

# Optometry in Practice

*The continuing professional development journal of the College of Optometrists*

## Guide for Authors

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*Optometry in Practice* is a peer-reviewed journal published quarterly.

### Aims and scope

Its principal aims are:

1. To provide continuing education for optometrists and dispensing opticians in practice. Therefore both primary and review papers include implications and applications of theory to practice. They also include multiple-choice questions, which may be completed and returned to gain CET credits.
2. To provide continuing professional development (CPD) through articles on a range of subjects that are relevant for optometrists wishing to keep up to date and that go beyond the General Optical Council (GOC) core competencies (as published on the GOC website).
3. To provide support for practitioners who wish to write for an academic journal. Literature search facilities and editorial assistance are available (see below).

Both review papers and primary research papers are published. All papers are peer-reviewed, but the process is different for the two types of paper.

### Review papers

Both specially commissioned and submitted review papers may be accepted for publication. These should be generally 4000–6000 words in length. As one aim of the journal is to provide CET, each paper must fulfill the requirements for CET approval, ie it must cover one or more of the core competencies for optometrists (as published on the GOC website). Please note that there is no need to provide MCQs: our CET editor will write these on your behalf and they will be sent to you for approval, although you may write your own MCQs if you wish.

CPD papers should be relevant to UK practice but may go beyond core competence. Examples might include innovations in technology or methods of practice, changes to service provision or societal expectations, or topics related to training and assessment or practice management.

All papers may be submitted to the editorial office and will follow a standard anonymous peer-review procedure before a decision on publication will be made.

Authors who wish to write a review paper for the journal, but do not have access to library facilities, may submit their proposal for a topic and outline of the content to the editorial office. Fill in the form at the end of this guide. The relevant member of the editorial board will contact them to discuss the proposal. If the proposal is accepted in principle, a literature search will be provided by the journal and the editor will be available to provide support and advice throughout the planning and writing process. The resulting paper will be peer-reviewed anonymously before the editor-in-chief takes a decision on publication.

### Primary research papers

Case reports and original practice-based research will be considered for publication. They will be peer-reviewed before a decision on publication is taken.

Case reports should be a maximum of 2000 words in length and may include up to two figures or tables. Primary research papers should be a maximum of 5000 words in length and may include several figures and tables.

### Submission procedure

Please submit your text by email in Microsoft Word. **Illustrations, pictures and tables must be of sufficient resolution for high-quality printing (300dpi and above). These must be supplied as separate .tif or .jpeg electronic files – they should not be embedded within the Word document.**

Your submission will be acknowledged and you will be notified of the editor's decision and the referees' comments in due course.

### Author postal address and bank details

Please also send us your postal address and bank details with your article. We will send you a copy of the journal when it is published. When your article has been accepted, we will arrange for payment via BACS.

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## Text style guide

Please use standard British English spelling. Where alternative spellings are possible, please be consistent with your usage throughout. Please follow the convention that for words ending in 'ize' or 'ise' use the 'ise' spelling. Use 'optometrist' in preference to 'ophthalmic optician'.

Please spell out in full all technical terms and units. If they are shortened or given acronyms in everyday optometric practice, please spell them out in full on the first use and give the shortened form/acronym in parentheses. Use the shortened form subsequently. Make sure that the electronic version of the text and hard copy contain the correct symbols and units.

Use of abbreviations should be minimised, so only abbreviate words that are most frequently referred to in this way. Minimise use of capitalisation and hyphenation.

## References

All papers must be appropriately referenced, wherever possible to original research papers. A reference list must be appended to the paper, and the relevant individual statements and data referenced within the text. There should be no references in the list that do not appear within the text.

Papers that do not follow the standard referencing style of the journal will be returned to the author for amendment. References must be of the following form:

Within the text (alphabetically arranged by name of first author):

(Bloggs and Smith 2014; Davis et al. 2013; Smith 2012)

In the reference list (alphabetically arranged by name of first author):

### Article in a journal

Authors/editor(s) (year of publication) Paper title. Journal name volume, page range

eg

Kaido M, Matsumoto M, Shigeno Y et al. (2011) Corneal fluorescein staining correlates with visual function in dry eye patients. *Invest Ophthalmol Vis Sci* **52**, 9516–22

### Chapter in a book

Authors/editor(s) (year of publication) Chapter title. In: editors' names Book title. Place of publication: publisher, pages

eg

James H, Semple M, Brown F et al. (2012) Visual dysfunction and ocular disorder. In: Mein J, Trimble R (eds) *Diagnosis and Management of Ocular Motility Disorders*, 2nd edn. Oxford: Blackwell Scientific, pp. 31–5

If the book is multi-authored, give the editor's name. If there are two or three authors/editors, include all the names.

If there are more than three authors or editors use the first three names plus et al.

If there are two or more papers by the same authors published in the same year, differentiate the references using lower-case letters, eg Bloggs (2014a) Bloggs (2014b).

### Electronic references

Give the author, where known, year, article title, website address and date of access

eg

National Institute for Health and Care Excellence (2009) *Glaucoma: Diagnosis and Management of Chronic and Open Angle Glaucoma and Ocular Hypertension*. Available online at: <http://www.nice.org.uk/nicemedia/pdf/CG85FullGuideline.pdf> (accessed 25 June 2013)

CPD articles may cover topics with minimal academic literature, or topics so broad that primary papers would be inaccessible or irrelevant to the optometric practitioner. In such cases, short reference lists and references to secondary sources are appropriate.

## Copyright

When a paper is accepted for publication, the authors are asked to sign a declaration that the paper contains only their own work and that no part of it has been previously published elsewhere. Data can be quoted as long as the original source of the information is referenced. Illustrations and tables previously published may be used provided the permission of the author and publisher has been obtained. **It is the authors' responsibility to seek this permission before submitting their work to the journal.** Standard forms are available from the editorial office, and a copy is included in this booklet, which authors may photocopy and use for this purpose. Please allow at least eight weeks for the publisher to respond to your request. If you need any guidance, please contact the editorial office.

## Author biographies

When we apply for CET for a paper, we are required to submit brief biographies of each individual author. Please send these in with your article. They need be no longer than 2-3 sentences, but may be longer if you prefer.

## Summary – 100 words max

Please supply a short summary of your article (100 words max, which can repeat text already in the article). This is for the purpose of loading on to an internet search engine and as part of the CET application process. It should include information on why someone should read this article for CET. Please send this in at the same time as you send your article.

## Multiple choice questions (MCQs)

CET papers require a total of 10 MCQs. If you would like to write your own accompanying MCQs, please send them at the same time as you send your article. Otherwise the College will write the MCQs. In cases where the MCQs are written by the College, the author will not be consulted on their wording.

We reserve the right to review and amend the MCQs to guarantee quality and consistency. In cases where the MCQs need to be changed or rewritten (eg to meet GOC requirements), the author will not usually be consulted due to time constraints.

## Abstract – c. 300 words

CET papers require an abstract of around 300 words giving an overview of your topic. Please supply an abstract with your article (text already in the article can be repeated, particularly from any introductory sections). Please send the abstract at the same time as your article.

## Final checklist

Please make sure you have supplied the following with your finished article:

- Ⓒ Separate high resolution .tif/.jpeg image files
- Ⓒ A short 100-word summary of your article
- Ⓒ Brief biographies of each individual author
- Ⓒ An abstract of 300 words
- Ⓒ 10 MCQs (optional)
- Ⓒ Your postal address

# Copyright Request Form

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Dear Sir/Madam

I am preparing a paper for publication in Optometry in Practice, the CET and CPD journal of the College of Optometrists. This is a peer-reviewed journal available worldwide and is published by the College of Optometrists, 42 Craven Street, London WC2N 5NG.

I would appreciate permission to reproduce the following from your publication:

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I request non-exclusive world rights to reproduce this figure/table/text, and will include a standard acknowledgement.

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*\*Specify figure / table number and title. If the item is a section of text, attach a copy to the form.*

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# Optometry in Practice

## Application Form

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Name..... College membership number .....

Address .....

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Contact tel: ..... fax: ..... email: .....

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### **Part 1** For practitioners wishing to write a **REVIEW** paper for the journal.

Proposed topic.....

.....

Literature search required? Yes  No  Advice on writing required? Yes  No

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### **Part 2** For practitioners wishing to conduct a practice-based **RESEARCH PROJECT** or submit a clinical **RESEARCH PAPER** to the journal.

Proposed study title / topic .....

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Proposed study design if known (eg case series, cohort) .....

Outline of methodology and duration.....

.....

..... (please attach a continuation sheet if necessary)

Please indicate whether you require assistance before completion of your paper or research study:

Literature search required? Yes  No

Advice on writing required? Yes  No

If your paper is already in draft form, please attach a copy to this form.

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**Please attach a brief professional CV highlighting any research or writing experience and return form to: College of Optometrists, 42 Craven Street, London WC2N 5NG or [emma.roberts@optometrists.org](mailto:emma.roberts@optometrists.org). Please allow 28 days for a reply.**

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