



## *Journal of Ophthalmic Prosthetics* • Author Guidelines and Checklist

April 2020

The *Journal of Ophthalmic Prosthetics* requests that authors adhere strictly to the following guidelines for specific reasons:

- Adherence ensures uniformity, and uniformity underscores a professional look of the journal.
- Uniformity hastens the process of editing your submission.
- Uniformity hastens the publication and delivery of your submission to readers.
- Uniformity decreases the occurrence of unfortunate mistakes.

A checklist is provided to keep your submission congruent with these guidelines

### **AUTHOR CHECKLIST**

#### **Basic Article Attributes**

- Article contains clinical or research information for professionals who treat patients who have eye loss. The primary interest is ocularistry, i.e., the science, art, and craft of making artificial eyes OR concerns a topic of ophthalmic plastic surgery, patient counseling, anaplastology, optics, and current or historic information about techniques, materials, and procedures with clinical application to ocularistry.
- Article is original and has not been previously published. **Note:** Previously published materials may be considered if they contain valuable information, are readily available to journal subscribers, and are not encumbered by extensive copyright permissions.
- Article type is **scientific** (new developments, new materials), **clinical** (description of technical procedures), **professional** (timely topics of interest to the ocularist), or a **literature review** (historical development of ophthalmic prosthetics or related areas).
- Article pages are formatted as double-spaced, have 1-inch margins all around, and are numbered consecutively. The type/font is 12-point Times New Roman.
- Article is submitted as a Word document.
- Images (drawings, artwork and photographs) are submitted in separate files, away from the Word document. Most any format may be used, but jpeg, tif, png are suggested. *See additional detail on page 3 below.*
- Article was prepared on a PC or Mac platform, using standard word-processing software, and is accompanied by a PDF file containing the complete manuscript (including placement of text, tables, and figures).

- Article has an abstract.
- Article has minimal use of headings. There are no more than two levels of heads. Heads and subheads are followed by a minimum of two complete sentences. Text-heading style follows these examples: **Major Head** and *Subhead (Second-Level Heading)*.
- List in text are bulleted (if listing a number of products, etc.) or have Roman numerals (if listing a sequence of steps in a process).

### **Title Page**

- Title page contains ONLY the article title; the full name of each author (limited to five names); the degrees, title, department, and institution for each author; a shortened version of the article

*Sample Title: A Look at the Evolution of Ocularistry in Australia During 30 Years*

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**Key words:**

History, ocularistry, challenge, Australia, development

title to be used as a running head; several key words; and the full name, address, and contact numbers/email/website of the corresponding author. An example is provided:

- Tables are single-spaced throughout and numbered consecutively according to their appearance in the text. Each table is on a separate page at the end of the article. Horizontal and vertical lines are omitted. Each table has a concise heading at the top of the table. Each table is self-explanatory and does not simply describe the text. Footnotes accompany the table. All nonstandard abbreviations are listed and spelled out in the tables.
- Figures are submitted with the manuscript as a separate digital file. **Note:** Printed figures reflect the quality of the original figures—no better and no worse. Conversions from other formats (e.g., color or slide) have been inspected carefully by the author prior to submission. Figures will not be returned unless specifically requested by the author in writing.
- Figure captions, typed single-spaced, appear on a separate page at the end of the article.
- Drawings (artwork): Screened tones do not appear on any drawings: **We are unable to resize these to fit the journal without causing patterns to appear in the tones.** Any drawings are provided as .tif or .jpeg files set at 300dpi for a 7-inch width.
- Photographs (halftones) are provided as .tif or .jpeg files set at 300dpi for a 7-inch width.
- **Digital submissions can pose significant problems depending on the author’s software.** Sometimes we have been unable to open the files; other times we have been unable to resize the artwork to fit the journal properly. Please follow these standards to minimize problems:

- Scan minimum 300dpi for a 7-inch width.
- Use gray scale line art with dot patterns
- Save as .tif or .jpeg.
- Name file with leads author’s last name, followed by the figure no., numbering each figure in the order it will appear in the text, and ending with the file-extension type (.tif or .jpeg) [ex. The last figure in a file lead authored by Jim Jones will read “**Jones1.tif.**”
- If line art is being submitted, it should ideally be created in Adobe or Photoshop.  
**Please consult us before using other software!**

- Authors have not directly or indirectly advertised products in which they have a financial or family interest unless the relationship is clearly stated in the article and approved in writing by the Publisher and the American Society of Ocularists. Product trade names are accurate and are followed by a trademark (®) or copyright symbol (©) as appropriate. The city and state of the manufacturer follow in parentheses.

## References

### *In-text citations*

- In-text reference citations are formatted as follows:
  - Represented by superscript Arabic numerals.
  - Placed *after* periods and commas but *before* colons and semi-colons.
  - Numbered in the order in which they appear in the text (i.e., numerical order).

### *Reference list*

- Reference list is attached as a separate page at the end of the article and is styled as follows:
  - References are in numerical order in accordance with the in-text reference citations.
  - If a reference is cited multiple times, the same number is used throughout the article.
  - There are no duplicate entries in the reference list.
  - References are formatted according to the examples shown in the box below:

#### **Journal article**

Hughes WL. Reconstruction of the eyelid. *Am J Ophthalmol.* 1945; 28:1203-1211.

#### **Book chapter**

Baylis H, Shore N. Correction of problems of the anophthalmic socket. In: McCord CD Jr, ed. *Oculoplastic Surgery.* New York, NY: Raven Press; 1961:104-117.

#### **Entire book**

Callahan A. *Reconstruction of the Eyelid and Ocular Adnexa.* Birmingham, AL: Aesculapius Publishing Company; 1966:95-103.

#### **Any reference on the Internet**

Follow the above examples and add the following text at the end of the reference: "Available at: (URL). Accessed: (latest date site was accessed)."

**PLEASE REFER TO THE AMA MANUAL OF STYLE 10TH ED. FOR FURTHER  
REFERENCING AND FORMATTING GUIDELINES.**

**To submit an article or for answers to further questions regarding submissions, please  
contact the Journal Senior Editor:**

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