open, please ensure you have read the Aims & Scope.

3.2 Article types
• Original Research Articles
• Review Articles/Topical Reviews/Clinical Reviews/State-of-the-Art Reviews Letters
• Case Reports/Series

3.3 Writing your paper
The SAGE Author Gateway has some general advice and on how to get published, plus links to further resources.

3.3.1 Making your article discoverable
When writing up your paper, think about how you can make it discoverable. The title, keywords and abstract are key to ensuring readers find your article through search engines such as Google. For information and guidance on how best to title your article, write your abstract and select your keywords, have a look at this page on the Gateway: How to Help Readers Find Your Article Online

4. Editorial policies

4.1 Peer review policy
Following a preliminary triage to eliminate submissions unsuitable for Child Neurology Open all papers are sent out for review. The covering letter is important. To help the Editor in his preliminary evaluation, please indicate why you think the paper suitable for publication.

The journal’s policy is to have manuscripts reviewed by two expert reviewers. Child Neurology Open utilizes a single-blind peer review process in which the reviewer’s name and information is withheld from the author. All manuscripts are reviewed as rapidly as possible, while maintaining rigor. Reviewers make comments to the author and recommendations to the Editor-in-Chief who then makes the final decision.

The Editor or members of the Editorial Board may occasionally submit their own manuscripts for possible publication in the journal. In these cases, the peer review process will be managed by alternative members of the Board and the submitting Editor / Board member will have no involvement in the decision-making process.
Child Neurology Open is committed to delivering high quality, fast peer-review for your paper, and as such has partnered with Publons. Publons is a third party service that seeks to track, verify and give credit for peer review. Reviewers for Child Neurology Open can opt in to Publons in order to claim their reviews or have them automatically verified and added to their reviewer profile. Reviewers claiming credit for their review will be associated with the relevant journal, but the article name, reviewer’s decision and the content of their review is not published on the site. For more information visit the Publons website.

The Editor or members of the Editorial Board may occasionally submit their own manuscripts for possible publication in the journal. In these cases, the peer review process will be managed by alternative members of the Board and the submitting Editor/Board member will have no involvement in the decision-making process.

4.2 Authorship
Papers should only be submitted for consideration once consent is given by all contributing authors. Those submitting papers should carefully check that all those whose work contributed to the paper are acknowledged as contributing authors. The list of authors should include all those who can legitimately claim authorship. This is all those who:

(i) Made a substantial contribution to the concept or design of the work; or acquisition, analysis or interpretation of data,
(ii) Drafted the article or revised it critically for important intellectual content,
(iii) Approved the version to be published,
(iv) Each author should have participated sufficiently in the work to take public responsibility for appropriate portions of the content.

Authors should meet the conditions of all of the points above. Each author should have participated sufficiently in the work to take public responsibility for appropriate portions of the content.

When a large, multicentre group has conducted the work, the group should identify the individuals who accept direct responsibility for the manuscript. These individuals should fully meet the criteria for authorship.

Acquisition of funding, collection of data, or general supervision of the research group alone does not constitute authorship, although all contributors who do not meet the criteria for authorship should be listed in the Acknowledgments section. Please refer to the International Committee of Medical Journal Editors (ICMJE) authorship guidelines for more information on authorship.

4.3 Acknowledgements
All contributors who do not meet the criteria for authorship should be listed in an Acknowledgements section. Examples of those who might be acknowledged include a person who provided purely technical help, or a department chair who provided only general support.
4.3.1 Writing assistance
Individuals who provided writing assistance, e.g. from a specialist communications company, do not qualify as authors and so should be included in the Acknowledgements section. Authors must disclose any writing assistance – including the individual’s name, company and level of input – and identify the entity that paid for this assistance. It is not necessary to disclose use of language polishing services.

Any acknowledgements should appear first at the end of your article prior to your Declaration of Conflicting Interests (if applicable), any notes and your References.

4.4 Funding
Child Neurology Open requires all authors to acknowledge their funding in a consistent fashion under a separate heading. Please visit the Funding Acknowledgements page on the SAGE Journal Author Gateway to confirm the format of the acknowledgment text in the event of funding, or state that: This research received no specific grant from any funding agency in the public, commercial, or not-for-profit sectors.

4.5 Declaration of conflicting interests
It is the policy of Child Neurology Open to require a declaration of conflicting interests from all authors enabling a statement to be carried within the paginated pages of all published articles.

Please include any declaration at the end of your manuscript after any acknowledgements and prior to the references, under a heading ‘Declaration of Conflicting Interests’. If no declaration is made the following will be printed under this heading in your article: ‘None Declared.’ Alternatively, you may wish to state that ‘The Author(s) declare(s) that there is no conflict of interest.’

When making a declaration the disclosure information must be specific and include any financial relationship that all authors of the article has with any sponsoring organization and the for-profit interests the organization represents, and with any for-profit product discussed or implied in the text of the article.

Any commercial or financial involvements that might represent an appearance of a conflict of interest need to be additionally disclosed in the covering letter accompanying your article to assist the Editor in evaluating whether sufficient disclosure has been made within the Declaration of Conflicting Interests provided in the article.

For guidance on conflict of interest statements, please see the ICMJE recommendations.

4.6 Research ethics and patient consent
Medical research involving human subjects must be conducted according to the World Medical Association Declaration of Helsinki.
Submitted manuscripts should conform to the ICMJE Recommendations for the Conduct, Reporting, Editing, and Publication of Scholarly Work in Medical Journals, and all papers reporting animal and/or human studies must state in the methods section that the relevant Ethics Committee or Institutional Review Board provided (or waived) approval. Please ensure that you have provided the full name and institution of the review committee, in addition to the approval number.

For research articles, authors are also required to state in the methods section whether participants provided informed consent and whether the consent was written or verbal.

Information on informed consent to report individual cases or case series should be included in the manuscript text. A statement is required regarding whether written informed consent for patient information and images to be published was provided by the patient(s) or a legally authorized representative. Patients have a right to privacy that should not be infringed without informed consent. Identifying information, including patients' names, initials, or hospital numbers, should not be published in written descriptions, photographs, and pedigrees unless the information is essential for scientific purposes and the patient (or parent or guardian) gives written informed consent for publication. Identifying details should be omitted if they are not essential. Complete anonymity is difficult to achieve, however, and informed consent should be obtained if there is any doubt. For example, masking the eye region in photographs of patients is inadequate protection of anonymity. If identifying characteristics are altered to protect anonymity, such as in genetic pedigrees, authors should provide assurance that alterations do not distort scientific meaning and editors should so note. When informed consent has been obtained it should be indicated in the submitted article.

Please also refer to the ICMJE Recommendations for the Protection of Research Participants

All research involving animals submitted for publication must be approved by an ethics committee with oversight of the facility in which the studies were conducted. The journal has adopted the Consensus Author Guidelines on Animal Ethics and Welfare for Veterinary Journals published by the International Association of Veterinary Editors.

In line with the Declaration of Helsinki 1975, revised Hong Kong 1989, we encourage authors to register their clinical trials (at http://clinicaltrials.gov or other suitable databases identified by the ICMJE). If your trial has been registered, please state this on the Title Page. When reporting experiments on animals, indicate on the Title Page which guideline/law on the care and use of laboratory animals was followed.

4.7 Clinical trials
Child Neurology Open conforms to the ICMJE requirement that clinical trials are registered in a WHO-approved public trials registry at or before the time of first patient enrolment as a condition of consideration for publication. The trial registry name and URL, and registration number must be included at the end of the abstract.

Child Neurology Open has adopted the proposal from the International Committee of Medical Journal Editors (ICMJE) which requires, as a condition of consideration for publication of clinical trials, registration in a public trials registry. 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. For this purpose, a clinical trial is defined as any research project that prospectively assigns human subjects to intervention or comparison groups to study the cause-and-effect relationship between a medical intervention and a health outcome. Studies designed for other purposes, such as to study pharmacokinetics or major toxicity (e.g. phase I trials), would be exempt.

4.8 Reporting guidelines
The relevant EQUATOR Network reporting guidelines should be followed depending on the type of study. For example, all randomized controlled trials submitted for publication should include a completed CONSORT flow chart as a cited figure and the completed CONSORT checklist should be uploaded with your submission as a supplementary file. Systematic reviews and meta-analyses should include the completed PRISMA flow chart as a cited figure and the completed PRISMA checklist should be uploaded with your submission as a supplementary file. The EQUATOR wizard can help you identify the appropriate guideline.

Other resources can be found at NLM’s Research Reporting Guidelines and Initiatives.

5. Publishing policies

5.1 Publication ethics
SAGE is committed to upholding the integrity of the academic record. We encourage authors to refer to the Committee on Publication Ethics’ International Standards for Authors and view the Publication Ethics page on the SAGE Author Gateway.

5.1.1 Plagiarism
Child Neurology Open and SAGE take issues of copyright infringement, plagiarism or other breaches of best practice in publication very seriously. We seek to protect the rights of our authors and we always investigate claims of plagiarism or misuse of published articles. Equally, we seek to protect the reputation of the journal against malpractice. Submitted articles may be checked with duplication-checking software. Where an article, for example, is found to have plagiarized other work or included third-party copyright material without permission or with insufficient acknowledgement, or where the authorship of the article is contested, we reserve the right to take action including, but not limited to: publishing an erratum or corrigendum (correction); retracting the article; taking up the matter with the head of department or dean of the author's institution and/or relevant academic bodies or societies; or taking appropriate legal action.

5.1.2 Prior publication
If material has been previously published, it is not generally acceptable for publication in a SAGE journal. However, there are certain circumstances where previously published material can be considered for publication. Please refer to the guidance on the SAGE Author Gateway or if in doubt, contact the Editor at the address given below.
5.2 Contributor’s publishing agreement

Before publication SAGE requires the author as the rights holder to sign a Journal Contributor’s Publishing Agreement. *Child Neurology Open* publishes manuscripts under Creative Commons licenses. The standard license for the journal is Creative Commons by Attribution Non-Commercial (CC BY-NC), which allows others to re-use the work without permission as long as the work is properly referenced and the use is non-commercial. For more information, you are advised to visit SAGE’s OA licenses page.

Alternative license arrangements are available, for example, to meet particular funder mandates, made at the author’s request.

6. Preparing your manuscript

6.1 Word processing formats

The preferred formats for your manuscript are Word DOC, RTF, XLS. LaTeX files are also accepted. Word and (La)TeX templates are available on the Manuscript Submission Guidelines page of our Author Gateway. The text should be double-spaced throughout and with a minimum of 3cm for left and right hand margins and 5cm at head and foot. Text should be standard 10 or 12 point.

6.2 Artwork, figures and other graphics

For guidance on the preparation of illustrations, pictures and graphs in electronic format, please visit SAGE's Manuscript Submission Guidelines.

Figures supplied in color will appear in color online. Photographic illustrations should be rendered with at least 300 dpi; please use CMYK color conversion if possible. Graphs made with Office software such as Microsoft Excel, can be provided in their original format to facilitate conversion into printable format with preserved quality. Any other line graphs/illustrations should preferably be provided in EPS format with a resolution of at least 600 dpi to prevent ragged lines when printed. A figure image should be at least 160 mm in width at the appropriate resolution. For further guidance on how to prepare your digital image see http://art.cadmus.com/da/index.jsp.

Graphs and images that are unsuitable may be returned to the author for amendment, causing delay in publication.

6.3 Supplementary material

This journal is able to host additional materials online (e.g. datasets, podcasts, videos, images etc.) alongside the full-text of the article. These will be subjected to peer-review alongside the article. For more information please refer to our guidelines on submitting supplementary files, which can be found within our Manuscript Submission Guidelines page.
6.4 Reference style

Child Neurology Open adheres to the AMA reference style. Please review the guidelines on AMA to ensure your manuscript conforms to this reference style.

If you use EndNote to manage references, you can download the AMA output file here.

6.4.1 Units of Measurement
Units of measurement should be expressed in SI and metric units; older conventional units may be added in parentheses.

6.4.2 Nomenclature
Use the generic or chemical name of any drug, in lower case; the specific trade name (capitalized) may be given in parentheses after the first text reference.

6.4.3 Standard abbreviations and symbols
Standard Abbreviations and symbols should be used, then defined in full in the first instance unless they are standard units of measurement. Avoid any use of abbreviations in the article title and abstract.

6.5 English language editing services

Authors seeking assistance with English language editing, translation, or figure and manuscript formatting to fit the journal’s specifications should consider using SAGE Language Services. Visit SAGE Language Services on our Journal Author Gateway for further information.

7. Submitting your manuscript

7.1 How to submit your manuscript
Child Neurology Open is hosted on SAGE Track, a web based online submission and peer review system powered by ScholarOne™ Manuscripts. Visit https://mc.manuscriptcentral.com/childneurologyopen to login and submit your article online.

IMPORTANT: Please check whether you already have an account in the system before trying to create a new one. If you have reviewed or authored for the journal in the past year it is likely that you will have had an account created. For further guidance on submitting your manuscript online please visit ScholarOne Online Help.

7.2 Title, keywords and abstracts
Please supply a title, short title, an abstract and keywords to accompany your article. The title, keywords and abstract are key to ensuring readers find your article online through online search engines such as Google. Please refer to the information and guidance on how best to title your
article, write your abstract and select your keywords by visiting the SAGE Journal Author Gateway for guidelines on How to Help Readers Find Your Article Online.

**Keywords:** 2-10 to accompany the abstract. They should, if possible, be drawn from the MeSH list of Index Medicus and be chosen with a view to useful cross-indexing of the article.

**Abstract:** The abstract should accurately and concisely reflect the content of the article, and should be limited to 250 words. Please avoid reference citations and undefined abbreviations in the abstract.

### 7.3 Information required for completing your submission

Provide full contact details for the corresponding author including email, mailing address and telephone numbers. Academic affiliations are required for all co-authors. These details should be presented separately to the main text of the article to facilitate anonymous peer review.

You will be asked to provide contact details and academic affiliations for all co-authors via the submission system and identify who is to be the corresponding author. These details must match what appears on your manuscript. At this stage please ensure you have included all the required statements and declarations and uploaded any additional supplementary files (including reporting guidelines where relevant).

### 7.4 ORCID

As part of our commitment to ensuring an ethical, transparent and fair peer review process SAGE is a supporting member of ORCID, the Open Researcher and Contributor ID. ORCID provides a persistent digital identifier that distinguishes researchers from every other researcher and, through integration in key research workflows such as manuscript and grant submission, supports automated linkages between researchers and their professional activities ensuring that their work is recognized.

We encourage all authors to add their ORCIDs to their SAGE Track accounts and include their ORCIDs as part of the submission process. If you don’t already have one you can create one here.

### 7.5 Permissions

Authors are responsible for obtaining permission from copyright holders for reproducing any illustrations, tables, figures or lengthy quotations previously published elsewhere. For further information including guidance on fair dealing for criticism and review, please visit our Frequently Asked Questions on the SAGE Journal Author Gateway.
8. On acceptance and publication
If your paper is accepted for publication after peer review, you will first be asked to complete the contributor’s publishing agreement. Once your manuscript files have been checked for SAGE Production, the corresponding author will be asked to pay the article processing charge (APC) via a payment link. Once the APC has been processed, your article will be prepared for publication and can appear online within an average of 30 days. Please note that no production work will occur on your paper until the APC has been received.

8.1 SAGE Production
Your SAGE Production Editor will keep you informed as to your article’s progress throughout the production process. Proofs will be sent by PDF to the corresponding author and should be returned promptly. Authors are reminded to check their proofs carefully to confirm that all author information, including names, affiliations, sequence and contact details are correct, and that Funding and Conflict of Interest statements, if any, are accurate. Please note that if there are any changes to the author list at this stage all authors will be required to complete and sign a form authorizing the change.

8.2 Online publication
One of the many benefits of publishing your research in an open access journal is the speed to publication. With no page count constraints, your article will be published online in a fully citable form with a DOI number as soon as it has completed the production process. At this time it will be completely free to view and download for all.

8.3 Promoting your article
Publication is not the end of the process! You can help disseminate your paper and ensure it is as widely read and cited as possible. The SAGE Author Gateway has numerous resources to help you promote your work. Visit the Promote Your Article page on the Gateway for tips and advice. In addition, SAGE is partnered with Kudos, a free service that allows authors to explain, enrich, share, and measure the impact of their article. Find out how to maximize your article’s impact with Kudos.

9. Further information
Any correspondence, queries or additional requests for information on the Manuscript Submission process should be sent to SAGE Customer Service at journals@sagepub.com.