

Instructions for Contributors

Revised: July 10, 2018

I. General Information

Neurospine provides spine clinicians and researchers with peer-reviewed articles on basic and clinical investigation of spine and spinal cord to enhance patient management, education, clinical or experimental research, and professionalism. The journal will consider submissions in areas on craniocervical to lumbosacral spine including the followings; neuroscience and pain research, bone mineral research, disc and joint research, bio and industrial technology, pathophysiology, risk factors, symptomatology, imaging, treatment, rehabilitation of spine, and spinal cord/ peripheral nerve diseases. Specifically, basic and technology researches include the most influential research papers from all fields of science and technology, revolutionizing what physicians and researchers practicing the art of spinal neurosurgery worldwide know. Thus, we welcome valuable basic and translational technology research articles to introduce cutting-edge research of fundamental sciences and technology in clinical spinal neurosurgery. Clinical or Basic Research Articles, Review Articles, Case Reports, Technical Notes, and Letters to the Editor written in English will be accepted.

Neurospine, the official journal of ASIA SPINE, the Neurospinal Society of Japan, Taiwan Neurosurgical Spine Society, and the Korean Spinal Neurosurgery Society, is an international peer-reviewed open-access journal which published quarterly (last day of March, June, September, and December). It was first published in March 31, 2004 with Volume 1 and Number 1 with the name “Korean Journal of Spine,” and renamed as “Neurospine” since March 2018. *Neurospine* is indexed/tracked/covered by Emerging Sources Citation Index (ESCI), PubMed, PubMed Central, KoreaMed, KoMCI, EBSCO host, and Google Scholar.

II. Submission of Manuscript

1. Authors are requested to submit their papers electronically by using online manuscript submission available at <http://submit.e-neurospine.org>.
2. Corresponding author is responsible for submission and revision of the manuscripts. ID is required for processing and can be generated at the homepage.
3. All authors should sign on the Copyright Release, Author Agreement and Disclosure of Conflict of Interest form to certify that the contents of the manuscript have not been published and are not

being considered for publication elsewhere. If any research grant has been given by any private company or group, this information should be described on the form. All authors must sign their autograph by themselves. The form can be downloaded at the homepage of the *Neurospine* (<https://e-neurospine.org>), and should be submitted at the time of paper submitting.

4. Regarding author information, the list of the authors in the manuscript should include only those who were directly involved in the process of the work. Authors can refer to the guideline by Harvard University in 1999 to find details on authorship (<https://hms.harvard.edu/sites/default/files/assets/Sites/Ombuds/files/AUTHORSHIP%20GUIDELINES.pdf>).
5. Decision for the publication of the submitted manuscript will be made solely by the editorial board.
6. Professional editing in English is recommended for non-native speakers. Editorial office may request an English editing. In cases of accepted manuscripts, we may provide copy editing and English proofreading free of charge.
7. All published papers become the permanent property of the Korean Spinal Neurosurgery Society. Copyrights of all published materials are owned by the Korean Spinal Neurosurgery Society. Permission must be obtained from the Korean Spinal Neurosurgery Society for any commercial use of materials. Every author should sign the copyright transfer agreement forms.

III. Manuscript Preparation

Authors should refer to “Uniform Requirements for Manuscripts Submitted to Biomedical Journals” (<http://www.icmje.org/about-icmje/faqs/icmje-recommendations/>).

1. Title Page

- 1) The title pages must be composed of external and internal title pages.
- 2) The external title page must contain the article title, and full names of all authors with their institutional affiliations both. The type of manuscript (original articles, review articles, case reports, technical notes, letters to the editor, brief communications) should also be addressed. When the work includes multiple authors with different affiliations, the institution where the research was mainly conducted should be spelled out first, and then be followed by foot notes in superscript Arabic numerals

beside the authors' names to describe their affiliation in a consecutive order of the numbers. Running head must be included consisting of no more than 65 characters/spaces.

The external title page must also contain the address, telephone and facsimile numbers, and e-mail address of the corresponding author at the bottom of the page, as well as information on the previous presentation of the manuscript in conferences and funding resources, if necessary.

- 3) The internal title page should only contain the article title. The internal title page must not contain any information on the names and affiliations of the authors.

2. Manuscript Format

- 1) The manuscript should be composed of no more than 5,000 English words for original and review articles, 3,000 English words for technical reports and case reports except for references, tables, and figures. It should be composed of no more than 600 English words for letters to the editor.
- 2) The article should be organized in the order of title, abstract, introduction, materials and methods, results, discussion, conclusion, references, tables, and figures or illustrations.
- 3) There should be no more than 40 references in original articles. In case reports, materials and methods and results can be replaced with cases. The number of references should be 20 or less and the figure number 5 or less.
- 4) Manuscript format may vary in review articles. There should be no more than 100 references in review articles.
- 5) Text should be written in 11 point fonts with double line spacing.

3. Abstract

- 1) Objective, Methods, Results, and Conclusion sections should be included in abstract of clinical or laboratory research, but are not necessary in other types of studies.
- 2) The abstract should include brief descriptions on the objective, methods, results, and conclusion as well as a detailed description of the data. An abstract containing 250 words or less is required for original articles and 200 words or less for case reports and review articles.
- 3) Abstract can be revised by the decision of editorial board, and some sentences can be modified as a result of revision.
- 4) A list of key words, with a minimum of two items and maximum of six items, should be included at the end of the abstract.
- 5) The selection of Key Words should be based on Medical Subject Heading (MeSH) of Index Medicus and the web site (<http://www.nlm.nih.gov/mesh/MBrowser.html>).

4. Introduction

The introduction should address the purpose of the article concisely,

and include background reports mainly relevant to the purpose of the paper. Detailed review of the literature should be addressed in the discussion section.

5. Materials and Methods

- 1) The article should record research plans, objective, and methods in order, as well as the data analysis strategies and control of bias in the study. Enough details should be furnished for the reader to understand the method(s) without reference to another work in the study described.
- 2) When reporting experiments with human subjects, the authors must document the approval received from the local Institutional Review Board. When reporting experiments with animal subjects, the authors should indicate whether the handling of the animals was supervised by the research board of the affiliated institution or such. Approved number of IRB must be noted.
- 3) Photographs disclosing patients must be accompanied by a signed release form from the patient or family permitting publication.
- 4) Ensure correct use of the terms sex (when reporting biological factors) and gender (identity, psychosocial or cultural factors), and, unless inappropriate, report the sex and/or gender of study participants, the sex of animals or cells, and describe the methods used to determine sex and gender. If the study was done involving an exclusive population, for example in only one sex, authors should justify why, except in obvious cases (e.g., prostate cancer). Authors should define how they determined race or ethnicity and justify their relevance.

6. Results

- 1) The authors should logically describe their results of observations and analyses performed using methodology given in the previous section and provide actual data.
- 2) For biometric measurements in which considerable amount of stochastic variation exists, a statistical evaluation is mandatory. The results must be solely from the findings of the current study and not refer to any previous reports.
- 3) While an effort should be made to avoid overlapping descriptions by Tables and by main text, important trends and points in the Table should be described in the text.

7. Discussion

Discussions about the findings of the research and interpretations in relation to other studies are made. It is necessary to emphasize the new and critical findings of the study, not to repeat the results of the study presented in the previous sections. The meaning and limitation of observed facts should be described, and the conclusion should be related to the objective of the study only when it is supported by the results of the research.

8. Conclusion

The conclusion section should include a concise statement of the major findings of the study in accordance with the study purpose.

9. References

The authors are responsible for the accuracy of the references. Key the references (double-spaced) at the end of the manuscript. End-Note users can access a direct download of the updated *Neurospine* Publications style at <https://www.e-neurospine.org>. References should be numbered consecutively in the order in which they are first mentioned in the text. All references cited in the text must be both listed and cited by the reference number (footnotes are not accepted). Use superscript numerals outside periods and commas, inside colons and semicolons. When more than 2 references are cited at a given place in the manuscript, use hyphens to join the first and last numbers of a closed series; use commas without space to separate other parts of a multiple citation (e.g., As reported previously,^{1,3-8,19} ...The derived data were as follows^{3,4,12}.)

Do not link the references to the text. Cite unpublished data, such as papers submitted but not yet accepted for publication or personal communications, in parentheses in the text. If there are more than three authors, name only the first three authors and then use et al. Refer to the List of Journals Indexed in Index Medicus for abbreviations of journal names, or access the list at <https://www.nlm.nih.gov/archive/20130415/tsd/serials/lji.html>. Sample references are given below:

• Journal article

1. Sakai K, Okawa A, Takahashi M, et al. Five-year follow-up evaluation of surgical treatment for cervical myelopathy caused by ossification of the posterior longitudinal ligament. *Spine (Phila Pa 1976)* 2012;37:367-76.

• Book chapter

2. Sweitzer S, Arruda J, DeLeo J. The cytokine challenge: Methods for the detection of central cytokines in rodent models of persistent pain. In: Kruger L, editor. *Methods in pain research*. Boca Raton, FL: CRC Press; 2001:109-32.

• Entire book

3. Atlas SW. *Magnetic resonance imaging of the brain and spine*. Philadelphia: Lippincott Williams & Wilkins; 2001.

• Software

4. Epi Info [computer program]. Version 6. Atlanta: Centers for Disease Control and Prevention; 1994.

• Online journals

5. Friedman SA. Preeclampsia: A review of the role of prostaglan-

dins. *Obstet Gynecol* [serial online]. January 1988;71:22-37. Available at: BRS Information Technologies; McLean, VA. Accessed December 15, 1990.

• Database

6. CANCERNET-PDQ [database online]. Bethesda (MD): National Cancer Institute; 1996. Updated March 29, 1996.

• World Wide Web

7. Gostin LO. Drug use and HIV/AIDS [Internet]. June 1, 1996. Available at: <http://www.ama-assn.org/special/hiv/ethics>. Accessed June 26, 1997.

10. Tables

- 1) Tables should be created using the table formatting and editing feature of Microsoft Word. The title of the table must be noted. Tables cannot be submitted in a picture format.
- 2) Tables should be prepared in detail, in order to understand the contents of the manuscript without further reference.
- 3) Tables should be submitted separately from manuscript. Do not include vertical lines in table, and refer to the table formats in formal papers in *Neurospine*.

11. Figures and Illustrations

- 1) Figures should have resolution of 300 dpi or above and should be submitted individually (Namely, if Figure 1 is divided into A, B, C, and D, do not combine them into one, but submit each of them separately). Allowable file format for figures are JPG or TIF (TIFF) only.
- 2) Figures should be named according to figure name (example: Fig-1A.tif). If the quality of the photographs is considered as inappropriate for printing, resubmission of them can be requested by the journal.
- 3) Authors should submit figures in black and white if they want them to be printed in black and white. Authors are responsible for any additional costs of producing color figures (Additional cost for color printing is determined by the editorial board).
- 4) Line art should have resolution of 1,200 dpi or more in JPG or TIF format.

12. Author Check List

- 1) Before submitting the manuscript, authors should double-check all requirements noted in the agreement form regarding the registration and copyrights of their manuscript. A manuscript that does not fit the author instructions of the journal regarding format and references will be returned to the authors for further correction.
- 2) The page numbers in the manuscript should be counted from the page with the abstract, and the name and affiliation of the

authors should not appear thereafter.

- 3) Author check list should be prepared, signed by corresponding author, submitted with manuscripts, and then registered online. Relevant forms can be downloaded at manuscript submission site.

IV. Peer Review Process

All manuscripts are considered confidential. They are peer-reviewed by at least 2 anonymous reviewers selected by the Editor. The corresponding author is notified as soon as possible of the Editor's decision to accept, reject, or ask for revisions. The average time interval for an initial review process that involves both editorial and peer reviews is approximately 1 month; occasionally, there are unavoidable delays, usually because a manuscript needs multiple reviews or several revisions. When manuscripts are returned for revision, a cover letter from the Editor provides directions that should be followed carefully. When submitting the revised manuscript, authors should include a Response Letter, which describes how the manuscript has been revised. A point-by-point response to the Editor should be included with the revised manuscript. Authors who plan to resubmit but cannot meet this deadline should contact the Editorial Office. Manuscripts held for revision will be retained for a maximum of 90 days. The revised manuscript and the author's comments will be reviewed again. If a manuscript is completely acceptable, according to the criteria set forth in these instructions, it is scheduled for publication in the next available issue.

We neither guarantee the acceptance without review nor very short peer review times for unsolicited manuscripts. Commissioned manuscripts also are reviewed before publication.

We adopt double-blind peer review in which case, not only authors but also reviewers do not know each other.

V. Publication and Charges

- 1) Once a manuscript is accepted for publication by the journal, it will be sent to the press, and page proofs will be sent to authors. Authors must respond to the page proofs as soon as possible after making necessary corrections of misspellings, and the location of the photographs, figures or tables. Authors can make corrections for only typing errors, and are not allowed to make any author alteration or substantive changes of the text. Proofs must be returned to the press within 48 hours of receipt. No response from the authors within this time frame will lead the publication of the proof read without corrections, and the editorial board will not be responsible for any mistakes or errors occurring in this process.
- 2) There is no article processing charge (APC), also known as a publication fee including submission fee, for accepted articles.

VI. Ethical Guidelines

1. Research Ethics

- 1) All of the manuscripts should be prepared in strict observation of research and publication ethics guidelines recommended by the Council of Science Editors (CSE), International Committee of Medical Journal Editors (ICMJE), World Association of Medical Editors (WAME), and the Korean Association of Medical Journal Editors (KAMJE).
- 2) Any study including human subjects or human data must be reviewed and approved by a responsible institutional review board (IRB). Please refer to the principles embodied in the Declaration of Helsinki (<https://www.wma.net/policies-post/wma-declaration-of-helsinki-ethical-principles-for-medical-research-involving-human-subjects/>) for all investigations involving human materials.
- 3) Animal experiments also should be reviewed by an appropriate committee (Institutional Animal Care and Use Committee, IACUC) for the care and use of animals. Also studies with pathogens requiring a high degree of biosafety should pass review of a relevant committee (Institutional Biosafety Committee, IBC). The editor of *Neurospine* always request submission of copies of informed consents from human subjects in clinical studies or IRB approval documents.

2. Conflict of Interest

- 1) The corresponding author of an article is asked to inform the Editor of the authors' potential conflicts of interest possibly influencing their interpretation of data. A potential conflict of interest should be disclosed in the cover letter even when the authors are confident that their judgments have not been influenced in preparing the manuscript. Such conflicts may be financial support or private connections to pharmaceutical companies, political pressure from interest groups, or academic problems. Disclosure form shall be same with ICMJE Uniform Disclosure Form for Potential Conflicts of Interest (http://www.icmje.org/coi_disclosure.pdf).
- 2) The Editor will decide whether the information on the conflict should be included in the published paper. Before publishing such information, the Editor will consult with the corresponding author. In particular, all sources of funding for a study should be explicitly stated. The *Neurospine* asks referees to let its Editor know of any conflict of interest before reviewing a particular manuscript.

3. Journal Policies on Authorship and Contributorship

- 1) Authors are required to make clear of their contribution to their manuscript in cover letter. To be listed as an author one should have contributed substantially to all three categories established

by the International Committee of Medical Journal Editors (ICMJE): (1) conception and design, or acquisition, or analysis and interpretation of data; (2) drafting the article or revising it critically for important intellectual content; and (3) final approval of the version to be published; and (4) agreement to be accountable for all aspects of the work in ensuring that questions related to the accuracy or integrity of any part of the work are appropriately investigated and resolved.

- 2) When a large, multicenter group has conducted the work, the group should identify the individuals who accept direct responsibility for the manuscript. When submitting a manuscript authored by a group, the corresponding author should clearly indicate the preferred citation and identify all individual authors as well as the group name. Journals generally list other members of the group in the Acknowledgments. Acquisition of funding, collection of data, or general supervision of the research group alone does not constitute authorship. Authors are responsible for replying to all questions asked by reviewers or editors that relate to the accuracy or integrity of any part of the work. All persons who have made a substantial contribution, but who are not eligible as authors, should be named in the acknowledgments. Authors are expected to consider carefully the way authors should be listed and ordered before submitting their manuscripts, and to provide a definitive list of authors with their original submission. Any addition, deletion, or rearrangement of author names in the authorship list should be made before the manuscript has been accepted—and only if approved by the journal Editor. To request such a change, the Editor must receive the following from the corresponding author: (a) the reason for requesting a change in the list of authors; and (b) written confirmation (by e-mail or letter) from all authors to say that they agree with the addition, removal, or rearrangement.

4. Redundant Publication and Plagiarism

- 1) Redundant publication is defined as “reporting (publishing or attempting to publish) substantially the same work more than once, without attribution of the original source(s)”. Characteristics of reports that are substantially similar include the following: (a) “at least one of the authors must be common to all reports (if there are no common authors, it is more likely plagiarism than redundant publication);” (b) “the subject or study populations are often the same or similar;” (c) “the methodology is typically identical or nearly so;” and (d) “the results and their interpretation generally vary little, if at all.”
- 2) When submitting a manuscript, authors should include a letter informing the editor of any potential overlap with other already published material or material being evaluated for publication and should also state how the manuscript submitted to *Neurospine* differs substantially from this other material. If all or

part of your patient population was previously reported, this should be mentioned in the Materials and Methods, with citation of the appropriate reference(s).

- 3) The editorial committee checks the similarity by using the iThenticate (<http://www.ithenticate.com/>) program for all submitted articles to prevent plagiarism. The editorial committee rejects the article suspected of plagiarism and asks the author to check whether it is plagiarized and make a resubmission.

5. Readership

It is primarily for clinicians and researchers who care patients with spine and spinal cord diseases. They are able to obtain tailored information to adopt for their research and practice. Its readership can be expanded to other positions: • Researchers can get the recent topics of clinical research in spine and spinal cord field and detailed research methods; • Clinicians in the field can get the new information and recent development for care of patients; • Medical teacher can access and adopt a variety of data in medical education; • Allied health professionals including nurses are able to get the recent information for care of patients with spine and spinal cord diseases; • Medical health students can understand the recent trends of the field and interesting cases for their work; • Policy makers are able to reflect the results of the articles to the nation-wide health care policies for patients with spine and spinal cord diseases; • The public, especially family of patients with spine and spinal cord diseases are able to read the advancement in their family’s diseases so that they have a better knowledge on the diseases and a confidence in the clinicians’ devotion to their family.

6. Obligation to Register Clinical Trial

- 1) Clinical trial defined as “any research project that prospectively assigns human subjects to intervention and comparison groups to study the cause-and-effect relationship between a medical intervention and a health outcome” should be registered to the primary registry to be prior publication.
- 2) *Neurospine* accepts the registration in any of the primary registries that participate in the WHO International Clinical Trials Portal (<http://www.who.int/ictrp/about/details/en/index.html>) as well as <https://www.anzctr.org.au/>, www.clinicaltrials.gov, www.umin.ac.jp/ctr/index/htm and www.trialregister.nl. The clinical trial registration number shall be published at the end of the abstract.

7. Process for Identification of and Dealing With Allegations of Research Misconduct

When the Journal faces suspected cases of research and publication misconduct such as a redundant (duplicate) publication, plagiarism, fabricated data, changes in authorship, undisclosed conflicts of interest, an ethical problem discovered with the submitted manuscript, a

reviewer who has appropriated an author's idea or data, complaints against editors, and other issues, the resolving process will follow the flowchart provided by the Committee on Publication Ethics (<http://publicationethics.org/resources/flowcharts>). The Editorial Board will discuss the suspected cases and reach a decision. We will not hesitate to publish errata, corrigenda, clarifications, retractions, and apologies when needed.

Neurospine adheres to the research and publication ethics policies outlined in International Standards for Editors and Authors (<http://publicationethics.org>) and the Uniform Requirements for Manuscripts Submitted to Biomedical Journals (<http://icmje.org>). Any studies involving human subject must comply with the principles of the World Medical Association Declaration of Helsinki. Clinical research should be approved by the Institutional Review Board, as well through patient consent. A patient's personal information cannot be published in any form. However, if it is absolutely necessary to use a patient's personal information, the consent of the patient or his/her guardian will be needed before publishing. Animal studies should be performed in compliance with all relevant guidelines, observing the standards described in the NIH Guide for the Care and Use of Laboratory Animals.

Cases that require editorial expressions of concern or retraction shall follow the COPE flowcharts available from: <http://publicationethics.org/resources/flowcharts>. If correction is needed, it will follow the ICMJE Recommendation for Corrections, Retractions, Republications and Version Control available from: <http://www.icmje.org/recommendations/browse/publishing-and-editorial-issues/corrections-and-version-control.html> as follows:

Honest errors are a part of science and publishing and require publication of a correction when they are detected. Corrections are needed for errors of fact. Minimum standards are as follows: First, it shall publish a correction notice as soon as possible, detailing changes from and citing the original publication on both an electronic and numbered print page that is included in an electronic or a print Table of Contents to ensure proper indexing; Second, it shall post a new article version with details of the changes from the original version and the date(s) on which the changes were made through CrossMark; Third, it shall archive all prior versions of the article. This archive can be either directly accessible to readers; and Fourth, previous electronic versions shall prominently note that there are more recent versions of the article via CrossMark.

8. Handling Complaints and Appeals

The policy of the journal is primarily aimed at protecting the authors, reviewers, editors, and the publisher of the journal. If not described below, the process of handling complaints and appeals follows the guidelines of the Committee of Publication Ethics available from:

<https://publicationethics.org/appeals>

Who complains or makes an appeal?

Submitters, authors, reviewers, and readers may register complaints and appeals in a variety of cases as follows: falsification, fabrication,

plagiarism, duplicate publication, authorship dispute, conflict of interest, ethical treatment of animals, informed consent, bias or unfair/inappropriate competitive acts, copyright, stolen data, defamation, and legal problem. If any individuals or institutions want to inform the cases, they can send a letter to editor through <https://www.e-neurospine.org/about/contact.php>. For the complaints or appeals, concrete data with answers to all factual questions (who, when, where, what, how, why) should be provided.

Who is responsible to resolve and handle complaints and appeals?

The Editor, Editorial Board, or Editorial Office is responsible for them.

What may be the consequence of remedy?

It depends on the type or degree of misconduct. The consequence of resolution will follow the guidelines of the Committee of Publication Ethics (COPE).

9. Postpublication Discussions and Corrections

The postpublication discussion is available through letter to the editor. If any readers have a concern on any articles published, they can submit letter to the editor on the articles. If there founds any errors or mistakes in the article, it can be corrected through errata, corrigenda, or retraction.

10. Policies on data sharing and reproducibility

Until 2020, authors will be encouraged to share their data openly, but starting in 2021, they will be mandated to do so. The related regulation follows the open data sharing policy outlined below.

1) Open data sharing policy

For clarification on result accuracy and reproducibility of the results, raw data or analysis data will be deposited to a public repository, for example, Harvard Dataverse (<https://dataverse.harvard.edu/>) after acceptance of the manuscript. Therefore, submission of the raw data or analysis data is mandatory. If the data is already a public one, its URL site or sources should be disclosed. If data cannot be publicized, it can be negotiated with the editor. If there are any inquiries on depositing data, authors should contact the editorial office.

2) Clinical data sharing policy

This journal follows the data sharing policy described in "Data Sharing Statements for Clinical Trials: A Requirement of the International Committee of Medical Journal Editors" (<https://doi.org/10.3346/jkms.2017.32.7.1051>). As of July 1, 2018 manuscripts submitted to ICMJE journals that report the results of interventional clinical trials must contain a data sharing statement as described below. Clinical trials that begin enrolling participants on or after January 1, 2019 must include a data sharing plan in the trial's registration. The ICMJE's policy regarding trial registration is explained at <http://www.icmje.org/recommendations/browse/publishing-and-editorial-issues/clinical-trial-registration.html>. If the data sharing plan changes

Table. Examples of Data Sharing Statements That Fulfill These ICMJE Requirements*

	Example 1	Example 2	Example 3	Example 4
Will individual participant data be available (including data dictionaries)?	Yes	Yes	Yes	No
What data in particular will be shared?	All of the individual participant data collected during the trial, after deidentification.	Individual participant data that underlie the results reported in this article, after deidentification (text, tables, figures, and appendices).	Individual participant data that underlie the results reported in this article, after deidentification (text, tables, figures, and appendices).	Not available
What other documents will be available?	Study Protocol, Statistical Analysis Plan, Informed Consent Form, Clinical Study Report, Analytic Code	Study Protocol, Statistical Analysis Plan, Analytic Code	Study Protocol	Not available
When will data be available (start and end dates)?	Immediately following publication. No end date.	Beginning 3 months and ending 5 years following article publication.	Beginning 9 months and ending 36 months following article publication.	Not applicable
With whom?	Anyone who wishes to access the data.	Researchers who provide a methodologically sound proposal.	Investigators whose proposed use of the data has been approved by an independent review committee (learned intermediary) identified for this purpose.	Not applicable
For what types of analyses?	Any purpose.	To achieve aims in the approved proposal.	For individual participant data meta-analysis.	Not applicable
By what mechanism will data be made available?	Data are available indefinitely at (<i>Link to be included</i>).	Proposals should be directed to xxx@yyy. To gain access, data requestors will need to sign a data access agreement. Data are available for 5 years at a third party website (<i>Link to be included</i>).	Proposals may be submitted up to 36 months following article publication. After 36 months the data will be available in our University's data warehouse but without investigator support other than deposited metadata. Information regarding submitting proposals and accessing data may be found at (<i>Link to be provided</i>).	Not applicable

* These examples are meant to illustrate a range of, but not all, data sharing options.

after registration this should be reflected in the statement submitted and published with the manuscript, and updated in the registry record. All of the authors of research articles that deal with interventional clinical trials must submit data sharing plan of example 1 to 4 in Table 1. Based on the degree of sharing plan, authors should deposit their data after deidentification and report the DOI of the data and the registered site.

For the policies on the research and publication ethics not stated in this instructions, International standards for editors and authors (<https://publicationethics.org/resources/resources-and-further-reading/international-standards-editors-and-authors>) can be applied.

All correspondences, business communications and manuscripts should be mailed to:

Editor-in-Chief: Yoon Ha

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Copyright Release, Author Agreement, Human and Animal Right, and Disclosure of Conflict of Interest

The author(s) submit my/our manuscript with the following title

In consideration of the Editorial Board reviewing for the *Neurospine* publishing.

1. Copyright Release and Author Agreement

I/we undersigned hereby transfer all rights, interest, copyright and digital copyright related to the journal to the *Neurospine* upon acceptance of the manuscript for publication. I/we have all rights, such as right to apply patents and right to use part or all of the contents of the manuscript, except copyright. I/we can use materials from the manuscript under written agreement of the *Neurospine*, and in this case, I/we will clarify the reference. All authors have made a concrete and intellectual contribution to the content of the manuscript, and will take public responsibility for its content.

The author(s) certify that the manuscript was prepared in strict observation of research and publication ethics guidelines recommended by the editorial committee of the *Neurospine*.

The author(s) certify that the contents of the manuscript have not been published and are not being considered for publication elsewhere.

2. Human and Animal Right

In case of experimenting on human, the author(s) have certified that the process of the research is in accordance with ethical standards of Helsinki declaration, domestic and foreign committees that preside over human experiment.

If any doubts are raised whether the research was proceeded in accordance with the declaration, the author(s) would explain it.

In case of experimenting on animals, the author(s) have certified that the author(s) had followed the domestic and foreign guideline related to experiment of animals in a laboratory.

3. Disclosure of Conflict of Interest

The author(s) of the journal have clarified everything that interest may arise such as research expenses, consultant expenses, stock, particularly concerned person of the judges on the document of disclosure of conflict of interest.

If there are conflicts of interest, authors should state their content on the title page of the manuscript.

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Author Check List

1. Mandatory components of a manuscript

- 1) Formats and contents of the manuscripts are checked by corresponding author. Yes / No
- 2) All manuscripts should be written in English. Manuscripts may be no longer than 5,000 English words for original articles, 3,000 English words for technical reports and case reports except for references, tables, and figures. Yes / No
- 3) Manuscripts should be prepared in the following orders. Yes / No
Original article: external title page, internal title page, abstract, key words, introduction, materials, and methods, results, discussion, conclusion, references, table, and figure legends.
Case report: external title page, internal title page, abstract, key words, introduction, case report, discussion, conclusion, references, table, and figure legends.
- 4) "Editing in English is done prior to submission of a manuscript." Yes / No

2. External title page

- The external title page should be a separate file, and must contain names and affiliations of all authors and contact information of the corresponding author. Yes / No

3. Internal title page

- Only the English title of the manuscript is listed. Any information on the names and affiliations of the authors is not shown on the internal title page. Yes / No

4. Abstract

- 1) Abstract should have no longer than 250 words for original articles and 200 words for case reports and review articles. Yes / No
- 2) Abstract includes Objective, Methods, Results, and Conclusion in clinical or laboratory research. Yes / No
- 3) The selection of Key Words is based on medical subject headings (MeSH) terms. Yes / No

5. Manuscript

- 1) Text is written in 11-point fonts with double line spacing. Yes / No
- 2) Figures and tables are cited in numerical order in the order they are mentioned in the text. Yes / No

6. References

- 1) References should be numbered consecutively in Arabic numeric order in which they are first mentioned in the text. Yes / No
- 2) All references cited in the text must be both listed and cited by the reference number (footnotes are not accepted). Yes / No
- 3) When more than 2 references are cited at a given place in the manuscript, use hyphens to join the first and last numbers of a closed series; use commas without space to separate other parts of a multiple citation (e.g., As reported previously,^{1,3-8,19}...The derived data were as follows^{3,4,12};) Yes / No
- 4) If there are more than 3 authors in end-reference list, name only the first 3 authors and then use et al. Yes / No
- 5) Use superscript numerals outside periods and commas, inside colons and semicolons. Yes / No

7. Tables, Figures and Illustrations

- 1) Tables and figures are prepared in separate files. Yes / No
- 2) Figures are submitted individually not incorporated into one file. Yes / No
- 3) Figures and illustrations are saved in JPG or TIF file format and have a resolution of 300 DPI or more. (Line art should have resolution of 1,200 dpi or more) Yes / No

Author Check List

8. Copyright Release, Author Agreement, Human and Animal Right, and Disclosure of Conflict of Interest

All authors signed on the Copyright Release, Author Agreement, Human and Animal Right, and Disclosure of Conflict of Interest form to verify that the purpose of the research is not related to personal interests and the manuscript was prepared in strict observation of research and publication ethics guidelines.

Yes / No

The above form is submitted with the manuscript.

Yes / No

9. Ethical approval of studies and informed consent

For all manuscripts reporting data from studies involving human participants or animals, formal review and approval, or formal review and waiver, by an appropriate institutional review board or ethics committee is required and should be described in the Materials and Methods section.

Yes / No

