

ABI PROFESSIONAL PUBLICATIONS

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***JOURNAL OF OPHTHALMIC PROSTHETICS* SUBMISSION GUIDELINES**

Authors are asked to strictly adhere to the following publication guidelines. They are provided to allow the most expeditious processing of manuscripts and to ensure that the *Journal* will be delivered to subscribers in a timely and professional manner.

CONSIDERATION FOR PUBLICATION

Articles will be considered for publication if they meet the following criteria:

- Contain clinical or research information for professionals who serve patients that have suffered eye loss. Primary interest is in articles dealing with ocularistry -- the science, art, and craft of making an artificial eye. Additional areas of interest include articles from related professions involved in the goal of rehabilitating the anophthalmic patient, including ophthalmic plastic surgery, patient counseling, anaplastology, and optics. Articles may be related to either current or historical information concerning techniques, materials, and procedures that have a clinical application.
- Are original and have not been published previously. Note: previously published articles may be considered if they contain valuable information, are not readily available to *Journal* subscribers, and are not encumbered with copyright restrictions.

For consideration, all articles should be submitted in duplicate, double spaced with adequate margins, with all pages numbered. The submission should be prepared on a PC or MAC platform, using a standard word processing program, and should include a floppy disk containing the complete manuscript. The disk should be labeled with the operating system and word processing software used as well as all revision levels. We reserve the right to edit all submissions to fit the space available and ensure conciseness, clarity, and stylistic consistency. Submissions should not (in general) exceed 12 double-spaced pages (excluding references, illustrations, tables, legends, and footnotes). The text must conform to standard English usage.

TYPES OF ARTICLES

Articles may be of a variety of types for consideration, including:

- Scientific (research procedures, new developments, materials)
- Clinical (description of technical procedures)
- Professional (timely topics of interest to the profession)
- Literature reviews (historical developments of ophthalmic prosthetics or related areas)

TITLE PAGE

The title page must include ***only*** the article title, the full name and title of each author (for publication purposes, authors should be limited to five; additional contributing authors will be limited after the references), a short title of the article to be used for running heads, and key words. A sample is provided below:

Sample Title for Articles for the *Journal of Ophthalmic Prosthetics*

John Jones
M.D., Ph.D.
University of Toronto
Toronto, Canada

Paul Smith
B.C.O.
Artificial Eye Studio
New Orleans, Louisiana

Short Title: Sample Title for Articles

KEY WORDS:

publishing, writing, ABI Professional Publications, ASO

ABSTRACT

Abstracts are required for all articles. They should clearly state the clinical or scientific significance of the article and include the important points discussed in the article. It should be limited to approximately 100 words, typed in italics, and be the second page of the double spaced submission. A short sample is provided below:

ABSTRACT: This article is designed to improve the flow of articles. It should not exceed 100 words.

HEADS AND SUBHEADS

Use of heads and subheads should be minimized. A subhead should never follow a head without intervening text. No more than two levels of heads and subhead should be used. First order heads should be flush left with all capital letters. Second order heads, or subheads, should be typed in italics with only the initial letter in each significant word capitalized. Samples are provided below:

MAJOR HEAD SAMPLE

Subhead or Second Order Heading Sample

LISTS

When lists are used they should be identified by an indent and bullets. Letters and roman numerals should never be used. Numbers should only be used if the list is a ranking of the content or steps in a process. Samples are provided below:

A normal list will look like this:

- Books
- Magazines
- Journals

A list ranking content or as steps in a process will look like this:

1. Open the book
2. Turn the page
3. Read the text
4. Close the book

REFERENCES

All articles require references to establish professional merit. They should be identified in the text by sequential Arabic superscript numerals in the order they appear in the text. The references should be typed in double-space format at the end of the text under the heading *References*. The format and information required for the reference will vary depending of the reference source.

Journal Articles

References for journal articles are to be made in the following format:

Hughes WL. Reconstruction of the eyelid. *AM j Ophthalmol* 1945; 28:1203-11

Chapters in a Book

References for a chapter in a book are to be made in the following format:

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

Books

References to a book are to be made in the following format:

Callahan A. *Reconstructive Surgery of the Eyelids and Ocular Adnexa*, Birmingham, Al: Aesculapius Publishing Company, 1966: 19-23

Note: List all authors when 6 or fewer; when seven or more list first three and add et al.

AUTHOR INFORMATION

At the end of each article, full contact information must be provided as in the following sample:

ADDRESS ALL CORRESPONDENCE TO:

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Note: Phone or fax numbers will not be included with the published article, but are essential for the editorial staff.

TABLES

Tables should be **single-spaced** throughout. They should be numbered according to their order of mention in the text. Each table should be submitted on a separate page at the end of the article. Omit horizontal and vertical lines. A concise heading should be supplied as the title. Tables should be self-explanatory and not duplicate the text. Any footnotes to the table should accompany the table. Any non-standard abbreviations should be explained in the footnotes.

ILLUSTRATIONS

Illustrations should be submitted with the manuscript as a separate digital file. With printed and labeled copies. Remember, illustrations can be no better than the originals, and conversions from other formats (color or slide) should be carefully inspected by the author to ensure proper reproduction and contrast. Illustrations will not be returned unless specifically requested by the author. If an illustration is taken from previously published material, permission must be obtained from the copyright holder by the author, and the legend must credit the original source.

Captions

Captions should be typed single-spaced on a separate sheet of paper at the end of the article. Each entry should start with the number on the illustration.

Artwork (Drawing) Files

Do not include screened tones on your drawings, as we are unable to change the size to fit our design without causing patterns to appear in the tones. They should be provided as tiffs or jpegs set at 300dpi for a 6 inch width.

Photographs (Halftones)

Photographs should be provided tiffs or jpegs set at 300dpi for a 6 inch width.

Digital Submission Specifications

These can present significant technical problems depending on the author's software. On occasion, we have been unable to open the files and on other occasions, we have been unable to change the size of the artwork as required. Please follow the following standards to minimize problems:

Digital line art and photographs

- scan at minimum 300 dpi set for a 6 inch width. Do not scan line art with dot patterns.
- use gray scale if to be printed in b/w, CMYK if to be printed in color
- save as tiff or jpeg
- name file with lead author's last name followed by the illustration number, numbering each in order in which it will appear, ending with the suffix .tif or .jpeg (for example: the first photo to appear in the article by Jim Jones should be named Jones1.tif)
- If you create line art, they ideally should be created in Adobe Illustrator or Photoshop. Please consult before using another program.

PERMISSIONS

It is the author's responsibility to obtain written permission, and retain on file that permission, for use of all material protected by copyright. This includes, but is not limited to: text, illustrations, tables, and photographs. The author is also responsible for obtaining and maintaining on file, releases for photographic subjects in photographs used.

AUTHOR'S RELATIONSHIP WITH COMMERCIAL PRODUCTS

Author's may not directly or indirectly advertise products in their articles in which they have a financial or family connection, unless the relationship is clearly stated in the article and approved by the Publisher and the American Society of Ocularists. Product trade names used must be accurate and be followed by TM or ® as appropriate. Manufacturer information should follow in parenthesis.

SUBMISSION OF ARTICLES AND ADDITIONAL INFORMATION

To submit an article or for answers to additional questions regarding submissions, please contact the *Journal's* Editor.

Submissions should be sent to:

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Oculars
Artificial Eye Clinic
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Vienna, VA 22180
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