

Instructions for Authors: Reviews

Trends in Cognitive Sciences (TiCS) carries review, research focus and opinion articles to help cognitive scientists stay abreast of the field. Please follow these instructions carefully, as our editorial policy differs in important respects from that of primary research journals:

Manuscripts are peer reviewed and commissioning does not guarantee publication. If you cannot complete your manuscript by the deadline, please inform us of the delay and indicate the target date for completion. Late articles may be cancelled.

TiCS Reviews are concise reviews of recent research in rapidly progressing or emerging areas. They should briefly set the background and then concentrate on setting 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 ranges from student to professor, and so 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 authors' own opinions are being presented.

A **TiCS review must not include unpublished data, new hypotheses, formal mathematical models or meta-analysis.** Very occasionally, unpublished data can be referred to, but only when essential and they should be clearly identified as unpublished and never be used to substantiate any significant point. **TiCS reviews are authoritative considerations of recent, peer-reviewed studies.**

To help you prepare your article, please take careful note of the following guidelines (especially limits and 'Review structure'). A more detailed formatting checklist follows these instructions.

| | |
|------------------------------|---|
| Title | <ul style="list-style-type: none"> Titles should be short and enticing (no more than eight words). |
| Authors names | <ul style="list-style-type: none"> No more than 5 authors. Full contact details for all authors (indicate corresponding author). |
| 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 recent developments that make your review timely. Between 100 and 120 words, and must not include reference citations. |
| Review structure | <ul style="list-style-type: none"> Introduction aimed at nonspecialist: please indicate the timeliness, importance and rationale for your article (why the subject is important; why now). Use concise logical subheadings and provide clear links between sections. Please end with a brief summary of your article, a strong take-home message and include a clear indication of future research. |
| Length | <ul style="list-style-type: none"> 2500 words: This limit does not include text in boxes, tables, figure legends abstract or references. |
| Figures* | <ul style="list-style-type: none"> Should always have a short, explanatory title (as well as legend). Legends must fully explain the figure without reference to the text. |
| Tables* | <ul style="list-style-type: none"> Require a single-sentence title but no legend. Abbreviations (if not defined in the main text) and full explanations should be footnoted (using letters). |
| Text Boxes* | <ul style="list-style-type: none"> Ideal for providing additional, non-central information, i.e. explanations of basic concepts or theories, giving detailed mechanisms, discussing details of case studies, presenting 'side-issues of interest', or providing additional background information for the benefit of the non-specialist. Text Boxes can occasionally contain small figures and tables. 400 words max per Box (refs. to be listed in main reference list only: see checklist). No more than 3 boxes per article. |
| Outstanding questions | <ul style="list-style-type: none"> Can be summarized in a box (not included in box count). |
| Glossary Box | <ul style="list-style-type: none"> Used for specialist language (not included in box count). |
| References | <ul style="list-style-type: none"> Concentrate on the seminal references of the past 2–4 years (most references should be no more than five years old). Reviews should be cited if it is necessary to refer to older data. The limit of 60–70 references should not be exceeded. |
| Copyright | <ul style="list-style-type: none"> The 'Transfer of Copyright' agreement will be sent to you on acceptance of your article. Authors must sign the 'Transfer of Copyright' agreement before publication. This enables Elsevier Ltd to protect the copyrighted material for the authors, but does not relinquish the authors' proprietary rights (e.g. patent rights). The copyright transfer covers the exclusive rights to reproduce and distribute the article, including reprints, photographic reproductions, microfilm, or any other reproductions of a similar nature, and translations. This includes the right to adapt the article for use in conjunction with computer systems and programs, including reproduction or publication in machine-readable form and in incorporation in retrieval systems. Authors are responsible for obtaining permission from the copyright holder to reproduce any material (including figures, tables or excerpts) in which copyright subsists. Please see further information on obtaining permission to reproduce material that has appeared elsewhere below. |

| | |
|--|--|
| Ethics in Publishing: General Statement | <p><i>Ethics</i></p> <ul style="list-style-type: none"> The Editor(s) and Publisher of this Journal believe that there are fundamental principles underlying scholarly or professional publishing. While this may not amount to a formal 'code of conduct', these fundamental principles with respect to the authors' paper are that the paper should: i) be the authors' own original work, which has not been previously published elsewhere, ii) reflect the authors' own research and analysis and do so in a truthful and complete manner, iii) properly credit the meaningful contributions of co-authors and co-researchers, iv) not be submitted to more than one journal for consideration, and v) be appropriately placed in the context of prior and existing research. Of equal importance are ethical guidelines dealing with research methods and research funding, including issues dealing with informed consent, research subject privacy rights, conflicts of interest, and sources of funding. While it may not be possible to draft a 'code' that applies adequately to all instances and circumstances, we believe it useful to outline our expectations of authors and procedures that the Journal will employ in the event of questions concerning author conduct. <p><i>Conflicts of Interest</i></p> <ul style="list-style-type: none"> The Publisher now requires authors to declare any conflicts of interest that relate to papers accepted for publication in this Journal. A conflict of interest may exist when an author or the author's institution has a financial or other relationship with other people or organizations that may inappropriately influence the author's work. A conflict can be actual or potential and full disclosure to the Journal is the safest course. All submissions to the Journal must include disclosure of all relationships that could be viewed as presenting a potential conflict of interest. The Journal may use such information as a basis for editorial decisions and may publish such disclosures if they are believed to be important to readers in judging the manuscript. A decision may be made by the Journal not to publish on the basis of the declared conflict. For more information, please refer to: http://www.elsevier.com/wps/find/authorshome.authors/conflictsofinterest |
| Submission | <ul style="list-style-type: none"> Please submit your manuscript using the TiCS Elsevier Editorial System website. Please upload a word file (for the text) and separate figure files (see Figure Submission Guidelines). *Please do NOT submit a pdf file containing both the text and figures—this will be built online when you submit your manuscript and figures. The TiCS Elsevier Editorial System address is: http://ees.elsevier.com/tics |

***A maximum of 6 additional elements per review (i.e. combination of Figures, Tables or boxes)**

Checklist for Authors

Trends in Cognitive Sciences Review Article

(Please tick the boxes once the following have been included in your manuscript)

- **Throughout the text**

- ☐ Please use double space (not 1.5 spacing) text and 12pt font size
- ☐ Please number pages (page 1 is title page)
- ☐ Please add line numbers to your manuscript to aid the reviewing process

- **Title page (page 1)**

- ☐ Short title (<8 words long, enticing, relevant to the content)
- ☐ Authors' names (no more than 5 names, first names and surnames in full, with middle initials)
- ☐ Authors' addresses
- ☐ One corresponding e-mail address written as: *Corresponding author*: Smith, A.B. (absmith@ucl.ac.uk).

- **Main text (page 2)**

How many words? (Max.: 2500 words)

- ☐ Abstract (100–120 words, no references allowed)
- ☐ Introductory paragraph (no subheadings allowed)
- ☐ Subheadings (please use informative subheadings and not, for example, Introduction, Discussion)
- ☐ Include common names and Latin names for species
- ☐ Citing references: please use numbers in square brackets, in order of citation: e.g. [1] [2,3] [4–7]
- ☐ Include brief acknowledgements at the end of main text (before the reference list)
- ☐ Algebra: use **14pt** font; numerical variables in *italic*; categories and groups in roman; vectors in **bold** (please provide a hard copy of long or complex equations)

- **Reference lists**

How many references? (Max.: 70 refs)

- ☐ Unpublished work, PhD theses and URLs/website addresses must be cited in main text, not in reference lists
Unpublished work: cited in main text in parentheses as: (Q. Cumber-Patch *et al.*, unpublished)
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>)
- ☐ References in main text, boxes and figures are numbered, and listed at the end of the main text
- ☐ In tables, references should be cited in numbers, in a separate column, and listed at the end of the main text
- ☐ References listed in order of citation, not alphabetically, with one reference per number
- ☐ **For 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); abbreviate journal name using *Biological Abstracts*; volume; and complete page range. For example:

1 Gold, B. (2002) Effect of cationic charge localization on DNA structure. *Biopolymers* 65, 173–179
2 Han, Y. and Barillas-Mury, C. (2002) Implications of Time Bomb model of ookinete invasion of midgut cells. *Insect Biochem. Mol. Biol.* 32, 1311
3 Gruber, D.M. *et al.* (1999) Progesterone and neurology. *Gynecol. Endocrinol.* 4, 41–45
4 Jovani, R. Malaria transmission, sex ratio, and erythrocytes with two gametocytes. *Trends Parasitol.* (in press)

For online journal references: please give authors' names (as above); date (in parentheses); title (in roman text); abbreviate journal name using *Biological Abstracts*; the digital object identifier (DOI) number; and the website of the journal. For example:

5 Jiang, J.C. *et al.* (2000) An intervention resembling caloric restriction prolongs life span and retards aging in yeast. *FASEB J.* DOI: 10.1096/fj.00-242fje (<http://www.fasebj.org>)

☐ **For book references:**

For whole books: please give editors' names; date (in parentheses); title (in *italics*); and publisher. For example:

1 Chowdhury, N. and Alonso Aguirre, A., eds (2001) *Helminths of Wildlife*, Science Publishers Inc.

For book chapters: please give chapter authors; date (in parentheses); chapter title; book title (in *italics*); editors' names; page numbers and publisher. For example:

35 Clutton-Brock, T. and Godfray, H.C.J. (1991) Parental investment. In *Behavioural Ecology* (3rd edn) (Krebs, J.R. and Davies, N.B., eds), pp. 234–262, Blackwell

☐ **For patent references:**

23 Bloggs, J. *et al.* Company name that actually owns the patent. Title of patent, Code

• **Additional material (Boxes, Tables and Figures)**

Please use a maximum of six separate items of additional material for Review articles.

• **Boxes**

☐ Have you cited all boxes in the main text?

☐ Please provide a single-sentence title for the box (<8 words), double-space box text (400 words max.)

• **Tables**

☐ Have you cited all tables in the text?

☐ Use Word table template for tables only, not tabs or Excel etc.

☐ Please provide single-sentence title for the table, double-space and run-on all text

☐ Footnotes: help the reader to understand the table without referring to the main text

Use superscript letters^{a,b} to refer to footnotes in alphabetical order. All abbreviations, symbols etc. must be explained in a footnote; NB unless abbreviations have been previously defined in the main text.

☐ References cited in tables should be in a separate column and listed in the main reference list (in sequence from end of main reference list)

• **Figures (Important: please read the Figure Submission Form attached)**

☐ Have you cited all figures in the main text and/or box text?

☐ Have you obtained permission to reproduce copyrighted material (i.e. material, such as figures, tables or excerpts, that has already been published elsewhere) from the copyright owners of that material (see below for **further information on obtaining permissions**)?

☐ Have you acknowledged, in the figure legend, the original source of previously published material?

☐ Please supply an electronic file of all figures (please do not embed the figure in the text), and ensure that whoever generates your figures sees the figure submission form.

☐ Clearly label parts of the figure with lower case roman letters in parentheses (a), (b) etc.

☐ Please provide a figure legend to help the reader to understand the figure without referring to the main text, including: a short title; scale bar (if appropriate); references (should be listed in the main reference list, in sequence from end of list); and explain all abbreviations, symbols and colour codes etc; NB unless abbreviations have been previously defined in the main text. Please place legend at the end of main text (after reference list) and not next to the figure

If you have any difficulties preparing your text or figures, please contact the Journal for clarification.

Please submit your manuscript and its associated files at:

<http://ees.elsevier.com/tics>

The Editor, *Trends in Cognitive Sciences*, Cell Press, 600 Technology Square, Cambridge, MA 02139, USA

Phone: +1 617-397-2817 ; Fax: +1 617-397-2820 ; Email: tics@elsevier.com

www.cell.com/trends/cognitive-sciences

Figure Submission Form

- ☐ Please supply an **electronic file** of all figures. If you are unable to supply electronic copies, please provide high-quality printouts or slides: these can be returned after scanning.
- ☐ It is your responsibility to obtain permission to reproduce copyrighted material (i.e. figures that have been published online or in print) from the publishers, using the **Copyright Permission Request Form** attached. Note that while permission is usually always given, almost all publishers still require a formal request be made to reproduce material from their publications.
- ☐ You should retain the completed form on its return from the copyright holder. Please note that it is courteous to inform the author of the original material of your intent to use their published work.

1. Acceptable file formats

(a) For schematic figures, graphs or charts

- ☐ EPS (Encapsulated postscript)
- ☐ Excel
- ☐ PDF (from original program)
- ☐ Powerpoint (if originally created in Powerpoint)
- ☐ Word (if originally created in Word)

Select 'Figure' as the item type when uploading as part of your submission in Editorial Manager

In addition we can accept the following programs/formats:

- ☐ Adobe Illustrator
- ☐ Chemdraw (.cdx)
- ☐ Freehand
- ☐ Postscript
- ☐ Canvas
- ☐ CorelDraw
- ☐ ISISDraw (.skc)
- ☐ Windows metafile (.wmf)

Select 'Author Supplementary Material' as the item type when uploading as part of your submission in Editorial Manager

(b) For photographic images or structural representations

- ☐ Adobe Photoshop
- ☐ TIFF
- ☐ JPEG
- ☐ PNG

JPEG/PNG files must be first-generation, because the quality decreases each time they are resaved.

(c) Other non-standard programs

- ☐ If you have used any other programs to create your figures, please contact the editorial office for advice on their suitability.

2. Image size and resolution

- ☐ All images **must** be supplied at **300 dpi** (print resolution), not 72 dpi (screen resolution). The 300 dpi resolution must be generated in the application used to create the image, and at approximately the correct size.
- ☐ Images should be larger than they will appear in the journal to ensure good resolution when they are resized to our dimensions. If your system cannot produce variable output resolutions, the image should be created at a larger size, so that the effective resolution is increased when the image is scaled down by us.
- ☐ For correct printing, we convert all RGB images to CMYK, which can make images less vibrant and can alter the colour.

3. File names for figures

- ☐ Please save your figures using file names **no more than 8 characters in length** and ending with the correct 3-letter extension: e.g. 12345678.tif or 12345.eps.

4. How to send your figures to *Trends in Cognitive Sciences*

(a) Editorial Manager™

- ☐ All the figure files for your article should be uploaded together with the text as part of your submission via the Elsevier Editorial System site for *TiCS* (<http://ees.elsevier.com/tics>).

(b) File Transfer Protocol

- ☐ Particularly large files may be sent via File Transfer Protocol (FTP) using any ftp client, such as Fetch or FTP explorer. Please transfer files as binary, as follows:
 - ☐ FTP site address: ftp.elsevier.com
 - ☐ Login: trends
 - ☐ Password: tren4ftp
 - ☐ Directory: /incoming/trends
- ☐ Please then send an email to the editorial office, providing the file names, the program used to draw the figures and the formats in which the figures have been submitted, or use the form below

If you have any problems or questions while preparing or submitting your figures, please contact the editorial office.

Securing permission to reproduce copyrighted material

Please note that **it is your responsibility** to obtain permission to reproduce copyrighted material (i.e. figures, tables or excerpts that have been published online or in print) from the publishers or other copyright holders of the original material. This is also relevant to figures that have been altered in any way.

Depending on the publisher, permission can be obtained either by filling in an online form or by contacting the publisher by email (or fax/surface mail) with the request. Both processes are explained below.

PLEASE ENSURE THAT YOU SEEK PERMISSION TO REPRODUCE MATERIAL AS EARLY AS POSSIBLE AND CERTAINLY *PRIOR TO RESUBMISSION* OF YOUR REVISED MANUSCRIPT. THE PROCESS IS FREQUENTLY LENGTHY (2-4 weeks and occasionally even longer) AND THIS MAY DELAY SIGNIFICANTLY THE PUBLICATION OF YOUR PAPER.

ONLINE REQUEST

Several publishers, including Elsevier/Cell Press, AAAS, Nature Publishing Group, Wiley-Blackwell, Oxford Journals, Cambridge Journals, BMC Group, Sage, and others, have partnered with **Copyright Clearance Center's Rightslink** service to handle permission requests for their journals. Obtaining permission via **Rightslink** is easy and instantaneous—simply follow the steps below:

- 1) Locate online the article from which you would like to reproduce a figure(s)/table(s), etc.
- 2) Click on the 'Permissions and Reprints' link. This link may have slightly different labels (varying by publisher) but is normally found either right above the article title or to the right of the title/abstract.
- 3) You will be taken to the Rightslink page where you need to
 - a. Select the way you would like to reuse the content (standard responses are provided below in capital letters):

| | |
|--------------------|---|
| I would like to... | USE IN A JOURNAL/MAGAZINE |
| Details of use | PUBLISHED BY AN STM SIGNATORY |
| STM signatory | ELSEVIER |
| Requestor type | SCIENTIST IN AN ACADEMIC INSTITUTION (NOT AN AUTHOR ON THIS PAPER) or AUTHOR OF THIS ARTICLE |
| Portion used | [select] |

- b. Create an account if you haven't already
- c. Accept the terms and conditions and you're done

For questions about using the Rightslink service, please contact Customer Support via phone 877/622-5543 (toll free) or 978/777-9929, or email customercare@copyright.com.

PERMISSION NEEDS TO BE SOUGHT BY EMAIL (OR FAX/SURFACE MAIL)

A number of publishers, and especially Societies, do not have an automated online system for handling permissions requests for their journals. The process of obtaining permission varies considerably, but in general involves making a request by email/fax (or surface mail) which is usually processed within *2-4 weeks*. Given that the process is quite lengthy, it is essential to initiate the process of obtaining permission very early (preferably before initial submission of your TICS article and certainly before resubmission of your revised article).

Examples in this category:

Proc. Natl. Acad. Sci. U.S.A. (see: <http://www.pnas.org/site/misc/rightperm.shtml>)

J. Neurosci. (see: <http://www.jneurosci.org/misc/about.dtl#permission>)

If you wish to reproduce material that does not appear online (e.g from a book), the process of securing permission can be even lengthier (up to 8 weeks). Please consult with the editor prior to submitting your manuscript if your article contains material obtained from a non-online source.

IMPORTANT NOTE: You may be required to obtain permission to reproduce a figure(s)/table(s) even if you are the author of the paper in which the figure/table originally appeared. Always check with the publisher!

If you have any difficulties with the process of obtaining permission to reproduce previously published material, please contact the Journal for assistance.

Email: tics@elsevier.com