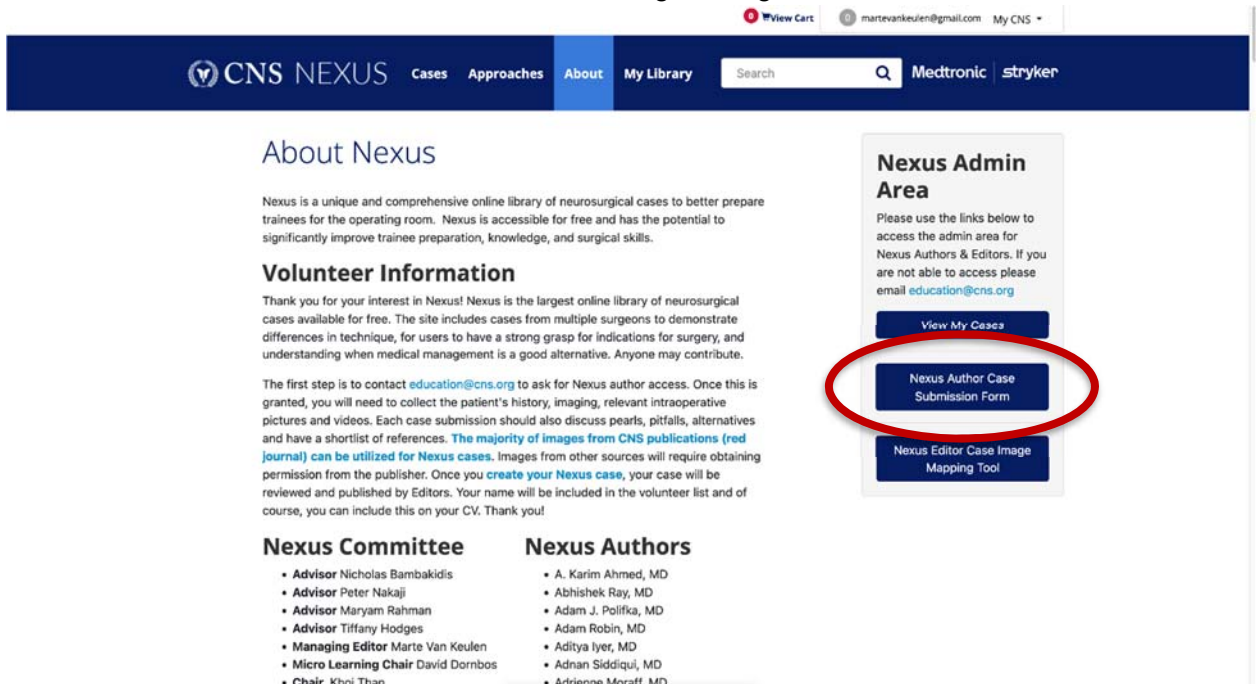# CNS Nexus – Article Submission

1. Login to the CNS website with your CNS credentials
   https://www.cns.org

2. Click on the Nexus icon on the home screen or go to https://www.cns.org/nexus/cases

3. Click "About" on the top navigation menu

4. Click "Nexus Author Case Submission Form" on right navigation

5. Enter all required content for case submission. You may enter place holder text to save and continue later but text must be in place to save. We recommend bullet point format vs paragraphs.
   - Title
   - Authors and Institutions
   - Short Description
   - Case presentation
   - Approach
   - Alternatives
   - Positioning
   - Incision

- Operation
- Post-Op
- Outcome
- Pearls and Pitfalls
- Discussion
- References

6. You may load as many images and videos as you like for each section. Please only upload images and videos that you own the copyright for. By uploading the files, you agree that they are approved for use in Nexus.

   Ensure the media is saved to your computer then click the "upload file" button to locate the media where you saved it on your computer.

   If you have large media files (videos more a couple minutes) consider uploading and saving your work in multiple sessions to ensure they are saved properly and you do not lose your work.

   a. **Images should be in JPG or PNG format**

7. Once uploaded you will have space to add a title or caption to your images.

Case Presentation Images/Videos

Upload file

- Screen Shot 2022-01-10 at 11.26.13.png

  MRI   Remove

- Screen Shot 2022-01-10 at 11.27.03.png

  CT   Remove

- Screen Shot 2022-01-10 at 11.27.17.png

  CT   Remove

8. There are 10 open field for additional detail such as Anatomy. These are optional based on case need.

Title 1

Body 1

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Paragraph   **B** *I*   ≡ ≡ ≡ ≡   ⋮≡ ∨ ≔ ∨ ≔ ≔   🔗 🖼

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Images/Videos 1

Upload file

9. You may save your case as long as there is text in all required fields. You may enter place holder text if needed to save and come back. Once saved you will received a success message on screen indicating your form was saved successfully.

Create a New Case

Form Saved Successfully

Please Note:
Only upload images and videos that you own the copyright for. By uploading the files, you agree that they are approved for use in Nexus.

10. To locate your new saved case you go to "About" in the top navigation.

11. Then, click "My Cases" in the right navigation

12. Select "New" from the Any Status drop down menu. This will display only your saved draft cases.

13. When your case is complete and ready to be reviewed by the editor please click "Submit for Review" and this will send an email to all Nexus Editors.

14. Your section editor will review and follow up with edits via email through the system from education@cns.org. Please do not reply to this email. Contact your editor directly if you have questions or need further information regarding edits. Once approved and published you will receive a system email with link to your published case. You can use this in your CV.