

# Neuron Formatting Checklist

*To ensure timely publication, please check that all of the following are true:*

## **FIGURE PERMISSIONS:**

- for figures that have been adapted or taken directly from a published work, any necessary permissions have been obtained from the rightsholder and a copy of the documentation has been provided

## **REFERENCE CITATIONS:**

- have a publication year that matches the corresponding references
- appear as **Smith, 1999** (one author); **Smith and Jones, 1999** (two authors); or **Smith et al., 1999** (more than two authors)
- for disambiguated references (e.g., **Smith, 1999a** and **Smith, 1999b**), also include the 'a' and 'b' designations

## **REFERENCES:**

- have a publication year that matches the corresponding citations
- include a COMPLETE author list
- include no references to “submitted” (i.e., not formally accepted) papers
- in-press references: include online pub. date and DOI – if unavailable, must be cited as personal communication or unpublished data
- journals: include the [abbreviated journal name](#), volume, and page range
- books: include the date, title, publisher, publisher location, and (where applicable) chapter title and editors

## **ALL MANUSCRIPTS MUST CONTAIN:**

- complete affiliations – including postal code – for each author
- email address for the corresponding author
- at least one citation for each figure and each table
- tables (if applicable) that are formatted as Microsoft Word tables – not as images or lists – with contents separated into individual table cells