

Author Guidelines: Review Articles

Trends in Cognitive Sciences (TICS) Reviews provide concise, authoritative syntheses of recent research in rapidly progressing or emerging areas. They should briefly set the background and then concentrate on placing recent findings in context. They should provide a balanced view of developments, even in fields that are controversial, and authors must never concentrate unduly on their own research. Our audience consists of specialists and non-specialists alike, and so our articles must be accessible to a wide readership. Please avoid jargon, but do not oversimplify—be accurate and precise throughout. Although Reviews do allow room for some speculation and debate, it should be made clear where the author's own opinions are being presented. *TICS* Reviews must not include unpublished data, simulations, or meta-analyses, or propose a new formal mathematical model. In the interest of producing cutting-edge articles, unpublished data that are available as preprints may be occasionally mentioned when also supported by published data. However, authors should never focus on their own unpublished work.

If you will be unable to complete your manuscript by the agreed submission deadline, please inform the Editor at tics@cell.com of the delay and indicate a revised target submission date.

Our manuscripts are peer-reviewed and an invitation to submit does not guarantee publication.

To help you prepare your article, please take careful note of the following guidelines (especially structure, content, and length). Please also see the attached file on figure submission guidelines and design tips.

STRUCTURE, CONTENT, AND LENGTH

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- Start with a short, accessible **introductory section** outlining the timeliness, importance, and rationale behind your article
- In the main body of the article, briefly offer adequate background information with the novice reader in mind before delving into findings. Put findings into context, synthesize them into conclusions, and conclusions into take home messages that go beyond the data discussed.
- Use concise logical **headings** and **subheadings** and provide clear links between sections. Headings should ideally be 8 words or less.
- In a **Concluding Remarks** section, please end with a brief summary of your article and the overall strong take-home message, and include a clear indication of future research

Technical points

- **3000–4000 words** (this limit does not include text in the highlights, abstract, references, outstanding questions, text boxes, tables, figure legends, or acknowledgments)
- A maximum of **6 additional elements** per article (i.e. figures, tables, and text boxes)
- **100–120 references**
- Please number pages (page 1 is title page)
- Include brief acknowledgements at the end of main text (before the reference list)

REQUIRED ARTICLE ELEMENTS

(Please follow the order of elements as shown on the left when drafting your manuscript)

HIGHLIGHTS	<ul style="list-style-type: none"> • Provide a short collection of 3-5 statements that concisely convey to the reader the recent advances in the field, including emerging concepts and/or distinctions, that constitute a main motivation for the discussion developed in the article. This summary is prominently featured on the first page of the article, thus allowing readers to immediately get a sense of the current status of the field. As the goal of the Highlights is to focus on recent developments, conclusions and future directions may not be included. Please keep the broad <i>TICS</i> audience in mind and do not get lost in too much detail. Please note that the Highlights can cover similar ground to the abstract and introduction, however it is important that you do not use the exact same phrasing and that you have an even broader picture in mind. • The maximum length is 900 characters (including spaces) • The Highlights text should not include references • The box is not cited in the text and does not count towards the total number of elements in the manuscript • When submitting the manuscript files via Editorial Manager, the text should be uploaded as a separate word file (i.e. should not be included in main document) using the designated item heading
TITLE	<ul style="list-style-type: none"> • Should be short (no more than 8 words) and enticing
AUTHOR NAMES	<ul style="list-style-type: none"> • No more than 5 authors without prior permission from the Editor. Equal contributions by authors should be indicated with asterisks. • Include full contact details for all authors including institution, city, country, and postcode • Indicate corresponding author as: jqsmith@univ.edu (J.Q. Smith) • Include corresponding author's laboratory website and Twitter handle if available
KEYWORDS	<ul style="list-style-type: none"> • Include 4-6 descriptive keywords
ABSTRACT	<ul style="list-style-type: none"> • Briefly explain the necessary background and encapsulate the take-home message for a non-specialist readership. Please emphasize the novel conclusions, concepts or models that make this article timely. • Between 100-120 words • Must not contain references
MAIN TEXT	<ul style="list-style-type: none"> • Start with a short, accessible introduction outlining the timeliness, importance, and rational behind your article (why is the subject important and why now?). Please give your introduction a short, descriptive heading (do not use the word <i>Introduction</i>). • Use concise logical headings and subheadings and provide clear links between sections. Headings should ideally be 8 words or less. Third level headings are permitted, forth level headings are not. • In the main body of the article briefly offer adequate background information with the non-specialist reader in mind before delving into findings. Put findings into context, synthesize them into conclusions, and conclusions into take home messages that go beyond the data discussed. • In the Concluding Remarks section, please end with a brief summary of your article, and the overall strong take-home message, and include a clear indication of future research. • 3000-4000 words
REFERENCES	<ul style="list-style-type: none"> • Concentrate on the seminal references of the past 5 years (most references should be no more than five years old) • Reviews can be cited to give the necessary background on the topic and to refer to older data, however we strongly encourage authors to cite primary literature when discussing specific findings. • The limit of 100-120 references should not be exceeded

- Please use numbers in square brackets, in order of citation (list all references from the main text first, then references from boxes, figures and tables): e.g. [1] [2,3] [4–7]

Technical Points

- **Journal references:** please give authors' names (if two authors, print both names separated by 'and'; if three or more authors, use et al. after first author); date (in parentheses); title (in roman text); abbreviated journal name; volume; and complete page range. For example: [Piantadosi, S. et al. \(2012\) Bootstrapping in a language of thought: A formal model of numerical concept learning. *Cognition* 123, 199–217](#)
- **Preprints:** please give authors' names (if two authors, print both names separated by 'and'; if three or more authors, use et al. after first author); date (in parentheses); title (in roman text); preprint server and publishing date; and web address. For example: [Bastos, A.M. et al. \(2020\) Neural effects of propofol-induced unconsciousness and its reversal using thalamic stimulation. *bioRxiv*. Published online July 7, 2020. <https://doi.org/10.1101/2020.07.07.190132>](#)
- **Book references:**
 - **Whole books:** please give editors' names; date (in parentheses); title (in *italics*); and publisher. For example: [Chowdhury, N. and Alonso Aguirre, A., eds \(2001\) *Helminths of Wildlife*, Science Publishers Inc.](#)
 - **Book chapters:** please give chapter authors; date (in parentheses); chapter title; book title (in *italics*); editors' names; page numbers and publisher. For example: [Clutton-Brock, T. and Godfray, H.C.J. \(1991\) Parental investment. In *Behavioural Ecology* \(3rd ed. \(Krebs, J.R. and Davies, N.B., eds\), pp. 234–262, Blackwell](#)
- **PhD theses:** cited in main text in parentheses: ([R. Arthur Goode, PhD thesis, University of Hawaii, 1988](#))
- **URLs/website addresses:** cited in main text in parentheses: (see: <http://www.xxx.yyy.zzz>). If several websites are cited, the websites may be cited using superscript lowercase Roman numerals with the full website listed in a 'Resources' section, just before the 'References' section.

OUTSTANDING QUESTIONS

- The goal of the Outstanding Questions is to summarize important questions for future research, and to offer input and guidance on new directions in the field. Authors can add some discussion to provide context to questions. This discussion should immediately follow the question and should be limited to **1-2 sentences**. If a specific point merits discussion that exceeds 1-2 sentences, this discussion should take place in the main text, preferably in the Concluding Remarks section.
- The Outstanding Questions should **not** include references
- The element must be cited in an appropriate section in the text, generally in the Concluding Remarks section as Outstanding Questions. Please avoid calling out the Outstanding Questions repeatedly in the text.
- The maximum length is **2000 characters (including spaces)**. This does not count towards the total number of allowed elements or total word count.

OPTIONAL ARTICLE ELEMENTS

FIGURES AND KEY FIGURE

- **Including figures is optional, but highly recommended.** Please include clear illustrations that accurately capture the ideas, concepts, mechanisms, and/or pathways you discuss. Do **not** include figures showing experimental data, as *TICS* figures should be conceptual.
- Figures may be either **5 inches/12.7 cm** or **6.5 inches/16.5 cm** in width and up to **15 cm** in height
- All figures must be at least **300 dpi**
- Figures should be labeled using a number (e.g. Figure 1, Figure 2) and should have a short explanatory title (typically **8 words** or less)
- Provide a figure legend to help the reader understand the figure. Legends should **fully** explain the figure without reference to the text. Legends may be as long as **250 words** and should explain all abbreviations, symbols, and color codes. Please place legends at the end of main text.

- **Upload figures as separate files. Do not embed figures in the main document.**
- Figure contents should be briefly discussed in the text without reiterating the figure legends
- Please ensure that figures are cited in the main text
- A maximum of **6 elements** per article (i.e. a combination of figures, tables, and text boxes)

Key Figure

- From the figures you submit, you may consider designating one as a “Key Figure”.
- The goal of a Key Figure is to provide a visual summary of the most important point(s) of the article in a clear, didactic, and impactful manner. Ideally, the Key figure should encapsulate the recent findings that motivated the article. In some instances, you might find that the main point(s) of an article are better summarized in a table than a figure. In these cases, you may designate a **Key Table** rather than a Key Figure.
- Your article may include **either** a Key Figure **or** a Key Table, but not both.
- Key Figures should be **5 inches/12.7 cm** in width and up to **15 cm** in height.
- Please note that when uploading the manuscript files via Editorial Manager the Key Figure should be indicated.

TABLES AND KEY TABLE

- Tables should be labeled using numbers (e.g. Table 1, Table 2). They require a short, explanatory title but do not require a legend.
- Abbreviations (if not defined in the main text) and full explanations should be footnoted (using superscript letters)
- Please only use Word table template for tables and submit tables as part of the main document (not as separate files)
- Please ensure that tables are cited in the main text
- References included in the table should be listed in a **separate column**. These references should also be included in the main reference list.
- If a **Key Table** is included, it should summarize the most important information in the article in a clear, concise and well-organized manner. Your article may include **either** a Key Figure **or** a Key Table, but not both.

TEXT BOXES

- Ideal for providing more detailed explanations of complex concepts or theories, giving detailed mechanisms, or discussing case studies
- Text boxes can occasionally contain **simple** figures or tables. Figures may be up to **4.8 inches/12.2 cm** in width. These should be labeled using Roman numerals (e.g. Figure I, Table I). They should include a short concise title (typically 8 words or less).
- References unique to text boxes should follow the articles cited in the main References list
- **400 words** max per box (not included in the main word count)
- Please ensure that boxes are cited in the main text

GLOSSARY

- **Providing a Glossary is optional, but highly recommended.** A Glossary is used to define specialist language or important concepts, thus allowing for your review to be appreciated by a wider audience, while helping you write accurately and succinctly.
- Glossary terms should be in **bold**, the first time they appear in the text (excluding the abstract and highlights)
- The Glossary is cited only once, the first time a term appears
- Total word count is **450 words** maximum
- The Glossary does **not** count towards the total number of allowed elements or total word count

MANUSCRIPT SUBMISSION STEPS

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SUBMISSION**

- Please log in to the *Trends in Cognitive Sciences* Editorial Manager (EM) site, available at <http://www.editorialmanager.com/tics/> and click on "My accepted invitations" followed by the blue action link "submit invited manuscript" then follow the on-screen instructions.
- To submit your manuscript, you will need to upload the following items as separate Word documents: Cover Letter, Highlights, Manuscript, and Outstanding Questions. Note that the "Manuscript" item should contain all boxes, tables, figure legends, and the glossary (if applicable). You should submit each Figure as a separate file using the "Figure" item. Figures should be submitted in one of the following formats: .pdf, .tif, .jpeg, .eps, .xls, .ppt or .doc. You should also submit original, editable files if available and not in one of the formats already listed (e.g. Adobe Photoshop).