

Instructions for Contributors

**Aims and Scope:**

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, more 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, and cognitive neuroscience. Papers that utilize behavioral, neuroimaging, and electrophysiological measures are appropriate. Book reviews will also be published.

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 which are put on a fast review track; *Neurobehavioral Grand Rounds* are unique case studies, which are published in tandem with an introduction by an expert in the field to put the case into a more global perspective; *Critical Reviews* are thoughtful considerations of topics of importance to neuropsychology, including associated areas, such as functional brain imaging, neuroepidemiology, and ethical issues; *Dialogues* provide a forum for publishing two distinct positions on controversial issues in a point-counterpoint form; *Symposia* consist of several research articles that are thematically linked; *Letters to the Editor* respond to recent articles in the *Journal of the International Neuropsychological Society*; and *Book Reviews*.

*Critical Reviews*, *Dialogues*, and *Symposia* may be invited by the appropriate Department Editor or proposed by individual authors. Such proposals should be discussed with the Editor-in-Chief or the Department Editor before submission. *Book Reviews* are invited by the Book Review Editor.

**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 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.

**Disclosure Form**

The **Author Disclosure Form** must be signed by the corresponding author for all the manuscript's authors at the time the manuscript is submitted. This form includes an attestation that the manuscript is original and not under review in another journal, research was conducted in compliance with institutional guidelines, and any potential conflicts of interest have been reported. Such disclosure will not preclude publication, but it is critical because of the potential of negative or positive bias. 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 com-

petes 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. 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@unm.edu).

In addition to signing this attestation, 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/e/policy/17-c\\_e.html](http://www.wma.net/e/policy/17-c_e.html)) should be included in the methods section of the manuscript, and funding sources and other potential conflicts of interest should be included in the acknowledgments.

Only the corresponding author's signature is required. This disclosure form pertains to all authors, and the corresponding author's signature documents that the corresponding author has obtained all pertinent information from 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. The intent of this disclosure is not to prevent an author with a significant financial or other relationship from publishing their work in JINS, but rather to provide readers with information on which they can make their own judgments.

**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@unm.edu. The website address for submissions is: <http://mc.manuscriptcentral.com/cup/jins>, and complete instructions are provided on the website. Prior to online submission, please consult <http://www.ncbi.nlm.nih.gov/entrez/query.fcgi?db=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 phone number, fax number 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 Associate or Department 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.

**Required Disclosure and Copyright Forms**

Upon submission of your manuscript, you will be sent an e-mail requesting a signed Author Disclosure form. The Author Disclosure form will be included in the e-mail. Also included in this e-mail will be instructions on how to fax or e-mail the form to the JINS office.

Upon acceptance of your manuscript, you will be sent an e-mail requesting a signed Transfer of Copyright Agreement. The Transfer of Copyright form and instructions on how to fax or e-mail the form will be included in the e-mail. There is no need to download and/or submit either of these forms prior to submission. The JINS office will contact you for the information they need.

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**Manuscript Length**

In order to increase the number of manuscripts that can be published in the JINS, please adhere to the following length requirements. Please provide a word count on the title page for abstract and for manuscript (not including abstract, tables, figures, or references). Manuscripts will be returned if they exceed length requirements.

**Regular Research Articles:** Maximum of 5,000 words (not including tables, figures, or references) and a 200 word abstract.

**Brief Communications:** Maximum of 2,500 words (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.

**Rapid Communications:** Maximum of 1,000 words (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 10 references.

**Critical Reviews:** Maximum of 7,000 words (not including abstract, tables, figures, or references) and a 200 word abstract. **Critical Reviews must be pre-approved by the Department Editor. Please e-mail your abstract to jins@unm.edu in order to receive prior approval.**

**Short Reviews:** Maximum of 2,500 words, a 100-word abstract, and 35 references. *Short Reviews* are conceptually-oriented snapshots of the current state of a research area rather than comprehensive reviews. We welcome descriptions of new or recent concepts and their applicability to neuropsychology, and proposals of novel ideas or approaches, particularly if they lead to testable hypotheses. Prose should be readily accessible to both students and seasoned scientists and clinicians. **Short Reviews are written by recognized experts in their field. Generally, they are submitted by invitation only, but occasionally an invitation may be issued on the basis of an unsolicited proposal.**

**Dialogues:** Maximum of 2,000 words for each segment (not including abstract, tables, figures, or references) and a 100 word abstract, with a maximum of two tables or two figures, or one table and one figure and 20 references. **Dialogues must be pre-approved by the Department Editor. Please e-mail your abstract to jins@unm.edu in order to receive prior approval.**

**Symposia:** Maximum of 5,000 words (not including abstract, tables, figures, or references) and a 200 word abstract. **Symposia must be pre-approved by the Department Editor. Please e-mail your abstract to jins@unm.edu in order to receive prior approval.**

**Neurobehavioral Grand Rounds:** Maximum of 5,000 words with an informative literature review (not including abstract, tables, figures, or references) and a 200 word abstract.

**Letters to the Editor:** Maximum of 500 words (not including table, figure, or references) with up to five references, one table, or one figure.

**Book Reviews:** Approximately 1,000 words.

### Manuscript Preparation and Style

The entire manuscript should be typed double-spaced throughout using any word processing program. Unless otherwise specified, the guideline for preparation of manuscripts is the *Publication Manual of the American Psychological Association* (5th edition) except for references with 3 or more authors (see References section). This 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 affiliations of all authors, a contact address with telephone and fax numbers and e-mail address, and the word count for abstract and for manuscript (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 headline should be repeated at the top right of every following page.

**The Abstract and Mesh terms (Keywords)** on page 2 should include a brief statement of the problem, the method, the key findings, and the conclusions. Six mesh or key words should be provided (see <http://www.ncbi.nlm.nih.gov/entrez/query.fcgi?db=mesh> for list), and they 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 an Abstract, Introduction, Method, Results, and Discussion. This should be followed by References, Appendixes, Acknowledgments, Tables, Figures, and Figure Legends.

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.

### Special Note Regarding Figures

Please upload your figure(s) in either a .doc or pdf. format. 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. However, if your manuscript is accepted for publication, your figures must meet the following criteria:

High quality digital images (600 dpi or higher) should be provided in PDF, EPS, or TIFF formats. If a digital image is not available, please scan in the image. Figures should be numbered consecutively as they appear in the text. Any indication of features of special interest should also be included. 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.

Color figures can be accepted. All color graphics must be formatted in CMYK and not in RGB, because 4-color separations cannot be done in RGB. However, the extra cost of printing these figures must be paid by the author: \$500 for the first color page, \$250 for each color page thereafter.

Tables and figures should be numbered in Arabic numerals. 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

References should be in American Psychological Association, 5th Edition, style (see the examples presented below).

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 is: "For example, Cohen et al. (1994,1997), Braver et al. (1997), and Jonides and Smith (1997) demonstrated . . ." References cited in the text with three or more authors should state et al. (e.g., Smith et al.) even at first mention (**this**

**deviates from the APA 5th Edition style**). However, in the reference section all authors should be listed. Reference entries should be alphabetically listed in the reference section with all authors being cited. Examples of the APA reference style are as follows:

### Scientific Article:

Haaland, K.Y., Price, L., & LaRue, A. (2003). What does the WMS-III tell us about memory changes with normal aging? *Journal of the International Neuropsychological Society*, 9, 89-96.

### Book:

Lezak, M.D., Howieson, D.B., & Loring, D.W. (2004). *Neuropsychological Assessment*. New York: Oxford University Press.

### Book Chapter:

Knopman, D. & Selnes, O. (2003). Neuropsychology of Dementia. In K.M. Heilman & E.E. Valenstein (Ed.), *Clinical Neuropsychology*. New York: Oxford University Press.

### Report at a Scientific Meeting:

Rothi, L.J.G. (2003, February). Use-dependent learning and neural plasticity: A revision of the pessimism surrounding neurorehabilitation. International Neuropsychological Society, Honolulu, Hawaii.

### Manual, Diagnostic Scheme, etc.:

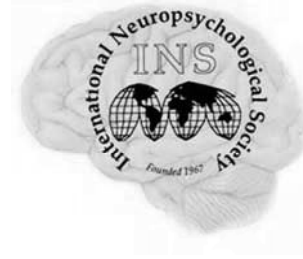
American Psychiatric Association (1994). *Diagnostic and Statistical Manual of Mental Disorders* (4th ed.). Washington, DC: American Psychiatric Association Press.

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## Call for Abstracts

**International Neuropsychological Society  
Mid-year Meeting  
June 30<sup>th</sup> to July 3<sup>rd</sup>, 2010**

**Auditorium Maximum, Jagiellonian University  
Krakow, Poland**

**Program Co-Chairs:** Anna Grabowska & Peter Arnett  
**Director of Continuing Education:** Jennifer Manly  
**Local Steering Committee Chairs:** Emilia Lojek & Piotr Wolski

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**Online Submission Available: October 1<sup>st</sup>, 2009  
Abstract Submission Deadline: February 1<sup>st</sup>, 2010**

**<http://insmidyear.abstractcentral.com>**

### **Message from Peter Arnett & Anna Grabowska Program Co-Chairs**

The 2010 INS Mid-Year meeting will be held in Krakow, Poland, and the theme of the meeting is "Developing Connections between Neuropsychology and Neuroscience." This theme has been selected to encourage a broad range of submissions, but especially to stimulate the submission of work that focuses on integrating clinical/applied approaches and experimental approaches to neuroscience. We have assembled an exciting program that will build on this theme. Some highlights: Keynote Talk by Dr. Michael Merzenich; Birch Lecture by Dr. John Gabrieli; Plenary talks by Drs. Margaret Kossut and George Hynd; and a symposium on the contributions of Luria and Konorski involving Drs. Tatiana Akhutina, Elkhonon Goldberg, Bogdan Dreyer, and Charles Gross. Dr. Jennifer Manly has also put together a diverse and attractive set of continuing education offerings.

This is the first time that INS Mid-Year meeting will take place in Krakow, Poland. We think it will be a great opportunity to visit this renowned city and to interact with professionals from all parts of the world, especially those from Eastern Europe. For more information about the conference, see the local meeting website:

**<http://www.the-ins.pl>**

*We look forward to seeing you in Krakow in 2010!*

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The INS Board of Governors has decided that, beginning in 2010, the electronic version of *JINS* will be the primary subscription platform for INS members.

This decision was made in an effort to keep membership dues at a level rate and to be environmentally responsible.

INS Members may also receive the print subscription of *JINS* for an additional fee.

For complete information regarding dues and membership benefits, please see the INS website at [www.the-ins.org](http://www.the-ins.org).

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# Journal of the International Neuropsychological Society

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