**Presubmission Inquiries**

*Trends in Cognitive Sciences* articles are generally commissioned by the Editor, but unsolicited proposals for articles are also considered.

Before you send your proposal, please check to make sure you have included the details listed below. **Please note that we cannot accept any proposals for articles that include new, previously unpublished primary data.**

Proposals should be sent to the editorial office at [tics@cell.com](mailto:tics@cell.com?subject=Presubmission%20for%20Trends%20in%20Cognitive%20Sciences)

For additional advice on how to write a proposal, please read our CrossTalk posts "[Ingredients for a persuasive review proposal](http://crosstalk.cell.com/blog/ingredients-for-a-persuasive-review-proposal)" and "Answering your questions about proposing reviews to Trends," [part 1](http://crosstalk.cell.com/blog/answering-your-questions-about-proposing-reviews-to-trends-part-1) and [part 2](http://crosstalk.cell.com/blog/answering-your-questions-about-proposing-reviews-to-trends-part-2). Please note that TICS discourages sending entire manuscripts unsolicited and prefers to receive proposals written according to the guidelines below.

For Review or Opinion article proposals, please provide the following details:

1. Co-author names and affiliations.
2. A summary (~300-600 words) outlining what will be discussed in the article and why it is timely.
3. A list of 10-20 key recent primary references (published in the past 4 years) that indicate the intended breadth and balance of the proposed article. Please list research articles, not review papers.

### 2. Preparation of Opinion Manuscripts

#### a. About Opinions

Trends in Cognitive Sciences Opinions should present a personal and original perspective on an important research-related topic of interest to the cognitive science and neuroscience communities, rather than a balanced review of this topic. The aim should be to stimulate debate or new research, cover controversial topics, or provide a new framework for, or interpretation of, an old problem or current issue, or speculate on the implications of some recent research. Although Opinion articles can be more 'forward looking' than Reviews, please avoid being overly speculative. Please note that articles that outline recent advances in a field rather than give a strong opinion on them are not suitable for this section of the journal; neither are hypotheses without any published support.

Our audience ranges from student to senior scientist so articles must be accessible to a wide readership. Please avoid jargon, but do not oversimplify: be accurate and precise throughout. We encourage the use of Glossary boxes to explain difficult terms for inexperienced readers.

Trends in Cognitive Sciences Opinions should not include unpublished data or simulations and should not propose a new formal mathematical model or meta-analyses. Although subjective, an Opinion article should not be used to dwell excessively on the author's own research or to excessively criticize the research of others, except where criticism is constructive.

#### b. Title Page

**Title (8 words)**  
Titles should be short and enticing (no more than 8 words).

**Authorship (up to three)**  
No more than 3 authors without prior agreement of the Editor. Equal contributions by authors can be designated with asterisks, and a link to a Twitter account can also be included. Please include affiliation details for all authors. Indicate the corresponding author as follows:

\*Correspondence: jqsmith@univ.edu (J.Q. Smith).

**Keywords (two to six)**  
Please include at least two descriptive keywords (maximum of six).

**Abstract (100 - 120 words)**   
• Briefly explain the necessary background and encapsulate the take-home message for a nonspecialist reader.  
• Please emphasize the recent developments or novel conclusions, concepts, or models that make your Opinion timely.  
• Between 100 and 120 words.  
• Must not include reference citations.

#### c. Opinion Guidelines

**Structure**

• Start with an accessible introduction outlining why the subject is important and why you are writing about it now. Please use a descriptive heading rather than "Introduction" for this section, and be sure to state your opinion clearly.  
• Use concise, informative subheadings and provide clear links between sections.   
• Finish with clearly stated conclusions, including an indication of future directions and how any predictions you make can be tested. This section should be entitled 'Concluding remarks' or 'Concluding remarks and future perspectives'.  
  
**Formatting**• Please use 12pt font and a minimum of 1.5 spacing.  
• Please number the pages of the manuscript (page 1 is the title page).  
• Please add line numbers to aid the reviewing process.  
  
**Main text (2500 - 3500 words, 100 references)**• The word limit (3500 words) does not include text in boxes, tables, figure legends, abstract, or references.   
• Please limit the number of references to 100. Contact the Editor if this is insufficient.  
• Please use informative headings (in **Bold**) and not, for example, Introduction, Discussion. However, a 'Concluding Remarks' section is encouraged. Subheadings (in Italics) are allowed in all sections (except the Introductory section).  
• Please spell out Latin names of organisms in full at first usage.  
• A brief acknowledgements section may be included prior to the references.  
• Opinions can contain up to four additional elements (figures, tables, text boxes). This limit does not include the Highlights and the Outstanding Questions Box.  
  
**References**• Please see the References tab for details. In brief, References should be numbered and cited in the text in square brackets in the order they appear (e.g., [1] or [7-9]).  
• No more than 100 references are permitted.  Please contact the Editor if this is insufficient.  
• Websites should be cited in the main text in parentheses, not as part of the reference list.  
 **Highlights (900 characters, including spaces, required)**  
• Highlights are a short collection of bullet point statements (3-5) that concisely convey to the reader the recent advances in the area, including emerging concepts and/or distinctions, that constitute a main motivation for the discussion developed in the article.   
• As Highlights focus on recent developments, conclusions and future directions should instead be discussed in the Concluding Remarks section and/or the Outstanding Questions box.  
• The text in the Highlights may not exceed 900 characters, including spaces.   
• The Highlights are not called out in the text.  
• The Highlights do not count towards the total number of allowed display elements in the manuscript (limit of 6).  
• When submitting the manuscript files via Editorial Manager, please upload Highlights as a separate word file using the designated heading.  
 **Outstanding Questions Box (2000 characters, including spaces, required)**• Important questions for future research should be summarized in a box (not included in box count or element limit). This is an excellent opportunity to offer input and guidance on new directions for the field.  
• Please write succinct questions in list format, with bullet points to indicate the start of a new concept.   
• The Outstanding Questions Box should not include references.  
• The box should be called out in an appropriate section in the text, generally the Concluding Remarks section, as 'see Outstanding Questions'. This element will be placed as the last box in the paper, although it should not be numbered with the other boxes.  
• When submitting the manuscript files via Editorial Manager, please upload the Outstanding Questions Box as a separate word file using the designated heading.

**Glossary (450 words)**• For the benefit of students that may not be that familiar with some of the terminology and abbreviations used in your article, please include a Glossary to explain and define abbreviations. Please note that the explanations should be more than simply spelling out a name in full, e.g., make sure to add gene or protein function or other relevant information.   
• Please list Glossary terms in alphabetical order. Terms in the Glossary should be in bold followed by a colon, followed by the explanation, which should not be in bold, i.e.,**Term**: xxxxxx xxx xxx.   
• Please only add '(see Glossary)' after the first Glossary term mentioned in the text only. The first time a term in the Glossary is used in the text please place this in bold font.   
• The Glossary does not count toward the additional element limit.  
  
 **Text Boxes**• Ideal for providing explanations of basic concepts or theories, giving detailed mechanisms, or discussing case studies.  
• Please cite text boxes in the main text as: (Box 1).  
• Boxes should have a single sentence title (no more than 8 words).  
• Text boxes can occasionally contain small figures and tables. Please number figures or tables within a text box with Roman numerals (e.g. Figure I) and cite the element in the box text.  
• 400 words max per box.   
• References should be listed in the main reference list, numbered to follow on from the end of the main text.  
• No more than four text boxes per article.   
 **Figures**• See the Figure Guidelines tab for information on preparing figures.  
• Figures should be supplied as separate files, rather than embedded in the main text document.  
  
**Figure Legends (250 words per legend)**• Should always have a short, explanatory title (as well as legend).  
• Legends must explain the figure fully without reference to the text.  
• If applicable, the original source of previously published material must be acknowledged in the Figure legend.  
• Figures must be cited in the main text (box figures must be cited in the box).   
  
**Tables**• Require a single-sentence title, but no legend.  
• Please cite tables in the main text as: (Table 1).  
• Abbreviations (if not defined in the main text) and full explanations should be footnoted (using superscript lowercase letters).  
• Use Word for tables and submit as part of the main document (not as separate file). Please do not insert tables as images.   
  
**Key Figure or Table**• We encourage authors to include one Key Figure or Table as one of their figures or tables. Your article may include either a Key Figure or a Key Table, but not both.  
• 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 way.   
• As with other figures, the Key Figure should have a short, explanatory title and include an informative legend that fully explains the figure. Key Figures should be referred to in the text in the first use as (Figure X, Key Figure) and (Figure X) thereafter.  
• The Key Table should aim to accomplish many of the same goals of the Key Figure; it should summarize the most important information in the article in a clear, concise way without unnecessary text, and be well-organized.    
• As with other tables, the Key Table should have a short, explanatory title. Key Tables should be referred to in the text in the first use as (Table X, Key Table) and (Table X) thereafter.  
• To make sure that your Key Table will appear well in the typeset PDF, we suggest that you assemble it with our maximum table width in mind, which is 5 inches/12.7cm (portrait view). Although it is not encouraged, if necessary an extremely wide Key Table may be displayed in landscape format.  
• Please note that when uploading the manuscript files via Editorial Manager the Key Figure or Table should be indicated.