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# muscle & nerve

## INSTRUCTIONS for AUTHORS

The Journal is composed of 9 sections

Manuscript Type	Abstract	Figures/Tables	Key Words	Word Count /References	Description
<b>Clinical Research Articles</b>	(150 words) Structured headings: Introduction, Methods, Results, Discussion	Maximum of 8 figures or tables. Additional ones must be submitted as on-line supplementary material	5 key words on the abstract page pertaining to all major points of the contribution	Maximum length 4000 words No limit on references, but authors are asked to focus on the most important ones of highest relevance	Original clinical research relevant to human neuromuscular disease.
<b>Basic Science Research Articles</b>	(150 words) Structured headings: Introduction, Methods, Results, Discussion	Maximum of 8 figures or tables. Additional ones must be submitted as on-line supplementary material	5 key words on the abstract page pertaining to all major points of the contribution	Maximum length 4000 words No limit on references, but authors are asked to focus on the most important ones of highest relevance	Original laboratory research that has the potential to impact our understanding or treatment of human neuromuscular disease.
<b>Short Reports</b>	(150 words) Structured headings: Introduction, Methods, Results, Discussion	Maximum of 3 tables or figures. Additional ones must be submitted as on-line supplementary material	5 key words on the abstract page pertaining to all major points of the contribution	Maximum length 1500 words. Maximum of 30 references.	Preliminary communications, pilot studies, reports of small patient series, and research studies with limited data. Case reports are not to be presented in this format, but as Noteworthy Cases
<b>Invited Review Articles</b>	(150 words) Non-Structured	Maximum of 8 figures or tables. Additional ones must be submitted as on-line supplementary material	5 key words on the abstract page pertaining to all major points of the contribution	Maximum length 6,000 words. No limit on references, but authors are asked to focus on the most important ones of highest relevance.	Review of current topics of importance, usually solicited by the Editor.
<b>Issues &amp; Opinions</b>	(150 words) Non-Structured	Maximum of 4 figures or tables. Additional ones must be submitted as online supplementary material	5 key words on the abstract page pertaining to all major points of the contribution	Maximum length 2,000 words. Maximum of 30 references.	Current topics in neuromuscular disease. Need not be data-based. Novel hypothesis and discussion of controversial topics will be considered.
<b>Editorials</b>	None	Generally no figures or tables	5 key words pertaining to all major points of the contribution	Maximum length 2,000 words. Maximum of 20 references.	Either free-standing brief commentary or discussion of an article published in the same issue of the Journal. Solicited by the Editor.
<b>Noteworthy Cases (Published on-line only)</b>	None	Maximum of 2 tables or figures.	5 key words pertaining to all major points of the contribution	Maximum length 1,000 words. Maximum of 15 references.	Reports of cases or families with rare, illustrative neuromuscular diseases
<b>Letters to the Editor (Published on-line only)</b>	None	Maximum of 1 figure or table	None	Maximum length 500 words. Maximum of 5 references.	Comment on papers published in this journal or other relevant matters

## INSTRUCTIONS FOR AUTHORS

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### **STYLE**

**Sources.** Webster's Third New International or New Collegiate dictionaries (G. & C. Merriam Co., Springfield, MA) should be used for spelling and hyphenation of nonmedical terms, and Dorland's Illustrated Medical Dictionary (WB Saunders, Philadelphia) for medical terms. Good sources for general style (grammar, punctuation, capitalization, etc.) are: *A Manual of Style* (The University of Chicago Press, Chicago) and *The Elements of Style*, by Strunk and White (Macmillan Publishing Co., New York). For units of measure, symbols and nomenclature for biochemistry and biology use the *CBE Style Manual* (American Institute of Biological Sciences, Arlington, VA) and for medicine, use the *AMA Stylebook and Editorial Manual* (American Medical Association, Chicago). Standard United States spellings will be used in all publications.

**Numbers.** Use numerals for all units of measure and time, and for all enumerations (e.g., 3 mm, 55%, 2 hours, 9 months, 20 years, 1 of 19 patients). SI unit conversions should appear in parentheses following all units of measure. Spell out numbers beginning a sentence.

**Abbreviations.** Abbreviations should be kept to a minimum, because their use often confuses readers who are not familiar with the subject matter. Only standard abbreviations, as listed in the *CBE Style Manual* and the *AMA Stylebook and Editorial Manual* (see above), may be used without definition. Terms appearing frequently within a paper may be abbreviated, but should be spelled out at first citation, with the abbreviation in parentheses. The term "MRI" for magnetic resonance image is an exception and need not be spelled out at first citation.

### **MANUSCRIPT PREPARATION**

- Word format preferred
- Electronic versions in ASCII or PDF are not acceptable
- Double Space entire manuscript, including reference section
- Organize manuscript in the following order, with each component beginning on a separate page and with a running title and page number in the upper right hand corner of each page

#### **Title page (page 1)**

- Article Title (80 spaces Maximum)
- Authors' full name (first name, middle initial, surname) and graduate degree (no more than 2)
- Author Affiliations (name of department if any, institution, city and state or country where work was done) \*\*Authors with

multiple affiliations should provide only their primary affiliation.

- Acknowledgments if applicable (grant support and individuals who were of direct help in preparation of the study)
- Number of words in abstract
- Number of words in manuscript (excluding abstract, references, table titles, and figure legends).
- Name/address and email address of the author to whom reprint requests are to be sent
- Running title (30 spaces Maximum)
- If part or all of the material is contained within a presentation made at a national meeting, the organization, city, and date of the presentation should be included as a footnote, but details of any abstracts should not be cited here.

### **Ethical Publication Statement**

- All papers must include the following statement to indicate that the authors have read the Journal's Position on Issues Involved in Ethical Publication and affirm that their report is consistent with those guidelines: "We confirm that we have read the Journal's position on issues involved in ethical publication and affirm that this report is consistent with those guidelines."

### **Disclosure of Conflicts of Interest**

- One of the following sentences must be included: either "Author A has received support from, and/or has served as a paid consultant for .... Author B has received support from.... The remaining authors have no conflicts of interest." Or "None of the authors has any conflict of interest to disclose." Note: Disclosure is needed for financial income/payment from commercial sources, the interests of which are relevant to this research activity. Please identify sources from which financial assistance/income was obtained during the period of the research activity and generation of the current report. Grants from government and/or private agencies should be identified in the Acknowledgements section. For additional details see Muscle and Nerve's Position on Issues Involved in Ethical Publication below.

### **Abstract (page 2)**

- Include title of article
- No more than 150 words
- Depending on type of article, the abstract should include sections labeled:

## INSTRUCTIONS FOR AUTHORS

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Introduction, Methods, Results, Discussion. For basic research publications a statement of clinical relevance is encouraged. Authors who wish to have additional information about the structured abstract format are referred to the National Library of Medicine website: ([http://www.nlm.nih.gov/bsd/policy/structured\\_abstracts.html](http://www.nlm.nih.gov/bsd/policy/structured_abstracts.html)) and to an article that reviews the subject: (Harbourt AM, Knecht LS, Humphreys BL. Structured abstracts in MEDLINE, 1989-1991. Bull Med Libr Assoc. 1995;83:190-195).

### **Key Words**

- The authors should provide 5 key words on the bottom of the abstract page pertaining to all major points of their contribution. This will help index the article for reference citations. Authors are suggested to refer the below link for adding key words: Search Engine Optimization: For Authors

### **Text (starts on page 3)**

- Organized in the following format; Introduction, Methods, Results, and Discussion. Other descriptive headings and subheadings may be used if appropriate. Every effort should be made to avoid jargon, to spell out all nonstandard abbreviations the first time they are mentioned, and to present the contents of the study as clearly and as concisely as possible.
- The methods, apparatus (including manufacturer's name and address), and procedures should be identified in sufficient detail to allow other investigators to reproduce the results. References should be given for all discussions of previous studies and for all nonstandard methods used. For experiments in which humans or animals were studied, see Muscle and Nerve's Position on Issues Involved in Ethical Publication below. For drugs and chemicals, the generic name should be used. Patients' names, initials, or hospital numbers should not be used.
- Be sure that all references and all tables and figures are cited within the text. The tables and figures should be numbered according to the order in which they appear. Data appearing in tables or figures should be summarized, not duplicated, in the text. All data cited in the text should be checked carefully against the corresponding data in the tables to ensure that they correspond, and all names cited in the text should be checked carefully against

the references to ensure that the spelling is correct. Any ambiguous symbols (e.g., the letter "O" versus the numeral "0," the letter "I" versus the numeral "1") should be identified. Tables should be of a size that can be printed in a vertical format on the page, thus the width should be no more than 6 inches.

### **Abbreviations**

- All abbreviations used in the text should be listed and defined in alphabetical order on a separate page. This list should appear just before the references

### **References**

- Double-spaced
- Listed and numbered in the order of citation and number them accordingly.
- Identify references in the text, tables, and legends by Arabic numerals typed as superscripts.
- Include ALL author names (surnames followed by initials, use "et al" after the sixth author in the case of multi-authored works),
- Include the title of the article with the same spellings and accent marks as in the original
- Include the journal title abbreviated as it appears in the Index Medicus or spelled out if it is not listed there
- Include the date of publication
- Include the volume number
- Include inclusive page numbers.
- For books be sure to include the chapter title, chapter authors, editors of the book, title of the book (including volume or edition number), publisher's name and location, date of publication, and appropriate page numbers.
- Unpublished observations," "personal communications," and information that has been obtained from manuscripts "submitted for publication" but not yet accepted should not appear in the references but should be cited in parentheses in the text. Unpublished observations should include the authors, the year, and should be accompanied by letters of permission from all individuals cited; quotations from manuscripts that have been submitted for publication should include the authors, the title of the manuscript, and the date. Manuscripts that have been accepted for publication but have not yet been published may appear in the references. Include the authors, manuscript title, and name of journal, followed by "to be published" in parentheses.

## INSTRUCTIONS FOR AUTHORS

Examples of the correct format are as follows:

Article Type	Example
<b>Journal Article</b>	Franssen H, Straver DC. Pathophysiology of immune-mediated demyelinating neuropathies-Part II: neurology. <i>Muscle Nerve</i> 2014; <b>17</b> :4–20.
<b>Journal Article</b> (use et al after 6 <sup>th</sup> author)	Dispenzieri A, Kyle RA, Lacy MQ, Rajkumar SV, Therneau TM, Larson DR, et al. POEMS syndrome: definitions and long-term outcome. <i>Blood</i> 2003; <b>101</b> :2496–2506.
<b>URL</b>	Pedersen J, Wallace M. 1999. Wiley Journals DTD: Guidelines for reference tagging. Available at <a href="http://jws-edcd.wiley.com:8255/refguide.html">http://jws-edcd.wiley.com:8255/refguide.html</a> . Accessed February 4, 2002.
<b>DOI</b>	Oussalah M. Some notes on fusion of uncertain information. <i>International Journal of Intelligent Systems</i> 1984; <b>19</b> (6). Published online: April 23, 2004. DOI: 10.1002/int.20001.
<b>Book</b>	Smith, J.A. 2001. <i>How to Write Journal Guidelines</i> . Springer: New York
<b>Chapter in a book</b>	Katz JN. Developments in surgery for rheumatic and musculoskeletal disorders. In: Pisetsky DS, editor. <i>The ACR at 75: a diamond jubilee</i> . Hoboken (NJ): Wiley-Blackwell; 2009. p. 87–91.

### Tables

- Double-spaced
- Separate pages
- Word file, NOT photograph or image files
- If table must exceed 1 typewritten page, duplicate headings on the second sheet
- Numbered in the order in which they are cited in the text
- Include a title at top of table
- Every column (including the left-hand (stub) column should have a heading
- Define all abbreviations immediately below the table
- Indicate the units of measurements for all values
- Use commas for all numbers exceeding 999, and use zeros before decimals for numbers less than 1
- Organized so that like data are read vertically, not horizontally.
- Do not use internal horizontal or vertical lines to separate sections
- Explain all empty spaces or dashes
- Indicate footnotes to the table using the following symbols
  - \* (asterisk), † (dagger), ‡ (double dagger), § (section mark), (parallels), (paragraph mark), # (number sign).
  - Letters of the alphabet, lower case and italic, should be used instead if there are more than 7 footnotes.
  - Symbols (or letters) should appear after commas and periods, before colons and semicolons, and should be superscript.
- If data from any other source, published or unpublished, are used, obtain permission for their use and cite the source in the legend.

### Figure/Images

- JPEG, TIFF or EPS file format (Tagged Image File, Encapsulated PostScript)

- Each file must include all subparts (A, B, C, etc.) to the figure. Subparts should not be uploaded individually
- Resolution
  - Halftones are to be scanned at 300 dots per inch (dpi)
  - Line Art is to be scanned at 1200 dpi
- Figures prepared in Word, Excel, Microsoft Publisher, Lotus 123, PowerPoint and Corel Draw are not acceptable as digital files
- If your files have been prepared in one of these formats and cannot be converted you will be required to mail high quality hard copy figures.
- All images must be saved and submitted in final size. The final figure sizes are: 1 column = 3-in. (8.25-cm) wide, 1.5 column = 5-in. (13-cm) wide, 2 columns = 6-in. (17.15-cm) wide. Figures should not exceed 8-in. (21.6-cm) in height. All cropping and manipulation must be completed before the images are submitted to the publisher.
- Avoid use of fine lines (point and below) for graphs and charts
- Use only Adobe Type 1 fonts in creating images, and limit the number for fonts used
- Do not reletter images in Photoshop. If relettering must be done, import the image into either Freehand or QuarkXPress and reletter, then make an EPS file.
- Make sure all scanned images are “clean.” Look for and clean up dust specks, scratches, tape marks, and anything that is not part of the actual image. Files generated in Freehand should be saved in EPS format.
- Photomicrographs must include a calibration bar of appropriate length (e.g., 1µm, 0.1 mm, etc.) Symbols used in micrographs should contrast with the background.
- For photographs of persons, written permission from the subject must be supplied.

## INSTRUCTIONS FOR AUTHORS

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Unless specified otherwise, the subject's eyes will be masked to prevent identification.

- **Digital Figures.** To ensure that your digital graphics are suitable for print purposes, please go to RapidInspector™ at <http://rapidinspector.cadmus.com/wi/index.jsp>. This free, stand-alone software application will help you to inspect and verify illustrations right on your computer.

### **Figure Legends**

- Less than 200 words
- Double spaced
- Numbered with Arabic numerals corresponding to the illustrations.
- When symbols, arrows, numbers, or letters are used to identify parts of the illustration, each should be explained clearly in the legend
- For photomicrographs, the internal scale markers should be defined and the methods of staining should be given. If the figure has been previously published a credit line should be included

### **COLOR POLICY:**

Figures will be published in color online at no charge. Authors are required to pay the cost of reproducing color figures in print. *Muscle & Nerve* charges per figure, \$600 for the first figure. Second, third and fourth figures are billed at \$400 each.

### **DATA ACCESS**

For reports of original data, at least 1 author (e.g., the corresponding or principal investigator) is expected to have full access to all the data in the study and to take responsibility for its accuracy. Readers are referred to the editorial by Rosenberg et al. (*Muscle Nerve* 2002;25:133–134). Such access must be confirmed on the Author Responsibility section of the submission site.

### ***Muscle & Nerve's* Position on Issues Involved in Ethical Publication**

#### **(1) Authorship/Credit**

*Muscle & Nerve* 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 who have made substantial intellectual/conceptual contributions to the work. Such contributions should include participation in: (a) substantial contributions to conception and design, acquisition of data, or analysis and interpretation of data; (b) drafting the article or revising it critically for important intellectual content; c) final approval of the manuscript version to

be published, and (d) agreement to be accountable for all aspects of the work. We strongly discourage the inclusion of "honorary" authors (individuals who are listed as authors but have not contributed to the work/manuscript - e.g., heads of departments) and "ghost" authorship (individuals who have substantively contributed to the work and/or manuscript but are not listed as authors or contributors). In cases where writing support is necessary, the writer(s) should be acknowledged in the Acknowledgements section, and the source of funding for writing support should be provided under Disclosure of Conflicts of Interest. The corresponding/ submitting author must, when submitting a manuscript, give assurance that all authors have read and approved the submitted manuscript. The corresponding/ submitting author should also give assurance that all authors have seen and approved the final (accepted) manuscript, and that the manuscript includes all conflict of interest declarations. All individuals who have contributed to the work but do not meet criteria for authorship should be cited in the Acknowledgement section.

#### **(2) Funding**

Sources of funding (for the research, data analysis, and manuscript generation) should always be disclosed in the Acknowledgements section. Sources may include government funding agencies, institutions and departments, private industry, and charitable organizations and foundations. Funding for all authors should be acknowledged.

#### **(3) Procedures involving Human and 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 (IRB), and that informed consent was obtained from research subjects. When the study involves human participants (including material from human subjects), authors should also provide assurance that appropriate consent was obtained. When studies involve animal subjects, authors should provide methodological details about steps taken to minimize pain/discomfort. Such papers must contain a statement that affirms that the experimental protocols were approved by the institutional animal care and use committee (IACUC).

#### **(4) Confidentiality**

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.

#### **(5) Disclosure**

All authors are required to disclose associations which might affect their ability to present and/ or

## INSTRUCTIONS FOR AUTHORS

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interpret data objectively, particularly financial ties to funding sources for the work under review (e.g., membership on corporate scientific boards, stock ownership, consultant arrangements, patent ownership or application, etc.). Disclosure of such associations for the Editorial personnel of *Muscle & Nerve* (Editors-in-Chief, Associate Editors, Editorial Board members) will be published each year. Reviewers will also be asked to affirm that they have no conflict of interest when critiquing a manuscript.

### **(6) Research Misconduct (Data Fabrication/Falsification)**

*Muscle & Nerve* will attempt to ensure that any allegations of misconduct are properly investigated. In the case of any allegations, authors will be given a right to respond. While the Journal is limited in its ability to investigate misconduct, we will seek COPEs (Committee on Publication Ethics) advice and alert appropriate bodies and encourage them to investigate.

### **(7) Plagiarism, Duplication, and Redundant Publication**

*Muscle & Nerve* requires that work submitted for publication 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 (for use of copyrighted material). *Muscle & Nerve* also explicitly discourages duplication of published material and redundant publication. All manuscripts submitted to *Muscle & Nerve* are checked with the iThenticate® software to detect instances of overlapping and similar text. In the case of apparent or substantial overlap, authors will be asked to rewrite their article.

### **(8) Corrections of Erroneous Information**

Authors are expected to proof-read their articles carefully before returning page proofs for publication. They should make needed corrections at this time. We recognize that it is only human to err occasionally, and the Journal is committed to correcting mistakes when those errors affect the interpretation of data or information presented in an article. Such corrections will be published in the form of an Erratum, and linked to the original article electronically. Errors that result from author oversight in the proofing process, and that do not affect data interpretation, will not be corrected.

### **(9) Peer Review**

*Muscle & Nerve* is committed to a peer-review system that is fair to the author and enhances the value of the articles published in the Journal. In order to encourage qualified reviewers to offer their time and efforts to the Journal, reviewer

identity is kept confidential. Reviewers are chosen for their expertise in the field; conflicts of interest are avoided whenever the Editors are aware of such issues, and reviewers are asked to affirm that they have no conflicts of interest in reviewing a given *Muscle & Nerve* manuscript. Authors are encouraged to identify specific individuals who, they believe, cannot provide unbiased review.

### **REVIEW AND PRODUCTION PROCESS**

Manuscripts are evaluated by the editor and at least 2 reviewers, who are informed of the confidential nature of the review process. Decisions of the editor are final and rejected manuscripts will not be considered further. All material accepted for publication is subject to copy editing. Authors will receive page proofs of their article before publication, and should answer all queries and carefully check all editorial changes at this stage. Authors are asked to check for misprints or syntactic errors and not to otherwise revise the manuscript. The current policy of *Muscle & Nerve* calls for an editorial review of all notes added in proof but not minor modifications made in the text. Any major alteration that would substantially delay publication must be approved by the editor, in consultation with the reviewers, if necessary. Authors are responsible for the scientific content of their article.

### **Accepted Articles**

Once a paper is accepted, all files in the final version of the manuscript will be placed in the Accepted Articles section of the journal website. The manuscript files will be in a pdf format. Each article will include a digital object identifier (DOI) and a collaborative reference linking service through which readers can click on a reference citation and immediately access article content. Once articles are published electronically, it is not possible for authors to make further changes before the print version appears. The print version will indicate the on-line publication date. This makes articles available before the print version and reduces publication time to a few days.

### **Referrals to the Journal "Brain and Behavior"**

This journal works together with Wiley's Open Access Journal, *Brain and Behavior*, to enable rapid publication of good quality research that is unable to be accepted for publication by our journal. Authors will be offered the option of having the paper, along with any related peer reviews, automatically transferred for consideration by the Editor of *Brain and Behavior*. Authors will not need to reformat or rewrite their manuscript at this stage, and publication decisions will be made a short time after the transfer takes place. The

## INSTRUCTIONS FOR AUTHORS

Editor of Brain and Behavior will accept submissions that report well-conducted research which reaches the standard acceptable for publication. Accepted papers can be published rapidly: typically within 15 days of acceptance. Brain and Behavior is a Wiley Open Access journal, and article publication fees apply. For more information please go to [Brain and Behavior](#).

### **EarlyView**

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