MULTIPLE SCLEROSIS JOURNAL

INSTRUCTIONS FOR AUTHORS

Editorial Policy

Multiple Sclerosis focuses on the aetiology and pathogenesis of demyelinating and inflammatory diseases of the central nervous system and on the application of such studies to scientifically-based therapy. Articles describing studies of multiple sclerosis and related diseases are particularly welcome. In addition, reports of experimental work relevant to multiple sclerosis, but based on in vivo and in vitro studies, are encouraged. Within these limits, a diversity of approach is acceptable and submissions are encouraged from those working in the following areas: clinical neurology, epidemiology, genetics, glial pathobiology and myelin repair, immunology, molecular biology, myelin chemistry, neuroimaging, pathobiology of the blood-brain barrier, pathology, therapeutics, virology.

Multiple Sclerosis publishes original research articles, concise case reports and short reports, letters to the editor, and invited reviews, editorials, topical comments, critical reviews of scientific meetings and occasional book reviews.

Original research papers

Original research papers should contain the following sections: Title page, Abstract, Introduction, Materials (or patients or animals) and Methods, Results, Discussion, Acknowledgements, References, Tables, Figure legends, Figures (see ‘Sections of the manuscript’ for further details).

Case Reports, Short Reports

The editors will consider for rapid publication Case Reports and Short Reports that illustrate important points. These should not exceed 1000 words in length, should have a title page, a short summary of no more than 100 words, and should have no more than 10 references, one figure and one table.

Letters to the Editor

Brief letters raising pertinent issues relating to recently published papers in Multiple Sclerosis are welcome. They may be reviewed and will be sent to the first author of the article being discussed for a possible response.

Rapid Reviews

Rapid Reviews are solicited by the editors and provide in no more than 5000 words a succinct summary of a topical area covered by the journal.

Editorials

Editorials may be solicited by the editors to address particular topics relating to one or more papers in a given issue.

Book and Meeting Reviews

These reviews are solicited by the Editors.
Note: While Editorials, Rapid Reviews, Reviews (including book and meeting reviews), and Topical Comments will usually be solicited by the Editors, suggestions for topics or brief outlines of proposals are very welcome and can be sent to the nearest regional editor.

Data previously published in unreviewed format
The Editors will also consider for publication manuscripts containing data already in press elsewhere or published previously in unreviewed format, such as abstracts or camera-ready papers for proceedings of scientific meetings. The new manuscript should differ from the one previously published and should not contain any identical tables or figures. It will be the responsibility of the senior author to bring to the Editor’s attention details of previous publications and if necessary, attach relevant documents for the use of referees. The existence of such related paper(s) (published or in press) should be mentioned as a footnote to the manuscript or documented with appropriate references. The editorial decision will take account of the originality of the work submitted for publication and the extent to which readers of Multiple Sclerosis may be expected to have access to the book or journal in which the associated papers have appeared.

Related papers
Related papers either published or in press may be sent with the manuscript for the attention of the Editor.

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Note: Online submission and review of manuscripts is now mandatory for all types of papers. Hard copy submissions will not be accepted.

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New Submission

A submitted manuscript will be considered for publication on the understanding that the work is original, that it is not under consideration for publication elsewhere, it is not previously published, and that if accepted it will not be published later in the same or similar form in any language without the consent of the publisher.

It is assumed that all named authors have agreed to submission of the manuscript. Papers will be handled by the nearest of the three regional editors.

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Please ensure that you submit editable source files only. The main text should be in Microsoft Word or RTF, the tables as separate Word files, and the figures as separate EPS, JPEG or TIF files. Please ensure that your document does not include page numbers; the Multiple Sclerosis journal SAGETRACK system will generate them for you, and then automatically convert your manuscript to PDF for peer review. All
correspondence, including notification of the Editor’s decision and requests for revisions, will be by email.

If you would like to discuss your paper prior to submission, please contact Professor Alan Thompson at a.thompson@ion.ucl.ac.uk. If you seek advice on the submission process please contact the journal administrator at the following email address: msjournal@ion.ucl.ac.uk

**Submitting a Revised Submission**

Authors submitting revised manuscripts should follow the instructions above to submit through the SAGETRACK system. To create a revision, go to the ‘Manuscripts with Decisions’ option in your Author Dashboard and select ‘create a revision in the ‘Action’ column. Revised text should be highlighted in the text, and authors of all revised submissions should, when prompted, provide information explaining the changes in your manuscript as this will be provided to reviewers.

**Manuscript review**

Papers will be sent for anonymous review by at least two reviewers who will either be members of the Editorial Board or others of similar standing in the field. In order to shorten the review process and respond quickly to authors the editors may triage a submission and come to a decision without sending the paper for external review.

The Editors’ decision is final and no correspondence can be entered into concerning manuscripts considered unsuitable for publication in Multiple Sclerosis.

All correspondence, including notification of the Editors’ decision and requests for revisions, will be sent by email.

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Spelling and phraseology should conform either to standard English or to standard US usage and should be consistent throughout the paper (e.g. haematological, leukaemia, centre or haematological, leukaemia, center).

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For detailed advice please refer to the guidelines in Baron, DN (1988). Units, symbols and abbreviations, 4th edn. (Obtainable from The Royal Society of Medicine, 1 Wimpole Street, London W1M 8AE, UK). Note that the SI system of units is preferred. Because of the multidisciplinary nature of the readership and to avoid confusion, the number of abbreviations in the text should be kept to a minimum. Standard abbreviations acceptable without definition are limited to the following: CNS (central nervous system); CSF (cerebrospinal fluid); DNA (deoxyribonucleic acid); HLA (human leukocyte antigen; MRI (magnetic resonance imaging); CT (computerized tomography); MS (multiple sclerosis); RNA (ribonucleic acid). Non-standard definitions must be defined in full at their first usage in the abstract and again at their first use in the text.

**Sections of the manuscript**

*Title page*
The title should be concise with no abbreviations. Please provide the surname, initials, department, institution, city and country of each author, and the name, email address, full mailing address, telephone number and fax number of the corresponding author to whom proofs should be sent. List six to eight keywords (chosen from Index Medicus, Medical Subject Headings if possible). Provide a running title of no more than 50 characters.

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The second page of the manuscript must contain only the abstract, which should be of no more than 200 words and must be clearly written and comprehensive to readers before they have to read the paper.

The abstract should be structured according to the following sub headings: Background, Objective, Methods, Results and Conclusion. Abbreviations should be avoided and reference citations are not permitted.

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