Guidelines for Authors

These guidelines for authors have been developed to make it as easy as possible for authors to complete the review board process successfully. Please follow these guidelines exactly.

Audience and Circulation

*Optometry & Visual Performance*, the official publication of the Australasian College of Behavioural Optometry and the Optometric Extension Program Foundation (hereafter referred to as the representative organizations), has an international circulation of more than 4000, including the membership of the representative organizations, optometry students, and residents. These are distributed bi-monthly internationally. *OVP* is provided to libraries, schools, and colleges of optometry, as well as to others who may request copies, and is available online. Articles are available online with enhanced content (videos, extra tables/figures/photos, links).

Criteria

Manuscripts are judged on one or more of the following criteria:

- Usefulness to the practicing optometrist.
- Compliance with the editorial standards and objectives of the journal with regard to the originality of the contribution, its clinical or scientific significance to the profession, and the suitability of the subject matter.
- Enrichment of the optometric and other scientific literature.

*Optometry & Visual Performance* generally publishes eight basic types of articles:

- Research reports
  Apart from reporting formal laboratory or clinical research or the results of surveys, the format of an original research paper can also be used for reporting case studies involving a series of related clinical cases.

- Clinical procedures
  This can be used to present a new clinical procedure or an established procedure being used in a new manner relating clinical diagnosis, management, or treatment.

- Case reports
  This can be used to present a case report when that case report illustrates a viewpoint on clinical diagnosis, management, or treatment.

Manuscript Instructions

These instructions apply to all manuscripts and are in accordance with the Uniform Requirements for Manuscripts Submitted to Biomedical Journals (Uniform Requirements).1,2

Manuscripts

Email original manuscripts to the Managing Editor, Pamela Schnell, OD (pschnell@sco.edu). Attach JPEG images (3MB or less in size) of original figures/photographs. The author should receive an acknowledgement of the manuscript(s) being received within 48 hours. If you do not, please re-email the manuscript or call the Managing Editor at 901-722-3335.
• Literature reviews
  This includes comprehensive review of a broad or complex subject. The reference list can be extensive if one of the intentions of the research underpinning the review is the compilation of a comprehensive bibliography. Otherwise the reference list should be limited to the originating references and the most important and/or most recent subsequent references.

• Practice management manuscripts
  Topics covered may include billing and coding, insurance, staffing, etc.

• Guest editorials
  Most editorials are invited, but unsolicited editorials are welcome. Please speak to the Editor in Chief prior to the submission of an editorial to discuss the potential topic.

• Book reviews
  This includes not only what is covered in the book and the manner in which it is covered but why it is relevant to optometrists.

• Viewpoints
  These are articles that make an observation, express a viewpoint, or argue a particular interpretation of facts. They can discuss an issue in visual science, vision therapy and rehabilitation, diagnosis, treatment, public health, or public health policy.

Authorship Requirements
  One author should act as correspondent and on submission of the manuscript should provide his/her address, phone and fax numbers, and e-mail address. Manuscripts should have no more than six authors. Each author must be willing to take public responsibility for the paper. Data collection does not in itself justify authorship. Credit for authorship must also include: (1) conception or design, analysis and interpretation of data, or both; (2) drafting (or revising) paper for critically important intellectual content; and (3) final approval of version to be published. OVP may require authors to justify assignment of authorship.

Conflict of Interest
  All authors must disclose upon submission the existence of any financial arrangement with a company whose products figure prominently in the manuscript or with any competitor company. For articles in which frequent references are made to name-brand devices, medications, or products – whether any of the authors has such an affiliation or not, a disclaimer should be submitted for clarification and published at the end of the article.

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Peer Review and Manuscript Processing

Manuscripts are acknowledged upon receipt; rejected manuscripts are returned within 6-12 weeks. Papers are peer-reviewed by two or more content experts, who serve as referees. Referees' identities are kept confidential. The peer review cycle takes approximately 2-4 months. Every effort is made to publish manuscripts in a timely fashion.

Title Page

The title page should contain only the manuscript title, name(s) of Author(s), degree(s). Professional or institutional affiliations of authors should also be provided. The title page should list the contact information for the corresponding author, including the address, phone and fax numbers, and e-mail address.

The Following Should be Placed at the Bottom of Your Article:

Correspondence regarding this article should be emailed to [Primary author’s email address here] or sent to [Primary author’s name and address here]. All statements are the author’s personal opinion and may not reflect the opinions of the representative organizations, Optometry & Visual Performance or any institution or organization with which the author may be affiliated. Permission to use reprints of this article must be obtained from the editor. Copyright 2014 Optometric Extension Program Foundation. OVP is indexed in the Directory of Open Access Journals. Online access is available at www.acbo.org.au, www.oepf.org and www.ovpjournal.org.

Abstract

The abstract should be no longer than 300 words in length consisting of four basic sections: Background, Methods, Results, and Conclusions, which should briefly describe, respectively, the problem or topic addressed; how the study was conducted; the most important results; and what can be concluded from the results.

For Case Reports, substitute Case Report(s) for Methods and Results, and succinctly describe the case(s) (i.e. Background, Case Report, Conclusions).

Editorials require no abstracts, but a brief executive summary is encouraged.

Keywords

Include three to eight Keywords (or short phrases) at the end of the abstract. Keywords should make the article easy to find electronically.

Tables and Illustrations

An appropriate number of photographs, tables, figures, and illustrations are encouraged. Authors should consult the CBE Style Manual for further information on preparation of tables, figures, and other illustrative material. All should go on separate pages at the end of the paper. DO NOT embed tables, figures, or illustrative material within the body of the paper. If you are using a table, figure, or illustration from another source, a signed permission to do so must accompany the submission of the paper.

Photographs

All photographs of identifiable individuals require photograph release forms signed by the person(s) in the picture and sent to the
editor before the paper can be published. All photographs must be sent as separate files in JPEG format. **DO NOT** embed photographs within the body of the paper. Images (photos or illustrations) should be in the JPEG format, at least 300 pixels per inch, no smaller than 500kb and no larger than 6MB. **Please do not submit images captured from a website, as they are not suitable for print publication.** When saving your JPEG file, save as Baseline Standard, best quality, and not progressive or optimized. If you are not sure about the quality of your images, please contact the Managing Editor to verify well in advance of the submission deadline.

**Style**

Authors should use the active voice (“This study shows” rather than “It is shown by this study”). The past tense is appropriate for describing what was done in an experiment; the present tense is suitable for referring to data in tables and figures.

Lens formulas and associated acuities should be expressed as in the following example:

OD: +2.25 - 1.00 x 95, 20/20 (6/6).

**Abbreviations**

Except for units of measurement, abbreviations are discouraged. The first time abbreviations or acronyms are used, they should be spelled out.

**Generic and proprietary names**

Use generic names in referring to drugs. Use proprietary names only to differentiate between drug forms, or if a specific product was used in a study or associated with an adverse drug reaction. Instruments, devices, or other products may be referred to by their proprietary names. Provide the name and location (city/state or country) of the manufacturer (domestic or foreign) and set in parentheses following the first mention of the proprietary name.

**Units of Measurement**

Authors should express all measurements in conventional units.

**References**

Use MSWord “Insert,” “Reference,” “Footnote,” “Endnotes” options for inserting references in the manuscript. Use numbers starting with the number “1” and place all references at the end of the paper. OVP uses the Vancouver style from Uniform Requirements throughout the manuscript. (Go to [http://www.icmje.org](http://www.icmje.org) and/or [http://1.usa.gov/SyxTHW](http://1.usa.gov/SyxTHW) for more information about references.)

Basic examples of the Vancouver style are provided here:

**Book citation**


**Chapter in book**

Accepted Manuscripts

Accepted manuscripts are returned to authors for revisions and copy-editing changes. Authors must be able to take public responsibility for all statements in their paper, including those changes made by the copy editor and authorized by corresponding author. Revised manuscripts must be returned to the editor in electronic form. The revised copy should have the word “revised (put date)” as part of the file name. PC or Macintosh word-processing software is acceptable (MS Word preferred).

Review by Author(s)

Before publication, the corresponding author will receive page proofs for final review. These will be e-mailed as a PDF file. Corrections must be returned/communicated to the Managing Editor of OVP within 72 hours.

Reprints

Reprints and/or PDFs of articles may be available upon request.

References

