Guidelines for Authors (TOHM)

I. Introduction to Online Submission

_Tremor and Other Hyperkinetic Movements_ (TOHM) is an online open-access journal that uses an electronic submission system. The system can be accessed at www.tremorjournal.org.

When submitting a manuscript, the author must provide an electronic version of a cover letter, a manuscript, and accompanying figures or videos. The manuscript must be submitted using the online system. Hard copies will not be accepted. In addition to these guidelines, manuscripts submitted to TOHM should conform to "Uniform Requirements for Manuscripts Submitted to Biomedical Journals."

Once a manuscript has successfully been submitted, the review process will begin. All correspondence, including the Editor-in-Chief’s decision and request for revisions, will be processed through the system and will reach the corresponding author by e-mail. The author may track the status of a manuscript using the online submission system; details will be provided by e-mail. Contact details for the TOHM Administrative Office:

Center for Digital Research and Scholarship  
201 Lehman Library, IAB  
420 W. 118th Street  
New York, NY 10027  
Contact: Kerri O’Connell  
E-mail: ko2336@columbia.edu

Once the Editor-in-Chief determines that the manuscript is within the scope of the journal, the contribution will be sent to external reviewers to ensure both accuracy and relevance. Even if a manuscript is favorably reviewed, revisions are usually required before the paper is officially accepted. When submitting a revised manuscript, the author must submit, a clean manuscript (with the revisions incorporated), a revised manuscript (with the revisions highlighted), and a response to the reviewers’ comments.

The editorial office reserves the right to request that professional scientific editing services be used at the expense of the author in order to improve the quality of the writing in some cases. Use of these services does not guarantee acceptance for publication. See section III below.

II. Items to Be Submitted Online

The following items must be submitted online:

1. **Cover Letter.** The cover letter should indicate why the paper should be published, why it is especially appropriate for _TOHM_, and how it adds to the published literature on the topic. In the cover letter, the author must confirm the following: all authors have read and approved the manuscript; the paper has not been published previously; and it is not under consideration for publication elsewhere.

If authorship is attributed to a group, all members of the group must meet the full criteria and requirements for authorship. The group must designate one or more individuals as authors or
members of a writing group who meet full authorship criteria and requirements, and who take responsibility for the group. In this case, the other group members are not listed as authors but may be listed in an acknowledgment at the end of the manuscript. For the criteria to be considered an acceptable research group, please see Flanagin A, Fontanarosa PB, DeAngelis CD. Authorship for research groups. JAMA 2002;288:3166-3168.

If authorship is attributed to a group, the corresponding author must state in the cover letter that (1) the author has full access to the data, (2) has the right to publish all the data, and (3) has had the right to obtain independent statistical analyses of the data.

2. Manuscript (text) including tables. See sections V and VI below.

3. Figures (if applicable). The author should upload each figure as a separate image file, not as part of the manuscript file. See section VII below.

4. Video (if applicable). See section VIII below.

III. Types of Papers

TOHM publishes Full-Length Articles, Brief Reports, Case Reports, Reviews, Viewpoints, and Letters. All articles in TOHM, including letters, can be accompanied by a video when appropriate. For all manuscripts, the abstract and text word counts must be displayed on the title page of the submission.

Authors for whom English is a second language may choose to have their manuscript professionally edited before submission to improve the English. All such services would be paid for and arranged by the author, and use of one of these services would not guarantee acceptance or preference for publication.

In some instances, during the review of a manuscript, the editorial office will request that the authors use one of these professional services in order to improve the quality of the English in their revised manuscript. All such services would be paid for and arranged by the author. Failure to comply with this request could result in the rejection of the revised manuscript.

Here we list several scientific editing services:

- American Journal Experts
- Bioedit Ltd
- Journal Prep
- Professional Editing Services
- Scribendi
- Editage
- Charlesworth Author Services- Language Editing

- Full-Length Articles: Full-length articles present new data in any field related to tremors or other hyperkinetic movement disorders. The structured abstract may be up to 250 words and the text may be up to 5,000 words (excluding references, tables, figure legends, video legends) with up to six tables and/or figures and 125 references. Clinical Trial Reports must be written in accordance with the Consolidated Standards of Reporting Trials (CONSORT) statement (Moher D et al., JAMA 2001;285:1987–1991; see also Moher D et al., Lancet 2001;357:1191–1194).
In addition, a statement is required in the cover letter specifically confirming that there has been no ghost writing by anyone not named on the author list. The precise financial relationship between a clinical trial sponsor and the authors must be delineated in the cover letter.

• **Brief Reports**: Brief reports are shorter articles that present new data. The structured abstract may be up to 200 words, and the text up to 2500 words (excluding references, tables, figure legends, video legends), with up to three tables, and/or figures and up to 50 references.

• **Case Reports**: Case reports are restricted to one or a small series of cases that make a unique point and add to the literature on a topic. The structured abstract may be up to 100 words, and the text up to 1750 words (excluding references, tables, figure legends, video legends), with up to two tables, and/or figures and up to 40 references.

• **Reviews**: Clinical and basic science reviews that provide a summary are generally published upon request or after agreement with the Editor-in-Chief. The structured abstract may be up to 250 words and the text may be up to 5,000 words (excluding references, tables, figure legends, video legends) with up to six tables and/or figures and up to 150 references. These word counts must appear on the title page. Authors interested in writing Reviews may contact the Editor-in-Chief, but unsolicited Reviews will also be considered for publication.

• **Viewpoints**: Viewpoints that provide a position statement or that challenge conventional ideas are generally published upon request or after agreement with the Editor-in-Chief. The structured abstract may be up to 250 words and the text may be up to 2,500 words (excluding references, tables, figure legends, video legends) with up to three tables and/or figures and up to 125 references. Authors interested in writing Viewpoints may contact the respective Editor-in-Chief, but unsolicited Viewpoints will also be considered for publication.

• **Editorials**: Editorials provide a succinct commentary linked to a specific article, highlighting one or more broader points that emerge from the work. Editorials are generally solicited by the editors and they accompany the specific article. They are not expected to present new or original data or serve as a formal rebuttal of a published letter.

• **Letters**: Letters to the Editor allow publication related to previously published material in the Journal or interesting new observations. This section is also the appropriate venue for brief reports or case histories with or without videos. A letter related to published materials may be submitted up to 16 weeks after the paper to which it refers was published online. Text length can be up to 1000 words with up to 15 references for letters related to published articles, up to 500 words and up to 10 references for letters related to published letters, and up to 1000 words with up to 15 references for new cases. Letters may have up to two tables and/or figure. No abstract is needed but a title page is required.

**IV. Author Charges**

There are two separate price points for article-processing fees. Full-length articles carry a $650 fee. [Note: Due to the growing number of publications, TOHM was able to lower the article-processing fee from $750 to $650 as of September 2014]. Case reports, brief reports, and letters
that report new observations carry a $350 fee. There is no charge for viewpoints, reviews, editorials or letters that are related to previously published material. These are standard processing fees.

In situations where publication cost cannot be covered with grant or other funds, we encourage authors to avail themselves of the following option. Authors of manuscripts that are within the scope for the journal may request a fee waiver.

**Guidelines for applying for fee waivers**

**Eligible Authors**

TOHM fee waivers are available only to authors who have no other sources of funding for their work.

**Eligible Articles**

For journal-eligible manuscripts, TOHM offers article-processing fee waivers.

**Application Process**

To apply for a fee waiver, please send your email to info@tremorjournal.org. Waivers may be requested at any time during the submissions or review process.

We will make every attempt to notify you of the status of your application within 5 business days of your email request.

**Note:** No editors have access to information concerning requests for waivers and such requests will in no way influence the editorial decision.

**On Funding Sources**

Many universities offer assistance for those publishing in an open-access journal such as TOHM. If you are employed by one of the following institutions, you may be eligible to apply to your institution’s open-access publication fund.

- Cornell: [http://www.library.cornell.edu/compact/coap.html](http://www.library.cornell.edu/compact/coap.html)
- Dartmouth: [http://www.dartmouth.edu/~library/schcomm/OAComPolicy.html](http://www.dartmouth.edu/~library/schcomm/OAComPolicy.html)
- Duke: [http://library.duke.edu/openaccess/cope.html](http://library.duke.edu/openaccess/cope.html)
- Harvard: [http://osc.hul.harvard.edu/hope](http://osc.hul.harvard.edu/hope)
- Memorial Sloan-Kettering Cancer Center: [http://library.mskcc.org/scripts/portal/services/SKOAPmain.pl](http://library.mskcc.org/scripts/portal/services/SKOAPmain.pl)
- MIT: [http://info-libraries.mit.edu/scholarly/mit-open-access/open-access-at-mit/mit-open-access-publishing-fund/](http://info-libraries.mit.edu/scholarly/mit-open-access/open-access-at-mit/mit-open-access-publishing-fund/)
- Simon Fraser: [http://www.lib.sfu.ca/node/10281](http://www.lib.sfu.ca/node/10281)
- University of California, Berkeley: [http://www.lib.berkeley.edu/brii/](http://www.lib.berkeley.edu/brii/)
- Universitat de Barcelona: [http://www.ub.edu/gaper/gapeicat.html](http://www.ub.edu/gaper/gapeicat.html)
- University of Calgary: [http://library.ucalgary.ca/services/-faculty/open-access/open-access-authors-fund-0](http://library.ucalgary.ca/services/-faculty/open-access/open-access-authors-fund-0)
- University of Michigan: [http://www.lib.umich.edu/cope](http://www.lib.umich.edu/cope)
V. Form of Manuscripts

The text of the manuscript (Full-Length Articles, Brief Reports, Letters that report new observations) should be double-spaced and presented in the following sequence: (1) Title page (2) Structured Abstract, (3) Introduction, (4) Methods, (5) Results, (6) Discussion, (7) Acknowledgments, (8) Financial Disclosures, (9) References, (10) Tables, (11) Figure Legends, (12) Video Legend. Pages should be numbered in succession, with the title page being page number one.

Case reports substitute a case description for the Methods and Results sections. Reviews may wish to combine the Results and Discussion sections. Viewpoints may wish to remove the Methods and Results sections. Letters that are related to previously published material do not require an abstract, a Methods section or a Results section.

All manuscripts (except for Letters) must include a summary (50 words or less) highlighting the paper's importance and main findings. This summary (labeled "Highlights") should appear as a separate page after the title page. It will be utilized if the submission is selected for inclusion in the quarterly "Editor's Picks" email.

1. Title Page. The title page should include each of the following elements: (1) Title. This should not exceed 150 characters (including spaces and punctuation). Do not use abbreviations or acronyms in the title. (2) Authors’ first names, middle initial(s), and last names, degrees and institutional affiliations (indicate the specific affiliation of each author by superscript, Arabic numerals). (3) Key Words. List up to six key words, separating each by a semicolon. (4) Abstract word count and text word count. (5) Reference count. (6) Table and figure count. (7) Running title not exceeding 45 letters and spaces. (8) Name, address, telephone and fax numbers and email address of the person to whom proofs should be addressed.

2. Structured Abstract. The page following the title page should include a structured abstract (for word counts, see Section III). The abstract should include sections entitled “Background,” “Methods,” “Results,” and “Discussion.” Editorials and Letters that are related to previously published material should not have structured abstracts but all other submissions do require an abstract. Abbreviations and acronyms must be spelled out.

3. Introduction. The author should provide a brief description of the background and rationale for the scientific contribution. The author is encouraged to test specific hypotheses. This section should indicate how the work contributes to the currently available literature.

4. Methods. The author is encouraged to provide a separate “data analysis” section and a separate “sample size calculation” section toward the end of the Methods section. If multivariate modeling
was performed, a specific statement as to how confounding factors were considered and entered into the models should be included.

For experimental investigation of human subjects, the author must state in this section that an appropriate institutional review board approved the project. For those investigators who do not have formal ethics review committees, the principles outlined in the "Declaration of Helsinki" should be followed. The author should state in this section the manner in which informed consent was obtained from the subjects. A letter of consent must accompany all photographs, patient descriptions, and pedigrees in which a possibility of identification exists; this letter should be kept on file with the patient’s case notes. The author is responsible for proper anonymization of patients.

All animal experiments should be carried out in accordance with the U.K. Animals (Scientific Procedures) Act of 1986 and associated guidelines, the European Communities Council Directive of 24 November 1986 (86/609/EEC) or National Institute of Health’s Guide for the Care and Use of Laboratory Animals (NIH Publications No. 80–23, revised 1978). Papers should be accompanied by a statement in the methods section that all efforts were made to minimize animal suffering, to reduce the number of animals used and to utilize alternatives to in vivo techniques, if available.

5. Results. For all statistical tests, the author should provide the test name, result, and p value (e.g., “t test = 4.57, p = 0.02”). For odds ratios and relative risks, provide both a 95% confidence interval and a p value. All figures to be included with the paper should not be in the text. They should be uploaded separately, with callouts in the text referencing each figure.

6. Discussion. Toward the end of the Discussion, the author is encouraged to provide a section on the limitations and strengths of his or her work. Also, authors are encouraged to highlight the clinical applicability, if any, of their findings.

7. Acknowledgments. The author must receive the approval of any person listed in the acknowledgements section.

8. Financial Disclosures.

   • 8A. Funding: This is a statement that documents for each author all funding sources that relate to the research covered in the article. This will be published with the paper.
   • 8B. Financial Disclosures: This is a statement that documents for each author any commercial associations (e.g., consultancies, speakers bureaus, stock ownership, equity interest, patent-licensing arrangements). This will be published with the paper.
   • 8C. Conflict of Interest: This is a statement that documents for each author all potential conflicts of interest that relate to the research covered in the article. This will be published with the paper.

9. References.

TOHM complies with the reference style given in “Uniform Requirements for Manuscripts Submitted to Biomedical Journals.” These guidelines are available online at http://www.icmje.org/.

References are to be cited in the text by superscript number (following punctuation), and in the list of references they are to be numbered in the order in which they are cited. The reference section should be double-spaced at the end of the text, following the sample formats given below. When there are fewer than seven authors’ names, the author should provide them. When there are seven
or more, the author should list the first three and add et al. Provide article titles and inclusive pages. Accuracy of reference data is the responsibility of the author. For abbreviations of journal names, the author should refer to the National Library of Medicine’s list of journals included in their databases (http://www.ncbi.nlm.nih.gov/nlmcatalog?term=currentlyindexed[All]).

Sample References

Journal Article:


Book:


Chapter in a Book:


10. Tables. Tables should be typed neatly, each on a separate page, with a title above and any footnotes below. All abbreviations should be explained.

11. Figure Legends. Double-space figure legends and include a title and a descriptor. Figures should not be imported into the manuscript but should be uploaded as separate files. For photomicrographs, the author should include the type of specimen, original magnification, and stain type.

Sample figure legend:

Figure 1. Photographs of Three Subjects with Blepharospasm and Anterocollis. Frontal, lateral, and posterior views of subjects #1 (A–C) and #2 (D–F). Subject #5 before (H) and after ([I] 1 month; [J] 2 months) bilateral GPi DBS.

12. Video Legends. If there is a video, then the author must also supply a video legend, which describes the content of the video clip. If the video is comprised of several different clips, then the legend should describe the content of each clip in order. Legends should include a title and a descriptor.

Sample video legend:

Video Segment 1B. The Patient from Segment 1 at Initial Follow-up. Movements are markedly diminished in amplitude and intensity. Subsequent examinations showed no movements.

VI. Other Elements of Style
Units of measure: Conventional units of measure according to the Systeme International (SI) are preferred.

Drug Names: Only generic names should be used in referring to drugs.

Abbreviations: The author should follow the list of abbreviations given in "Uniform Requirements for Manuscripts Submitted to Biomedical Journals" (see section on References). For additional abbreviations, consult the CBE Style Manual (available from the Council of Biology Editors, 9650 Rockville Pike, Bethesda, Maryland 20814, USA) or other standard sources.

Spelling: American spelling is used throughout the Journal.

VII. How to Prepare and Submit Figures

For best reproduction, electronic artwork files must be in TIFF or JPG format, at a resolution of 300 dpi for black and white or color images, or 600 dpi or higher for lined art, flow charts, and spiral images, sized to print. The figures should not be imported into the text. They will be uploaded separately.

VIII. How to Prepare and Submit Video

The video must be in a digital format (.mp4, H.264 encoding, 5000 kbps or 1000 kbps). The video clip must be limited to 120 seconds unless specific approval is obtained from the editorial office. As part of the manuscript, the author must also supply a video legend, at the end of the article, which describes the content of the video clip. If the video is comprised of several different clips, then the legend should describe the content of each clip in order.

As noted above, the video should be less than 120 seconds total, except for very special instances, which must be cleared beforehand with the editorial office. The video should be high quality and the author is expected to edit it before submission in order to ensure that it makes a specific point with maximal efficiency. The use of text between video clips or subtitles is possible.

The corresponding author must confirm in writing that he or she has received a signed release form from each patient videotaped authorizing the online distribution of this video material. Videos will not be sent out for review until this documentation is received.

The Editors reserve the right to request additional video editing by the authors and to edit video submissions prior to posting and/or distribution.

The video is uploaded as a separate file from the manuscript and figures. If your supplementary file(s), in combination, add up to over 40 MB, you will need to contact the journal administrative offices for help.

IX. Preparing a Revised Manuscript

Papers that are submitted to TOHM generally undergo more than one rounds of peer review. After the initial round, authors will be asked to revise their paper based on reviewer comments. Their revised paper, along with a version that highlights all changes made and a detailed letter outlining these changes, should be uploaded onto the journal website when it is ready. During the revision process, the authors may need to add additional text in order to address reviewer comments. In this
case, the word restrictions will be relaxed by the editor, who will allow up to a 20% increase in word count to accommodate changes.

X. Proofs

Proof corrections must be made within two days of receipt; late return may cause a delay in publication of an article. The author must check text, tables, legends, and references carefully. To expedite publication, page proofs rather than galleys will be sent electronically to the authors, and it may be necessary to charge for alterations other than correction of typesetting errors.