The Neurohospitalist
Manuscript Submission Guidelines

The Neurohospitalist is a member of the Committee on Publication Ethics.

The Neurohospitalist recommends that authors follow the Uniform Requirements for Manuscripts Submitted to Biomedical Journals formulated by the International Committee of Medical Journal Editors (ICMJE).

Please read the guidelines below then visit the Journal’s submission site (http://mc.manuscriptcentral.com/nhos) to upload your manuscript. Please note that manuscripts not conforming to these guidelines may be returned.

Only manuscripts of sufficient quality that meet the aims and scope of The Neurohospitalist will be reviewed.

As part of the submission process you will be required to warrant that you are submitting your original work, that you have the rights in the work, that you are submitting the work for first publication in the Journal and that it is not being considered for publication elsewhere and has not already been published elsewhere, and that you have obtained and can supply all necessary permissions for the reproduction of any copyright works not owned by you.

MISSION STATEMENT
The Neurohospitalist aims to improve the care of hospitalized patients with neurological disease.
1 WHAT DO WE PUBLISH?

1.1 Aims & Scope

*The Neurohospitalist* publishes articles that address diagnosis and treatment of neurological diseases as well as articles about healthcare quality, systems, and outcomes, especially as they relate to inpatient clinical neurology. The journal welcomes articles focused on general neurology, neurocritical care, vascular neurology, neurotrauma, movement disorders, neuromuscular diseases, neuroinfectious diseases, epilepsy and systemic illnesses affecting the central nervous system.

1.2 Article Types

*The Neurohospitalist* accepts following types of articles:

**Original Articles** include original clinical investigations. The journal publishes articles focused on general neurology, neurocritical care, vascular neurology, neurotrauma, movement disorders, neuromuscular diseases, neuroinfectious diseases, inflammatory conditions of the nervous system, epilepsy and systemic illnesses affecting the central nervous system. Investigations into healthcare quality, safety, processes and outcomes are especially encouraged and will be considered for the **Improving Healthcare Quality** section of the journal. Articles describing a quality improvement intervention must conform to the **SQUIRE Guidelines**. We also welcome articles about medical education. Original articles should be no more than 3000 words (abstract and references excluded) and may contain up to 5 figures and tables and 40 references.

The manuscript should be organized into a structured abstract of no more than 250 words, containing the following sections: Background and Purpose, Methods, Results, and Conclusions. The body should be divided into the following sections: introduction, methods, data analysis, results, and discussion. Additional requirements for specific types of articles are listed below.

**Clinical Trials:** The International Committee of Medical Journal Editors (ICMJE) defines a clinical trial as “any research project that prospectively assigns human subjects to intervention or concurrent comparison or control groups to study the cause-and-effect relationship between a medical intervention and a health outcome. Medical interventions include drugs, surgical procedures, devices, behavioral treatments, process-of-care changes, and the like.” To be considered for publication in *The Neurohospitalist*, any clinical trial must be registered in a public trials registry. For a list of acceptable trial registries see: [http://www.icmje.org/about-icmje/faqs/clinical-trials-registration/](http://www.icmje.org/about-icmje/faqs/clinical-trials-registration/)

Reports of clinical trials must also submit a CONSORT checklist and flow diagram available at [http://www.consort-statement.org/](http://www.consort-statement.org/). The flow diagram should be provided as figure 1 of the manuscript and the checklist uploaded as a supplementary file.
**Systematic Reviews and Meta-Analyses:** Systematic reviews or meta-analyses or randomized trials must include a PRISMA checklist and flow diagram available at [http://www.prisma-statement.org/](http://www.prisma-statement.org/). The flow diagram should be provided as figure 1 of the manuscript and the checklist uploaded as a supplementary file.

**Studies of Diagnostic Accuracy:** Authors of reports describing studies of diagnostic tests should submit a STARD checklist and flow diagram available at [http://www.stard-statement.org/](http://www.stard-statement.org/). The flow diagram should be provided as figure 1 of the manuscript and the checklist uploaded as a supplementary file.

**Observational Studies:** Reports of observational studies (e.g., cohort, case-control, and cross-sectional) should include a STROBE checklist available at [http://www.strobe-statement.org/](http://www.strobe-statement.org/). The checklist should be uploaded as a supplementary file.

**Short Reports** should contain a review of the related literature and put observations in perspective. They can include case series, neuro-intervention reports, or reports of best practices, clinical practice models, or quality and safety initiatives. These latter would be considered for the **Improving Healthcare Quality** section of the journal. The word limit for short reports is 1500 words. Please limit references to 15 and figures/tables to three. Short reports should include an unstructured abstract of no more than 250 words, and introduction, methods if applicable, case description or results, and discussion.

**Case Reports** should enhance understanding of a disease process, pathophysiology, neuroanatomy, diagnostic testing, or treatment. Case reports should include a review of the related literature. Word, reference, and figure/table limits are the same as for short reports. An unstructured abstract of no more than 250 words should be included and the manuscript should include the following sections: introduction, case description, and discussion. Case reports must be submitted with a CARE checklist (available at [http://www.care-statement.org/](http://www.care-statement.org/)). Informed consent is required for case reports.

**Review Articles** are primarily solicited and invited by the editor in chief and associate editors from experts in the field. Clinicians and researches wishing to submit review articles are welcome to contact the editorial office. Reviews are limited to 4000 words, 70 references, and five tables and/or figures. They should include an unstructured abstract of no more than 250 words.

**Clinical Problem Solving** articles are descriptions of challenging cases designed to highlight the process of clinical reasoning. Case information is presented in a stepwise fashion to an expert
clinician, who describes their diagnostic reasoning as the case unfolds. This is followed by a general discussion of diagnosis and management of the condition.

**Clinical Pathologic Conferences** are an alternative format in which to present challenging cases that usually involve pathology. The majority of the case is presented, but a crucial final diagnostic test result is withheld. An expert clinician then takes the reader through the differential diagnosis and the appropriate subsequent workup. This is followed by a discussion of the diagnostic test result, usually by a pathologist or geneticist, and finally a discussion of management by the clinician.

For both Clinical Problem Solving articles and Clinical Pathologic Conferences, the text should not exceed 2000 words, with a limit of 15 references. Figures and tables are limited to five. Informed consent is not required for the publication of clinical problem solving and clinical pathologic conference articles unless personally identifying information is reported in the manuscript.

**Images in Clinical Neurology** are images of radiological studies or examination findings that have educational value. These might include classic images of common conditions, unusual presentations of common conditions, or classic images of rare conditions. Images should follow the guidelines for the submission of figures. They should be accompanied by a title and a caption of no more than 250 words. Informed consent is not required for the publication of images in clinical neurology unless personally identifying information is reported or shown in the manuscript.

**Letters to the Editor** are invited in response to any article or editorial. Letters to the editor are limited to 500 words and 5 references. The first reference should be the article in question for correspondence.

**1.3 Writing Your Paper**
The SAGE Author Gateway has some general advice and on how to get published, plus links to further resources.

**1.3.1 Make Your Article Discoverable**
When writing up your paper, think about how you can make it discoverable. The title, keywords and abstract are key to ensuring readers find your article through search engines such as Google. For information and guidance on how best to title your article, write your abstract and select your keywords, have a look at this page on the Gateway: [How to Help Readers Find Your Article Online](#).

**2 EDITORIAL POLICIES**
2.1 Peer Review Policy
Articles submitted to *The Neurohospitalist* are first screened by the managing editor. If the formatting complies with our requirements, it is forwarded to the editor in chief, who will assign it to an associate editor. If the article is thought to fit into the scope of the journal and would be of interest to our readership, it will be assigned two peer-reviewers. We use a single-blind review system. After peer-review has been completed, a decision of accept, minor revisions, major revisions, or reject will be assigned to the manuscript and the author notified. Articles that have been rejected are not considered if resubmitted. We give our peer-reviewers 21 days to submit their recommendations in order to keep turnaround time at a minimum.

As part of the submission process you will be given the option to provide the names of peers who could be called upon to review your manuscript. Recommended reviewers should be experts in their fields and should be able to provide an objective assessment of the manuscript. Please be aware of any conflicts of interest when recommending reviewers. Examples of conflicts of interest include (but are not limited to) the below:

- The reviewer should have no prior knowledge of your submission
- The reviewer should not have recently collaborated with any of the authors
- Reviewer nominees from the same institution as any of the authors are not permitted

You will also be given the option to nominate peers who you do not wish to review your manuscript (opposed reviewers).

Please note that the Editors are not obliged to invite/reject any recommended/opposed reviewers to assess your manuscript.

The Editor or members of the Editorial Board may occasionally submit their own manuscripts for possible publication in the journal. In these cases, the peer review process will be managed by alternative members of the Board and the submitting Editor/Board member will have no involvement in the decision-making process.

2.2 Authorship
Papers should only be submitted for consideration once consent is given by all contributing authors. Those submitting papers should carefully check that all those whose work contributed to the paper are acknowledged as contributing authors.

The list of authors should include all those who can legitimately claim authorship. This is all those who:
(i) Made a substantial contribution to the concept and design, acquisition of data or analysis and interpretation of data,
(ii) Drafted the article or revised it critically for important intellectual content,
(iii) Approved the version to be published.
(iv) Each author should have participated sufficiently in the work to take public responsibility for appropriate portions of the content.

Authors should meet the conditions of all of the points above. When a large, multicentre group has conducted the work, the group should identify the individuals who accept direct responsibility for the manuscript. These individuals should fully meet the criteria for authorship. In addition, the corresponding author should clearly indicate the preferred citation and identify all individual authors as well as the group name. Other members of the group will be listed in the Acknowledgments.

Acquisition of funding, collection of data, or general supervision of the research group alone does not constitute authorship, although all contributors who do not meet the criteria for authorship should be listed in the Acknowledgments section. Please refer to the International Committee of Medical Journal Editors (ICMJE) authorship guidelines for more information on authorship.

2.3 Acknowledgements
All contributors who do not meet the criteria for authorship should be listed in an Acknowledgements section. Examples of those who might be acknowledged include a person who provided purely technical help, or a department chair who provided only general support.

2.3.1 Writing Assistance
Individuals who provided writing assistance, e.g. from a specialist communications company, do not qualify as authors and so should be included in the Acknowledgements section. Authors must disclose any writing assistance – including the individual’s name, company and level of input – and identify the entity that paid for this assistance”).

It is not necessary to disclose use of language polishing services.

Any acknowledgements should appear first at the end of your article prior to your Declaration of Conflicting Interests (if applicable), any notes and your references.

2.4 Funding
The Neurohospitalist requires all authors to acknowledge their funding in a consistent fashion under a separate heading. Please visit the Funding Acknowledgements page on the SAGE Journal Author Gateway to confirm the format of the acknowledgment text in the event of
funding, or state that: This research received no specific grant from any funding agency in the public, commercial, or not-for-profit sectors.

2.5 Declaration of Conflicting Interests
Conflicts of interest may arise when an author or author’s employer has a financial interest in the subject matter being addressed in an article. Conflicts may also arise when a study is sponsored by an entity that has a financial stake in the results. It is the policy of The Neurohospitalist to require a declaration of conflicting interests from all authors enabling a statement to be carried within the paginated pages of all published articles.

We require that each author fully disclose all financial relationships that might lead to a real or perceived conflict of interest with respect to the subject matter discussed in the article at the time of submission and in the manuscript. Financial relationships that should be disclosed include employment, consultancies, speakers bureaus, honoraria, stock ownership or options, expert testimony, grants or patents, and royalties. If an author has nothing to disclose, this should be so stated. The submitting author must enter information about financial disclosures for all authors as well as funding for the manuscript at the time of submission, and an additional disclosure form is required if the article is accepted for publication. Penalties for non-disclosure of financial conflicts of interest or study funding sources may result in retraction of the article in question and/or prohibition of future submissions to The Neurohospitalist.

Please ensure that a ‘Declaration of Conflicting Interests’ statement is included at the end of your manuscript, after any acknowledgements and prior to the references. If no conflict exists, please state that ‘The Author(s) declare(s) that there is no conflict of interest’.

For guidance on conflict of interest statements, please see the ICMJE recommendations here.

2.6 Research Ethics and Patient Consent
Medical research involving human subjects must be conducted according to the World Medical Association Declaration of Helsinki.

Submitted manuscripts should conform to the ICMJE Recommendations for the Conduct, Reporting, Editing, and Publication of Scholarly Work in Medical Journals, and all papers reporting animal and/or human studies must state in the methods section that the relevant Ethics Committee or Institutional Review Board provided (or waived) approval. Please ensure that you have provided the full name and institution of the review committee, in addition to the approval number. Authors must include a statement that their institutional review board approved the study in both the cover letter and the methods of the manuscript and the institutional review board study approval number must be included in the cover letter.
For research on human subjects a statement must be included in the methods section that informed consent was obtained from each subject or a waiver of informed consent was granted by the institutional review board. It must also be specified whether the consent was written or verbal.

In terms of patient privacy, authors are required to follow the ICMJE Recommendations for the Protection of Research Participants. Patients have a right to privacy that should not be infringed without informed consent. Identifying information, including patients’ names, initials, or hospital numbers, should not be published in written descriptions, photographs, and pedigrees unless the information is essential for scientific purposes and the patient (or parent or guardian) gives written informed consent for publication. Informed consent for this purpose requires that a patient who is identifiable be shown the manuscript to be published. A statement “The patient discussed in this article or their surrogate was shown the final version of the manuscript and consented to its publication” should be included in both the cover letter and the manuscript.

For case reports, a statement should be provided in the cover letter and in the manuscript methods or acknowledgments that informed consent was obtained from the patient or a surrogate, or that they consented to participate in a study in which the publication of case reports was permitted.

Images in clinical neurology, clinical pathological conferences and clinical problem solving articles do not require informed consent for publication as long as no personally identifying information is published. If personally identifying information other than age, sex, and race must be presented (e.g., a patient photograph) then informed consent must be obtained and documented in the manuscript.

Please also refer to the ICMJE Recommendations for the Protection of Research Participants.

All research involving animals submitted for publication must be approved by an ethics committee with oversight of the facility in which the studies were conducted. The journal has adopted the Consensus Author Guidelines on Animal Ethics and Welfare for Veterinary Journals published by the International Association of Veterinary Editors.

2.7 Clinical Trials
The Neurohospitalist conforms to the ICMJE requirement that clinical trials are registered in a WHO-approved public trials registry at or before the time of first patient enrolment as a condition of consideration for publication. The trial registry name and URL, and registration number must be included at the end of the abstract.
2.8 Reporting Guidelines
The relevant EQUATOR Network reporting guidelines should be followed depending on the type of study. Details can be found in the specific descriptions of each article type above.

2.9 Data
SAGE acknowledges the importance of research data availability as an integral part of the research and verification process for academic journal articles.

The Neurohospitalist requests all authors submit any primary data used in their research articles if the articles are accepted to be published in the online version of the journal, or provide detailed information in their articles on how the data can be obtained. This information should include links to third-party data repositories or detailed contact information for third-party data sources. Data available only on an author-maintained website will need to be loaded onto either the journal’s platform or a third-party platform to ensure continuing accessibility. Examples of data types include but are not limited to statistical data files, replication code, text files, audio files, images, videos, appendices, and additional charts and graphs necessary to understand the original research. The editor may consider limited embargoes on proprietary data. The editor will also grant exceptions for data that cannot legally or ethically be released. All data submitted should comply with Institutional or Ethical Review Board requirements and applicable government regulations. For further information, please contact the editorial office at nhos@sagepub.com.

3 PUBLISHING POLICIES

3.1 Publication ethics
SAGE is committed to upholding the integrity of the academic record. We encourage authors to refer to the Committee on Publication Ethics’ International Standards for Authors and view the Publication Ethics page on the SAGE Journal Author Gateway.

3.1.1 Plagiarism
The Neurohospitalist and SAGE take issues of copyright infringement, plagiarism or other breaches of best practice in publication very seriously. We seek to protect the rights of our authors and we always investigate claims of plagiarism or misuse of articles published in the journal. Equally, we seek to protect the reputation of the journal against malpractice. Submitted articles may be checked using duplication-checking software. Where an article is found to have plagiarized other work or included third-party copyright material without permission or with insufficient acknowledgement, or where authorship of the article is contested, we reserve the right to take action including, but not limited to: publishing an erratum or corrigendum (correction); retracting the article (removing it from the journal); taking up the matter with the head of department or dean of the author’s institution and/or relevant academic bodies or
societies; banning the author from publication in the journal or all SAGE journals, or appropriate legal action.

3.1.2 Prior Publication
If material has been previously published it is not generally acceptable for publication in a SAGE journal. However, there are certain circumstances where previously published material can be considered for publication. Please refer to the guidance on the SAGE Author Gateway or if in doubt, contact the Editor at the address given below.

The submitted manuscript should not be under consideration for simultaneous publication in another journal. If accepted for publication, the manuscript may not be submitted to any other journal or publication. Penalties for duplicate publication include retraction of the article in question and may include barring the article’s authors from future submissions to The Neurohospitalist.

3.2 Contributor’s publishing agreement
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3.3 Open access and author archiving
The Neurohospitalist offers optional open access publishing via the SAGE Choice program. For more information please visit the SAGE Choice website. For information on funding body compliance, and depositing your article in repositories, please visit SAGE Publishing Policies on the SAGE Journal Author Gateway.

4 PREPARING YOUR MANUSCRIPT FOR SUBMISSION

4.1 Formatting
The preferred format for your manuscript is Word. LaTeX files are also accepted. Word and (La)TeX templates are available on the Manuscript Submission Guidelines page of our Author Gateway.

4.2 Cover Letter
The cover letter should include the title of the manuscript and the article type. It should state that the article has not been submitted for publication elsewhere, and that all authors have a) contributed substantively to the conception, design, or analysis and interpretation of the data, b) contributed substantively to the drafting of the manuscript or critical revision for important intellectual content, c) given final approval of the version to be published, and d) agree 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. For research involving human or animal subjects, the cover letter should state that the local institutional review board approved the study and should include the institutional review board approval number. For case reports, the cover letter should state that informed consent was obtained from the patient or a surrogate, or that they consented to participate in a study in which the publication of case reports was permitted. If complete anonymity cannot be achieved in an article, the following statement must be included in the cover letter: “The patient discussed in this article or their surrogate was shown the final version of the manuscript and consented to its publication.”

4.3 Title Page
The first page of the manuscript should include the title (limit 20 words), a list of authors, abstract word count, word count (excluding abstract, references, tables, figures, acknowledgments and figure legends), number of tables, number of figures, and at least three keywords. A keyword list of MeSH (Medical Subject Headings) terms is provided on the submission website. The institution of each author should be specified, and contact information for the corresponding authors should be listed, including the complete mailing address, email address, telephone and fax number.

4.4 Abstract
Original articles require a structured abstract of no more than 250 words, containing the following sections: Background and Purpose, Methods, Results, and Conclusions. Short Reports and Review articles require an unstructured abstract of no more than 250 words. If the article reports findings from a clinical trial, the trial registration number must be listed at the end of the abstract.

4.5 Text
Please see Manuscript Types for word limits and the general format for submissions. Manuscripts should be double spaced. Abbreviations should be defined when first used in the text, and again in each table or figure. Please use generic drug names and conventional units for all measurements.

4.6 Tables
Double space tables and place them, with a short title and footnotes, at the end of the manuscript text.

4.7 Artwork, Figures and Other Graphics
For guidance on the preparation of illustrations, pictures and graphs in electronic format, please visit SAGE’s Manuscript Submission Guidelines. Please include a short figure legend in the main body of the manuscript after the tables.

Figures supplied in color will appear in color online regardless of whether or not these illustrations are reproduced in color in the printed version. For specifically requested color reproduction in print, you will receive information regarding the costs from SAGE after receipt of your accepted article.

4.8 Supplementary material
This journal is able to host additional materials online (e.g. datasets, podcasts, videos, images etc) alongside the full-text of the article. For more information please refer to our guidelines on submitting supplementary files, which can be found within our Manuscript Submission Guidelines.

4.9 Acknowledgments
All individuals who contributed to the work but who do not meet requirements for authorship should be listed in the acknowledgments section.

4.10 Conflict of Interest Notification
All potential conflicts of interest must be listed for each author (see Conflicts of Interest, Section 2.5, above). If an author has no conflicts of interest, write “Dr./Mr./Ms. X has nothing to disclose.”

4.11 Funding Sources
Identify all sources of funding for the study.

4.12 Authorship Statements
A statement listing the contribution of each author must be included in the cover letter but is not necessary to include in the manuscript (see Authorship, Section 2.2, above).

4.13 Reference Style
Accuracy of the references is the responsibility of the authors. References should be numbered sequentially using superscript as they appear in the manuscript and be included at the end of the manuscript. Reference numbers should always appear after punctuation marks and at the end of
sentences. *The Neurohospitalist* adheres to the AMA reference style. View the [AMA guidelines](https://www.amamanual.org/) to ensure your manuscript conforms to this reference style.

If you use *EndNote* to manage references, you can download the [SAGE Harvard EndNote output file](https://mc.manuscriptcentral.com/nhos) [OR] the [SAGE Vancouver EndNote output file](https://mc.manuscriptcentral.com/nhos).

### 4.14 English language editing services

Authors seeking assistance with English language editing, translation, or figure and manuscript formatting to fit the journal’s specifications should consider using SAGE Language Services. Visit [SAGE Language Services](https://mc.manuscriptcentral.com/nhos) on our Journal Author Gateway for further information. Use of these services does not guarantee publication.

### 5 SUBMITTING YOUR MANUSCRIPT

#### 5.1 How to Submit Your Manuscript

*The Neurohospitalist* is hosted on SAGE Track, a web based online submission and peer review system powered by ScholarOne™ Manuscripts. Visit [mc.manuscriptcentral.com/nhos](https://mc.manuscriptcentral.com/nhos) to login and submit your article online.

IMPORTANT: Please check whether you already have an account in the system before trying to create a new one. If you have reviewed or authored for the journal in the past year it is likely that you will have had an account created. For further guidance on submitting your manuscript online please visit [ScholarOne Online Help](https://mc.manuscriptcentral.com/nhos).

#### 5.2 ORCID

As part of our commitment to ensuring an ethical, transparent and fair peer review process SAGE is a supporting member of [ORCID](https://orcid.org), the Open Researcher and Contributor ID. ORCID provides a persistent digital identifier that distinguishes researchers from every other researcher and, through integration in key research workflows such as manuscript and grant submission, supports automated linkages between researchers and their professional activities ensuring that their work is recognized.

We encourage all authors to add their ORCIDs to their SAGE Track accounts and include their ORCIDs as part of the submission process. If you don’t already have one you can create one here.

#### 5.3 Information Required for Completing Your Submission

You will be asked to provide contact details and academic affiliations for all co-authors via the submission system and identify who is to be the corresponding author. These details must match what appears on your manuscript. At this stage please ensure you have included all the required
statements and declarations and uploaded any additional supplementary files (including reporting guidelines where relevant).

5.4 Permissions
Please also ensure that you have obtained any necessary permission from copyright holders for reproducing any illustrations, tables, figures or lengthy quotations previously published elsewhere. For further information including guidance on fair dealing for criticism and review, please see the Copyright and Permissions page on the SAGE Author Gateway.

6 ON ACCEPTANCE AND PUBLICATION

6.1 SAGE Production
Your SAGE Production Editor will keep you informed as to your article’s progress throughout the production process. Proofs will be sent by PDF to the corresponding author and should be returned promptly. Authors are reminded to check their proofs carefully to confirm that all author information, including names, affiliations, sequence and contact details are correct, and that Funding and Conflict of Interest statements, if any, are accurate. Please note that if there are any changes to the author list at this stage all authors will be required to complete and sign a form authorizing the change.

6.2 Online First publication
Online First allows final articles (completed and approved articles awaiting assignment to a future issue) to be published online prior to their inclusion in a journal issue, which significantly reduces the lead time between submission and publication. Visit the SAGE Journals help page for more details, including how to cite Online First articles.

6.3 Access to your published article
SAGE provides authors with online access to their final article.

6.4 Promoting your article
Publication is not the end of the process! You can help disseminate your paper and ensure it is as widely read and cited as possible. The SAGE Author Gateway has numerous resources to help you promote your work. Visit the Promote Your Article page on the Gateway for tips and advice. In addition, SAGE is partnered with Kudos, a free service that allows authors to explain, enrich, share, and measure the impact of their article. Find out how to maximize your article’s impact with Kudos.

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may be ordered by using the special reprint order form that will accompany author proofs. If you need another copy of this order form please e-mail reprint@sagepub.com.

8 FURTHER INFORMATION
Any correspondence, queries or additional requests for information on the manuscript submission process should be sent to *The Neurohospitalist* editorial office as follows: nhos@sagepub.com.