

Instructions to Authors

1. SCOPE OF THE JOURNAL AND TYPES OF MANUSCRIPTS

The Journal of Optometry (J Optom) is the scientific peer-reviewed publication of the Spanish General Council of Optometrists (www.cnoo.es). Audience of J Optom includes Optometrists, Ophthalmologists and Visual Scientists as well as undergraduate and post-graduate students in these fields. The J Optom welcomes the submission of original manuscripts and reviews describing clinical and experimental research in the field of Optometry, Ophthalmic Optics, Ocular Surface and Basic and Applied Visual Science in general; research on Instruments and Techniques, Reports of Clinical Cases, and clinically relevant laboratory investigations are also welcomed. The journal will be published every 3 months and is accessible for free on the Internet at www.journalofoptometry.org. The J Optom publishes Full-Length Original Articles, Technical Reports, Critical Reviews, Case Reports, Editorials, Correspondence to Editor and other Authors. Manuscripts must be submitted in English language irrespective of the native language of the authors. Within each issue, all abstracts will be translated into Spanish by the Editorial Office. Periodically, selected articles from each issue will be also translated into Spanish in order to spread the scientific knowledge and to expand the readership of the journal.

All manuscript types including Full-Length Original Articles, Technical Reports, Critical Reviews, Case Reports and Editorials are peer-reviewed prior to publication. The J Optom does not reveal the identities of the reviewers to the authors and does not allow the authors to make proposals for the reviewers of their work. Authors publishing in J Optom retain the copyright of their articles.

All manuscripts are accepted under the author's compromise that they have not been and will not be published elsewhere in any format, and that there are no ethical concerns with the contents or data collection. Authors may be requested to produce the data upon which the manuscript is based and to answer expeditiously any questions about the manuscript or its authors. The authors also warrant that the information submitted is not redundant and that it respects general guidelines of ethics in publishing.

2. TYPES OF MANUSCRIPTS

a. Full-length Original Articles

Full-length Original Articles follow the general Instructions to Authors of J Optom in sections 3 and 4. Manuscripts should include a 250-word structured Abstract (Purpose, Methods, Results and Conclusion), Introduction, Methods, Results, Discussion, Reference List, Figure-Caption List and Tables. Graphics, images and diagrams should be submitted separately in a high-quality digital format.

b. Reviews

Reviews are intended to provide an updated perspective on a certain subject that could be relevant for the readership of the journal and should include a 250-word non-structured Abstract.

c. Case Reports

Case Reports should include a 150-word structured or non-structured Abstract followed by a brief Introduction (optional), Report of Case/s, Discussion, Reference List, Figure-Caption List and Tables. Graphics, images and diagrams should be submitted separately in a high-quality digital format.

d. Technical Reports

Technical Reports are intended to present preliminary original results, Technical Reports are intended to present preliminary original results, new instrumentation or new clinical tests that could be of relevance for the readership of the journal when the authors consider that this form of publication can be more suitable in terms of clarity, rapid share of valuable information and easiness of communication for their results than the extended Full-length version.

e. Correspondence

Letters about recent Articles published in the J Optom should be submitted within 6 months of the Article's publication. Correspondence may correct errors, make comments, questions, or criticisms about published articles in the Journal of Optometry, or simply offer different points of view and additional information that could be relevant for the readership of the journal and the scientific community as a whole. Correspondence submitted should not exceed 500 words of text and ten references. One of the references should be the Article in question. Figures and tables are generally not accepted unless adequately justified by the authors and approved by the Editor-in-Chief.

The authors of the articles discussed in the correspondence will be given an opportunity to respond, preferably in the same issue in which the original correspondence appears.

3. QUICK GUIDE OF INSTRUCTIONS FOR AUTHORS OF J OPTOM

The J Optom adheres to the Uniform Requirements for Manuscripts Submitted to Biomedical Journals: Writing and Editing for Biomedical Publication (<http://www.icmje.org>). Below is a quick guide of the items required by the J Optom Editorial Office for evaluation of a manuscript; more detailed information is available at "General Guidelines" and "Specific Preparation Guidelines" in sections 4.1 and 4.2, respectively.

- Cover Letter indicating the manuscript's category (Full-Length Original Articles, Technical Reports, Critical Reviews, Case Reports, Editorials, Correspondence to Editor and other Authors).

- Permission for using figures previously published or if there is an identifiable material or photograph.
- One copy of the manuscript, single-spaced and formatted according to the instructions including the following parts:
- Title page.
 - Title.
 - Each author's complete name, affiliation and academic degrees.
 - Complete address, phone number, fax number, and e-mail address of the Corresponding Author.
 - The authors should acknowledge any commercial or financial interest involved in the development of their work.
- Structured abstract limited to 250 words for Full-Length Articles and Reviews.
- Acknowledgment Section to provide information about funding sources, financial conflicts, and recognize statistical advice and other contributions.
- Appendix (if appropriate).
- References.
- Figure Captions.
- Tables.
- Figures (properly formatted and labeled according to the instructions).

4. DETAILED INSTRUCTIONS FOR AUTHORS OF J OPTOM

a. General Manuscript Preparation Guidelines

Manuscripts (including title page, abstract, text, references, captions, and tables) should be single-spaced on 21x29,7 cm (A4) paper (or digital format). Margins of at least 2.5 cm (1 in.) should be used. If the author mails the digital version of the manuscript to the J Optom office, it must be prepared using Microsoft Word or Microsoft Word compatible formats.

Original articles should be structured in the following parts: Introduction, Methods, Results, Discussion and References. All these contents along with Figure Legends, Tables and Titles of Tables can be submitted as a unique text file, the MANUSCRIPT.

The submission of a Cover Letter to accompany the manuscript is optional. In this document, that should be submitted as a separate document, the Corresponding Author can clarify to the Editor-in-Chief how the article will contribute to the scientific or clinical knowledge.

Also, the manuscript must be accompanied by references and documents regarding the permission to reproduce published material, to use illustrations or to report information about identifiable people, or to name people for their contributions.

A cover Letter is mandatory for Revised versions of an Article, the POINT-BY-POINT RESPONSE TO REVIEWERS.

b. Specific Guidelines

- Title Page

The title page should be the first page of all submitted manuscripts and should include the following information: Title of the Article, Names and Affiliations of all Authors, Corresponding Author, Address for Correspondence, Statement of Financial or other Relationships and Acknowledgements.

- Abstract

A structured abstract no longer than 250 words is mandatory for all Original Articles or Review Articles. Case Reports should include a non-structured abstract limited to 150 words. Three to five keywords should be included for indexing purposes.

- Methods

The methods section should describe the experimental or clinical protocol in such a way that the reader could duplicate the study under the same conditions including a description of the subjects enrolled, samples assayed, experimental protocol, Institutional Ethics Approval and agreement with international guidelines regarding experimental procedures with animals and humans, when appropriate, and statistical analysis to be performed with the data obtained.

When human subjects participate in studies or reports, the authors must state in the Acknowledgment section (see Acknowledgement section) that the study and data accumulation were carried out with the approval from the appropriate Institutional Review Board (IRB), and that Informed Consent was obtained from the patients or subjects. If authors do not have an IRB, the authors must confirm that the study and data accumulation carried out in conformity with all national, federal, or state laws, that an informed consent was obtained, and that the study was in adherence to the tenets of the Declaration of Helsinki. Do not include information that could identify patients such as names, initials, hospital numbers or photographs unless they are essential for scientific purposes, in which case, written consent for publication should be obtained.

If animals are used in the protocol or the study, the manuscript should describe in the Acknowledgment section the animal care protocol that was followed, name the institution that sponsored the study, and identify relevant IRB approval. Biomedical research involving animals must conform to generally accepted principles of animal maintenance and care, such as those of the Association for Research in Vision and Ophthalmology (ARVO) Statement for the Use of Animals in Ophthalmic and Visual Research.

- Results

This section should describe the most relevant results obtained providing descriptive and statistical data along with the necessary figures and tables to support the conclusions of the study. The results section should be limited to the presentation of results without further interpretation or discussion.

- Discussion

In this section the authors should discuss their results with other previously published by other authors conducting similar studies and explain how their results can be relevant for the scientific knowledge in a certain area and the potential clinical implications and potential applications.

- References

References should be listed at the end of the manuscript and cited within the manuscript text with consecutive numbers. The style to quote a reference should follow the guidelines of the American Medical Association (AMA), as in the following examples:

Examples:

Journal article: Smith J, Smith JA, Smith MA et al. Publication in the field of Optometry and other related areas. J Optom. 2008;1:1-10.

In articles with 6 or less authors names of all authors should be cited. In articles with 7 or more authors only the names of the first three should be cited followed by “et al.”

Journal article with organization as author: The Optometric Work Group. Publication in the field of Optometry and other related areas. J Optom. 2008;1:11-20.

Book: Smith J, Smith JA, Smith MA. Optometric practice: a conceptual approach. City: Editorial Company, 1994.

Book chapter: Smith J, Smith JA, Smith MA. Vision research. In: Smith J, Smith JA, Smith MA, editors. Eye and skin disease. City: Editorial Company, 2006:100-111.

Reference to a study that has been accepted for publication or reference to an Epub article should be identified as “in press.” The reference should name the journal or other publication in which the study will appear.

Unpublished data, such as studies in preparation or submitted for publication, posters, and unpublished abstracts the reader cannot retrieve in a literature search, are to be incorporated parenthetically in the text, as in this example: (Marman HE, unpublished data, 1997). The Corresponding Author might be asked to provide authorization for the use of personal communications from third parties.

References to Conference Abstracts should also appear parenthetically within the text, not as bibliographic references, in the exact format recommended by ARVO. Citations should include (1) name of first author, (2) Journal name, (3) year, (4) volume number, (5) “Conference name”, and (6) program number. Eg. (Roska BM, et al. IOVS 2002;43: ARVO E-Abstract 1415).

Personal communications should be cited parenthetically in the text, as in this example: (Smith A, written communication, December 1, 2007). The Corresponding Author should provide authorization for use the of this personal communication.

Internet references should be limited to important Full-Length articles that are not available in print or have been updated on the Internet since initial print publication. If a printed reference is available, it should be used. The online reference should be listed with complete information including title and authors with the addition of the URL and accession date. The URL address and availability must be confirmed again with any revision submission. Because Internet articles are frequently not available at a future date, the authors must make a printed copy of the material they are referencing from the Internet, hold it indefinitely, and provide it to the J Optom at any time in the future.

Example: International Committee of Medical Journal Editors. Uniform requirements for manuscripts submitted to biomedical journals. Available at <http://www.icmje.org>. Accessed December 1, 2007.

- Tables

Tables can be attached at the end of the Main Document. For footnotes use the following symbols, in sequence: *, †, ‡, §, ||, ¶, **, ††, ‡‡

- Figures

Diagrams, images, photographs, drawings, line-art and graphs should be submitted in high quality formats. EPS and TIFF formats are preferred, but other formats can also be accepted upon request to the Editorial Office. No charge is applied for color reproduction.

- Movies

Movies are accepted as part of the manuscript contents. Fewer journals allow this option but J Optom encourages authors to submit movies that could enhance the message of their publication. We accept different formats but we recommend the authors to send their movies in a format as smaller as possible as smaller as possible while maintaining the standards of image quality.

5. ONLINE MANUSCRIPT SUBMISSION

Manuscripts submitted to the J Optom should include the Manuscript organized according to the guidelines presented under the Instructions to Authors. Manuscripts should be prepared in Microsoft Word processor or compatible software containing a Title Page, Abstract, Introduction, Methods, Results, Discussion, Reference List, Figure Legends, Tables numbered in Arabic numbers along with the corresponding title.

Online submission is available at <http://www.editorial-manager.com/joptom/>

6. OFFLINE MANUSCRIPT SUBMISSION

Because all manuscripts are reviewed and processed online, all authors are requested to submit their manuscripts through the Editorial Manager™/Manuscript Central™ system. However, if technical restrictions mean the submission cannot be completed online, please e-mail small files to the office at joptom@journalofoptometry.org or send larger files on a CD-ROM disk containing properly formatted digital files of the manuscript and figures, in addition to hard copy figures if necessary.

When the J Optom office uploads a manuscript on behalf of an author, the Corresponding Author will receive an e-mail receipt of the manuscript and related notices regarding the manuscript. Once a manuscript has been uploaded into the system, the Corresponding Author should log in to the system to follow the progress of the manuscript.

Other queries may be sent to:

Dr. Robert Montés-Micó, OD, MPhil, PhD

Editor-in-Chief Journal of Optometry

Associate Professor. Optics Department. University of Valencia

C/ Dr. Moliner 50. 46100 (Burjassot) SPAIN

robert.montes@uv.es

Dr. José Manuel González-Méijome, OD, PhD

Associate Editor-in-Chief Journal of Optometry

Auxiliar Professor. Physics Department. University of Minho. School of Science

Campus de Gualtar, 4710-057 (Braga) PORTUGAL
jgmejome@fisica.uminho.pt

For comments and questions, you may contact the Editorial Office of the J Optom by telephone: +34 91 541 44 03; Fax: +34 91 542 23 97; or e-mail: joptom@journalofoptometry.org.

7. COPYRIGHT

Authors who publish in the Journal of Optometry retain the copyright of their articles. If the authors plan to use figures, photographs, or tables from other publications, they must be accompanied by written permission from the copyright holder to reprint such items in the J Optom. These forms must be sent to the Editorial Office either with the electronic submission (by scanning the form) or by mail.

8. PERMISSIONS

All requests to reproduce or make available anything

from the J Optom in whole or in part, in electronic or in any other format, including translation must be sent to:

**Consejo General de Colegios de Ópticos-
Optometristas de España**

C/Princesa, 25 4º. Edificio Hexágono
28008 Madrid

Télf.: +34 91 541 44 03/04 Fax: +34 91 542 23 97

e-mail: joptom@journalofoptometry.org

Website: www.journalofoptometry.org

Revised: March 2010