

## GUIDELINES FOR AUTHORS

It is a condition of acceptance of any article for the Australian Orthoptic Journal that original material is submitted. The cover letter accompanying the submission must state that the manuscript has not been published or submitted for consideration for publication elsewhere.

The types of manuscripts accepted are as follows:

- (i) Editorials (by invitation)
- (ii) Original Scientific Research Papers
- (iii) Reviews/Perspectives
- (iv) Case Studies
- (v) Letters to the Editor
- (vi) Book Reviews

## MANUSCRIPT SUBMISSION

Submitted manuscripts must include a cover letter, title page, abstract (including keywords), the paper itself, any acknowledgements, references and tables and/or figures. Each of these sections should begin on a separate page. Pages should be sequentially numbered. The manuscript submission should be electronic, via email to: AOJ@orthoptics.org.au

**Cover Letter:** The cover letter must include information regarding ethical considerations, informed consent and potential conflicts of interest, in addition to the statement regarding the originality of the manuscript.

*Ethical Considerations:* Authors must state that the protocol for any research project has been approved by an appropriate Ethics Committee that conforms to the provisions of the Declaration of Helsinki in 1995 (as revised in Edinburgh 2000). Investigators who do not have a formal ethics review committee must indicate they have adhered to the aforementioned provisions.

*Informed Consent:* Research on human subjects must include a statement that the subject provided informed consent and investigators must ensure patient confidentiality. Animal experiments must be demonstrated to be ethically acceptable and where relevant conform to institutional and national guidelines for the care and use of animals in research.

*Conflict of Interest:* Authors must declare any financial support or relationships that may, or may be perceived to, pose a conflict of interest. If there is none this should be stated.

**Title Page:** The title page should include the title of the manuscript and each author's name, academic qualifications and institutional affiliation(s). A 'corresponding author' should be designated and their address, telephone number, fax number, and email address listed. The title page should also include the word count for the abstract and text.

**Abstract and Keywords:** The abstract should not exceed 250 words. It should be a clear and succinct summary of the paper presented and need not be structured into subsections. However, where appropriate, it should relate to the format of the paper, including aim, methods, results and conclusion.

Beneath the abstract, include up to five keywords or terms suitable for use in an index or search engine.

**Text:** Manuscripts should not exceed 3,000 words. Where appropriate the structure of the text should be as follows: Introduction, Method, Results, Discussion and Conclusion. For scientific research the methods section of the manuscript should also address ethical considerations and informed consent. Authors should also use subheadings for Case Studies, generally as follows: Introduction, Case Report and Discussion (Conclusion is optional). Case Studies should not exceed 1,500 words.

**References:** References must be numbered consecutively in order of appearance in the text. In text references should be designated a superscript number following all punctuation. When there are five or more authors, only the first three should be listed followed by et al. References to journal articles should conform to abbreviations in Index Medicus. Examples of reference styles are as follows:

**Article:** Wilson ME, Eustis HS, Parks MM. Brown's Syndrome. *Surv Ophthalmol* 1989;34(3):153-172.

**Book:** Kline LB, Bajandas FJ. *Neuro-ophthalmology: Review Manual*. 5th Ed. Thorofare: Slack Inc; 2004.

**Book Chapter:** Murphee AL, Christensen LE. Retinoblastoma and malignant tumors. In: Wright KW, Spiegel PH, editors. *Pediatric Ophthalmology and Strabismus*. 2nd Ed. New York: Springer; 2003. p. 584-589.

**Tables and Figures:** Tables and figures must be accompanied by a suitable title and numbered consecutively as mentioned in the text. It is preferable if images are supplied as high resolution jpeg, tiff or EPS files.

**Acknowledgements:** Identify all sources of financial support including grants or sponsorship from agencies or companies. Include any acknowledgements to individuals who do not qualify for authorship.

## THE REVIEW PROCESS

Manuscripts are reviewed by two referees. The referees are masked to the authors and vice versa. Authors will be notified of the decision once the reviews have been received. Where revisions are required, the author must re-submit within twelve weeks or an agreed timeframe. Revised papers received late will be treated as new submissions.

## ENQUIRIES

If you have any enquiries contact the Editors.  
 Email: AOJ@orthoptics.org.au  
 Tel: Dr Connie Koklanis 03 9479 1903  
 Assoc Prof Zoran Georgievski 03 9479 1919  
 Fax: 03 9479 3692.