

NEUROSURGICAL FOCUS

REVISION CHECKLIST

Please upload this checklist with your revision. Failure to submit a revision checklist or adhering to its guidelines will result in a delay in the review of your revision, and the revision may be returned to you for correction.

Cover Letter

- Does your revision include the completed [Revision Cover Letter Template?](#)

Title Page

- Are all authors listed with their first and last names followed by their highest academic degrees?
- Does the affiliations list include department, institution, city, state, and country (if outside the U.S.) of each affiliation?
- If the authors are at different institutions, is this designated with superscripted numbers?
- Is the corresponding author's name, institution, and email address provided?
- If the abstract of your paper has been previously presented or published is the name, date, and location of the meeting listed on your title page under a "Previous Presentations" subheading?
- Have you *updated* the [element counts](#) (abstract word count; text word count; number of references; number of tables and/or figures; and number of videos)?
- If you added, removed, or changed the author list you and all co-authors (including the added or removed author[s]) must sign and upload a [Change in Authorship Form](#).

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- For clinical articles and laboratory investigations, is the abstract structured with the appropriate sections?
- Is the word count within the [limit](#) for your manuscript type?

Text

- Have the changes been marked in the revision using the "Track Changes" feature in Microsoft Word? A [Track Changes Tutorial](#) is available for download.
- If abbreviations are used, are they defined?
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- Is the manuscript divided into the appropriate sections?
- Are sources of financial support listed, if applicable?

References

- Have you followed the format for references outlined in the [Guidelines for References](#)?
- Are all references listed and cited in the text in consecutive, numerical order of appearance?
- Are all references cited within the text with superscripted numbers, not including any parentheses “()” or brackets “[]”?
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- Is the number of references within the [limit](#) for your manuscript type?

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7/2022