MISSION

Cognitive and Behavioral Neurology (CBN) is a forum for advances in the neurologic understanding and possible treatment of human disorders that affect thinking, learning, memory, communication, and behavior. As an incubator for innovations in these fields, CBN helps transform theory into practice. The journal serves clinical research, patient care, education, and professional advancement.

RANGE OF PUBLISHED ARTICLES

The journal welcomes contributions from neurology, cognitive neuroscience, neuropsychology, neuropsychiatry, and other relevant fields. The editors particularly encourage review articles (including reviews of clinical practice), experimental and observational case reports, instructional articles for interested students and professionals in other fields, and innovative articles that do not fit neatly into any category. Also welcome are therapeutic trials and other experimental and observational studies, brief reports, first-person accounts of neurologic experiences, position papers, hypotheses, opinion papers, commentaries, historical perspectives, and book reviews. Sample published articles:

Original study:
http://journals.lww.com/cogbehavneurol/Fulltext/2013/06000/Guilty_by_Suspicion__Criminal_Behavior_in_6.aspx

Case report:

Flexible format:
http://journals.lww.com/cogbehavneurol/Fulltext/2013/09000/Orthostatic_Hypotension_in_Patients_with_Dementia_1.aspx

AUTHORS’ GENERAL RESPONSIBILITIES

A submitted manuscript must be an original contribution not previously published (except as an abstract or preliminary report), must not be under consideration for publication elsewhere, and, if accepted, must not be published elsewhere in similar form in any language without the consent of the publisher, Wolters Kluwer Health. Manuscripts must conform to the manuscript preparation recommendations of the International Committee of Medical Journal Editors (http://www.icmje.org/recommendations/browse/manuscript-preparation/preparing-for-submission.html). Each person listed as an author is expected to have participated sufficiently in the intellectual content, data analysis, or writing to take public responsibility for his or her contributions to the work. Each author is expected to approve the manuscript for submission. Although the editors and reviewers strive to ensure the accuracy and validity of published manuscripts, the final responsibility rests with the authors, not with the journal, its editors, or the publisher.

Suitability of manuscripts

Manuscripts will be considered for publication only if they:

- contribute to the world’s knowledge
- are appropriate for an international specialty journal in clinical cognitive and behavioral neurology
- meet basic standards for science and scientific publication

Patient anonymity and informed consent

Authors must:

- verify that any study using humans or animals followed all the guidelines of each author’s institution
- verify that any study using human participants was performed with informed consent
- submit written consent from patients to use their medical information, likenesses, and radiographic and pathologic images
- protect patients’ anonymity, eg, by obscuring identifying information in the text, masking the patient’s eyes in photographs, and removing the patient’s name, date, and other identifying information from scans

Permission to use borrowed material

Authors must:

- cite the sources of all borrowed text, tables, and figures; the citations must appear in both the text and the reference list
- submit written permission from the copyright owner to reuse or adapt previously published tables, figures, and >50-word text quotations; all quoted material must appear in quotation marks
- pay any permission fees charged by the copyright owner
**MANUSCRIPT PREPARATION**

**General format**
Write your manuscript in fluent English. Because the journal has an international readership of people from many fields, you must be clear and straightforward. Write in the first person. Use the active voice. Choose the shortest word and the simplest sentence structure. Keep paragraphs short. Minimize use of jargon and acronyms. Define special terms. Authors who are not native English speakers should have a native English-speaking colleague review their manuscript before submission.

The journal does not have word limits.

Prepare the manuscript in a recent version of Microsoft Word®. Double-space EVERYTHING. Use size 12 type in a common font such as Times Roman. Use 1” margins on all sides and an unjustified right margin. In the upper right corner of each page, put a page number and the corresponding author’s last name. After a paragraph in which you introduce a new table, figure, or Supplemental Digital Content, add an insertion line, eg:

- insert Table 1 about here -

**Abstract**
Use your abstract to summarize your paper as fully as possible, in up to 250 words. Use only essential abbreviations and acronyms. Do not cite references. For an original study, structure the abstract with these subheads: Objective, Background, Methods, Results, and Conclusions. When applicable, include a final subhead, Clinical Trial Registration, followed by the URL and Unique Identifier for the publicly accessible website at which the trial is registered. Papers other than original studies use a narrative abstract.

**Key words**
List the three to five words or brief phrases that would most help searchers find your paper in a database. When possible, use US National Library of Medicine MeSH (Medical Subject Headings) headings (http://www.nlm.nih.gov/mesh/MBrowser.html).

**Text**
For an original study, organize the manuscript into four main sections, including this content when appropriate:
- Introduction: background, rationale for the study, objectives, hypotheses
- Methods: participants (including recruiting process, institutional approval, and informed consent), materials, procedures, statistical design, significant P value
- Results: pertinent findings (presented without interpretation)
- Discussion: interpretation of the results, implications for the field, limitations of the study, conclusions

For a case report, include all details about the patient’s handedness, medical history, education, work history, family and social history, and available follow-up. Specify the source of every statement made about the patient. Other types of articles can be structured more flexibly.


**Units of measure.** Show units of measure in the metric system. Show temperatures in degrees Celsius. When possible, write conventional units as SI units.

**Abbreviations.** Set up an abbreviation only if it is essential and you will use it at least five times. Write out the full term the first time you use it in the text and in each table and figure, and then show the abbreviation in parentheses, eg, “magnetic resonance imaging (MRI).” The only abbreviations that need not be defined are standard units of measure. Prepare an alphabetized list of all of your abbreviations and their definitions.

**Drug and equipment names.** Refer to drugs by their accepted generic or chemical names. Do not abbreviate. Use a code number only when a generic name is not yet available; for any such drug, provide the chemical name and a figure showing the drug’s chemical structure. To comply with trademark law, show in parentheses the name and location (city and state in US; city and country outside US) of each manufacturer of equipment, software, or supplies cited.

**Footnotes.** Do not use footnotes in the text. Footnotes may be used in tables and figures.

**Acknowledgments**
In a paragraph at the end of the text, acknowledge all sources of intellectual and technical support. The corresponding author must obtain signed letters in which all acknowledged persons and organizations give their permission to be thanked. The author must keep these letters on file, should the publisher request them. After peer review, you may also acknowledge helpful comments from your reviewers by including a statement such as, “The authors thank the anonymous reviewers for their insightful comments.”

**References**
Authors are responsible for the accuracy of their references. Whenever possible, authors should reference original sources. Article, chapter, and book titles in languages other than English must be followed by an English translation in parentheses.

Authors must cite a reference for every neuropsychological test that they mention.

**CBN reference format** combines American Medical Association (AMA) and American Psychological Association (APA) styles:

**Text citations.** In your text, cite references within parentheses, alphabetically by first author’s surname and year of publication (not with superscript numbers). Example: (Gaylin et al, 2010, 2014; Stanmore and Kim, 2015; Willson, 2012).
Reference list. Format your references in AMA style. If there are four or more authors, name only the first three authors and then use “et al.” CBN makes two exceptions to AMA style:
1. Instead of assigning numbers to references, list them alphabetically by first author’s surname.
2. List the year of publication just after the authors’ names.

Sample references

Traditional journal article

Online journal article

Book chapter

Entire book

Foreign-language title plus English translation

Foreign-language publication with title translated into English

Software

Database

World Wide Web

Reference citations in tables and figures. References cited in tables and figures should be numbered with superscript numbers that refer down to the table’s footnotes or to the figure caption. Footnotes other than references use regular footnote symbols (*, †, ‡, §, ¶, ††, ‡‡, **, †††, etc).

All references cited in tables and figures should also appear in the article’s main reference list, arranged alphabetically by first author’s surname.

Tables
Tables should be self-explanatory and should supplement rather than duplicate material in the text. Create tables using the Table feature of Microsoft Word®. Do not use a spreadsheet program like Excel®. Keep the table format as simple as possible. Include column headers. Show gridlines. Number the tables in the order in which they are discussed, and cite them in the text. Do not embed the tables within the manuscript. Instead, make each table a separate document, and include the corresponding author’s name, table number, descriptive title, definitions of all abbreviations used, and all needed reference citations.

Figures
Requirements for creating, scanning, and saving artwork are at http://links.lww.com/ES/A42. Prepare your figures with software that allows easy revision. You may submit figures in these formats: TIFF, EPS, JPEG, PostScript, Adobe (Acrobat PDF, Illustrator CS4, PhotoShop CS4), or Microsoft (Word, PowerPoint, Excel).

Figures must be of publishable quality. Text in figures should be in the largest possible Arial typeface. Drawings, diagrams, and other line art must have a stroke width of at least 0.1 point (at least 0.3 point for graph axes) and a resolution of at least 1200 dpi (dots per inch); if you create line art in Word, PowerPoint, or Excel, submit the original file. Clinical photographs, MRI scans, and other halftone images must have a resolution of at least 300 dpi. Halftones that contain text must have a resolution of at least 600 dpi or be submitted as PostScript files. Prepare your figures as close as possible to the size at which you want them published.

Remove any patient identifiers. Crop away extra space around an image. Show a scale marker if size is not obvious.

Prepare each figure as a separate file. Number the figures in the order in which they are discussed, and cite them by number in the text.

The journal can publish figures in color. The usual printer’s charges for color printing are $750 for the first figure and $150 for each additional figure. The fee covers color in both the print and online versions of the journal. If authors decide not to pay for color reproduction, they may ask that the figures be converted to black and white at no charge, or they may move the color figures into Supplemental Digital Content (see next section).

Every figure must have a caption. The caption should include all needed reference citations. Captions for pathologic samples should indicate the type of stain and level of magnification. The captions should be listed on a separate page at the end of the manuscript.
**Supplemental Digital Content**

Authors are encouraged to submit Supplemental Digital Content (SDC) for their paper, in the form of extra text, graphs, photographs, illustrations, audio, video, etc. SDC is material that is not intended to appear in the published article, but to be linked online. There is no charge for SDC. When a paper and its SDC are published, each SDC file is uploaded and is cited and linked within the article. SDC files are not edited; they are posted as submitted. Because each item must stand on its own, the file should include a title, header, caption, references, permissions, acknowledgments, etc. For details on SDC, visit [http://links.lww.com/A142](http://links.lww.com/A142).

When you submit your manuscript at the Editorial Manager® website, the Attach Files page will let you choose Supplemental Data, Audio, or Video for your SDC files. For videos, you can provide a link instead of a file. If you want to submit any files larger than 10 MB, contact the Editorial Coordinator at cbnjournal@gmail.com, phone 830 865-1249, fax 817 439-6766.

Number your SDC items in the order in which they are discussed, and cite them in the text. Text citations should include 1) the type of material submitted (Audio, Figure, Appendix, etc), 2) the term Supplemental Digital Content, 3) the list number, and 4) a description of the content. All descriptive text should be included in the citation, as it will not appear elsewhere in the article. Example: “The video, Supplemental Digital Content 3, shows an exchange during the neuropsychological assessment. The psychologist shows the patient a picture of a dog and asks, ‘What is this?’ The patient replies, ‘A fox.’ He pauses, and then says, ‘No, a lion.’”

Include a list of your SDC as the last page of your manuscript file, noting the SDC number and file type. Example: “Supplemental Digital Content 1.wmv”

**Authors’ recommended reviewers**

Although the final choice of peer reviewers rests with the editors, they consider your recommendations. When you submit your manuscript, you must provide the full names, highest academic degrees, affiliations, and e-mail addresses for at least five potential reviewers.


Choose people who have demonstrated expertise in your topic, have an academic affiliation, and might realistically have time to review your paper. Do not recommend anyone with whom you or your coauthors have worked or published, or any people who have worked or published with one another. You can check for coauthorship in PubMed. If you know of any such conflict of interest, you must specify it in your cover letter. If any of your suggested reviewers are disqualified, the review of your paper will be delayed.

If you do not wish a particular person to review your manuscript, please notify the managing editor at cbneditor@jhmi.edu or 410 955-2655.

The journal offers continuing education credit to physicians and nurses for their first review of each submission.

### Manuscript checklist

1. Cover letter with date of submission and corresponding author’s name, e-mail and full street addresses, and phone and fax numbers
2. Names, academic degrees, affiliations, and e-mail addresses for at least five potential reviewers
3. Title page
   a. Date of submission
   b. Full manuscript title
   c. All authors’ full names (as they want to be listed in PubMed), highest academic degrees, and affiliations
4. Abstract
5. Body of paper
6. Acknowledgments and appendices
7. References
8. Figure captions
9. List of Supplemental Digital Content
10. Tables with headers
11. Figures
12. Supplemental Digital Content files
13. Letters of permission to reproduce copyrighted materials, and signed patient consent forms
14. To be kept with the corresponding author’s records:
   a. Letters of permission from people and institutions thanked in the Acknowledgments section
15. To be added to all authors’ e-mail Safe Sender lists: cbnjournal@gmail.com and the @editorialmanager.com domain.
MANUSCRIPT SUBMISSION

Submit your manuscript online through the Editorial Manager® website, http://www.editorialmanager.com/cbn/

The first time you use Editorial Manager®, click the Register button and enter the requested information. After you register, you will receive an e-mail with your user name and password. Copy this information for future reference. You do not need to register again, even if you later become a reviewer or editor for the journal.

To submit your manuscript, click the Login button and use your user name and password to log in as an Author. The instructions will guide you through submitting your manuscript, tables, figures, Supplemental Digital Content, and permissions. Upload your tables and figures consecutively, and enter their numbers in the Description field. If you have any problems, contact the Editorial Coordinator at cbnjournal@gmail.com, phone 830 865-1249, fax 817 439-6766.

Author Questionnaire

Every author must complete his or her own copy of the publisher’s Author Questionnaire, which covers copyright and conflicts of interest. The corresponding author completes the Questionnaire while submitting the manuscript. The publisher e-mails the Questionnaire to all coauthors; they must complete their Questionnaires before the manuscript can be accepted.

REVIEW AND REVISIONS

Initial internal review

The editors review newly submitted manuscripts to ensure that they contribute to the world’s knowledge, meet basic scientific and publication standards, and are appropriate for an international clinical specialty journal in cognitive and behavioral neurology. Some manuscripts are sent out for initial statistical review. If a manuscript does not meet all the standards, the editors reject it immediately. If a manuscript meets the standards but has serious content or language problems, the editors ask the authors to revise it before clearing it for peer review.

All manuscripts are checked for plagiarism, which includes unattributed borrowing from an author’s own publications. Any manuscript found to include plagiarized material will immediately be sent back to the authors with either a request for correction or a rejection notice.

External review

Experimental studies and case reports that have been approved for review are evaluated by at least two anonymous peer reviewers. (See Authors’ recommended reviewers above.) Other types of submissions receive customized reviews. The review process can take several months. You can track the status of your manuscript through Editorial Manager®. When all the reviews for your manuscript have been completed, the editor-in-chief will send you an e-mail with his decision and the reviews.

Revisions

In general, authors are allowed up to 3 months to revise a manuscript. (After 3 months, the manuscript is considered a new submission and the review process is started anew.) When you revise:

1. Respond thoroughly, point by point, to each of the reviewers’ comments.
   a. In the text, show all your revisions with tracked changes.
   b. In a new cover letter, write the current date and list each reviewer comment, followed by your detailed explanation of how you revised (or why you did not). Sample response letter: http://edmgr.ovid.com/cbn/accounts/Sample_response_letter.doc

2. If you revise in one place in response to a reviewer’s comment, revise all other places that may also be affected. For example, if you change a number or the spelling of a word in Table 1, you may also need to make the same change in the abstract, main text, Table 4, and Figure 1. If you add or delete a table or figure, you may need to renumber the remaining ones.

3. You and your coauthors should read carefully through the entire revised manuscript before you submit it.

4. Submit the revised manuscript at http://www.editorialmanager.com/cbn/, following the instructions in the editor’s decision letter.
   a. Use your originally assigned manuscript number.
   b. Submit your manuscript in two formats: a clean, unmarked version and a version with tracked changes.
   c. Submit any revised tables and figures. If you want to keep any of your previous tables and figures, Editorial Manager® will show you how.
   d. Make sure that all of your coauthors have returned their completed Author Questionnaires.

Option for some rejected manuscripts

The publisher of CBN also publishes the online open access journal Medicine. If your submission to CBN is rejected, the rejection letter may let you resubmit your manuscript automatically to Medicine. You have 15 days after your rejection date to use this Publisher Transfer Option.

If you resubmit, the editors of Medicine will begin a new review process for your manuscript. Transferring to Medicine does not change CBN’s rejection, nor does it imply that CBN or the publisher endorses your submission or guarantees that Medicine will accept it.

To learn more about Medicine: http://journals.lww.com/md-journal/Pages/aboutthejournal.aspx.

AFTER ACCEPTANCE

Traditional and open access publication

CBN offers authors two publication options for accepted manuscripts: traditional subscription and open access.
CBN is a “hybrid open access” journal because each issue publishes both types of articles side by side.

Whether authors choose traditional or open access publication, the publisher requires a completed Author Questionnaire from every author. All submissions have been peer reviewed and accepted based on their own merit. All authors must pay any incurred color print charges. All articles are produced the same way and are included in the same abstracting and indexing services.

The authors of each manuscript should agree in writing about which form of publication they will request.

**Traditional subscription articles**
Authors of all article types (original studies, case reports, review articles, etc) who did not have funding from the Research Councils UK (RCUK) or Wellcome Trust may choose to publish their paper as a traditional subscription article. The journal’s publisher, Wolters Kluwer Health, owns the copyright to the published article. Traditional publication does not require an extra contract or a processing fee.

Because of copyright laws, the publisher does not give authors automatic access to their traditionally published article. Once an article is published, it appears on the journal’s website, www.cogbehavneurol.com. Authors who subscribe to CBN can download the article at no cost. Authors who do not subscribe can order reprints (see Reprints below).

**Open access articles**
Authors of accepted peer-reviewed articles have the choice to pay a fee to allow perpetual unrestricted online access to their published article to readers globally, immediately upon publication. Authors may take advantage of the open access option at the point of submission to ensure that their choice has no influence on the peer review and acceptance process. Their articles are subject to the journal’s standard peer review process and are accepted or rejected based on their own merit. The article processing charge is charged on acceptance of the article and should be paid within 30 days by the author, funding agency, or institution. Payment must be processed for the article to be published open access. For a list of journals and pricing, please visit the Wolters Kluwer Open Access Process page, http://www.wkopenhealth.com/journals.php.

**Authors retain copyright.** Authors retain their copyright to every article that they opt to publish open access. Authors grant Wolters Kluwer an exclusive license to publish the article and the article is made available under the terms of a Creative Commons user license. For more information, please visit the Wolters Kluwer Open Access Process page, http://www.wkopenhealth.com/journals.php.

**Procedure.** You are offered open access in the acceptance letter for your article. Within 10 days after receiving your acceptance, you must notify the editor-in-chief at cbnjournal@gmail.com whether you want traditional publication or open access. If you do not send instructions, your article will be published traditionally.

If you choose open access, you open a link to an Open Access License Agreement (http://links.lww.com/LWW-ES/A49) from Wolters Kluwer Health. (The Agreement gives you the copyright to your article and gives Wolters Kluwer Health the right to publish your article. The publisher then handles all the logistics of licensing and releasing your article.) Within 10 days after receiving your acceptance letter, you must e-mail the completed and signed Agreement to cbnjournal@gmail.com. Your acceptance letter also includes a link to a payment page (http://wolterskluwer.qconnect.com).

**Creative Commons open access licenses.** Open access articles are freely available to read, download, and share from the time of publication under the terms of the Creative Commons License Attribution-NonCommercial No Derivative (CC BY-NC-ND) license. This license does not permit reuse for any commercial purposes, nor does it cover the reuse or modification of individual elements of the work (figures, tables, etc) in the creation of derivative works without specific permission.

**Frequently asked questions about open access.** If you have questions that are not answered at http://www.wkopenhealth.com/openaccessfaq.php, please contact the Editorial Coordinator at cbnjournal@gmail.com, phone 830 865-1249, fax 817 439-6766.

**Compliance with research funding agency accessibility requirements**
Wolters Kluwer Health helps authors comply with the public access requirements of major funding bodies worldwide. When you complete your Author Questionnaire as you first submit your manuscript, you are notifying CBN of relevant funding sources so that the publisher can fulfill the requirements on your behalf. Only with proper disclosure of your funding sources can the publisher be held responsible for managing your article correctly.

For research funded in whole or in part by the US National Institutes of Health or the Howard Hughes Medical Institute: Within 1 year after your article is published, your agency requires you to submit your postprint (the article after peer review and acceptance, but before the published article) to PubMed Central, which is a US online article repository accessible by all without charge. As a service to authors, the publisher makes your postprint available in PubMed Central at 1 year. If you have chosen to publish your article by Gold route open access, the publisher also makes your final published article available in PubMed Central as soon as it is published.
For research funded in whole or in part by the RCUK or Wellcome Trust: If you have chosen to publish by Gold route open access, the publisher makes your final article available in PubMed Central as soon as it is published. If you have chosen Green route open access, the publisher makes your final article available in PubMed Central 6 months after it is published.

For research with other funding sources: Please check requirements directly with your funder.

For articles that were not funded by any of the sources listed here: The publisher does not deposit the article in PubMed Central.

Editing of accepted papers and sign-off by all authors
Journal staff members edit accepted manuscripts and work closely with the corresponding author to reach consensus on the final version to be submitted for publication. Authors who are not native English speakers are urged to have their edited manuscript reviewed by a native English-speaking colleague. All authors are expected to sign off on the final edited version.

Electronic page proofs and corrections
A few weeks before publication, the corresponding author is e-mailed a link to an electronic page proof in PDF format; the e-mail explains how to download and mark the proof. It is the authors’ responsibility to correct all errors in the proof. Changes that have been made to conform to journal style will stand if they do not alter the authors’ meaning. Only critical changes to the accuracy of the content will be made. The publisher reserves the right to deny or charge authors for changes beyond those required to correct errors or answer queries. Authors must return their corrected proof within 24 or 48 hours, as directed in the cover e-mail.

Reprints
Soon after the article is published, corresponding authors are emailed a link to a reprint order form (https://shop.lww.com/author-reprint). Reprints are usually shipped 6 to 8 weeks after publication. Questions: Reprint Department, Lippincott Williams & Wilkins, 351 W. Camden St, Baltimore, MD 21201. Fax: 410 558-6234. E-mail: authorreprints@wolterskluwer.com.

Reprint Permissions
To request permission to reproduce any content copyrighted by Wolters Kluwer Health: Go to www.cogbehavneurol.com. Click on the article from which you want to borrow. An Article Tools box will appear on the right side of the page. In that box, click on the Request Permissions link. You can also e-mail a permission request to customercare@copyright.com. See the last page of the Table of Contents for information about reprints, translation rights and licensing, and special projects.

Database citations
Articles published in CBN are cited in PubMed, Embase, Scopus, Web of Science, Current Contents/Clinical Medicine, and PsycINFO.

Author grievances
Authors should contact the managing editor at cbneditor@jhmi.edu or 410 955-2655 if they have a grievance about any stage of the review or publication process, or if there are errors in the published article. When appropriate, corrections will be published in the journal.

Retention of data
The US Department of Health & Human Services (HHS) requires that project data from HHS-funded studies be retained for at least 3 years after the funding period ends. The editors recommend that all authors keep their data for at least 3 years after their article is published, and be able to produce the data should the need arise.