

Optometry in Practice

The research-led continuing professional development journal of the College of Optometrists

Guide for authors

Optometry in Practice (OiP) is a peer-reviewed journal published quarterly online.

Aims

1. To provide continuing education for optometrists in practice for the benefit of patients.
2. To provide research-led continuing professional development (CPD) through articles on a range of subjects that are relevant for optometrists that fulfil, and extend beyond, the General Optical Council (GOC) core competencies (as published on the GOC website: www.optical.org).

Scope

Review papers and primary research papers, including case reports, are published. All content is peer-reviewed.

Review papers

Both commissioned and submitted review and research papers may be accepted for publication. These should normally be 4000–5000 words in length. Each paper should fulfil the requirements for CET approval, i.e. it must cover one or more of the core competencies for optometrists (www.optical.org). However, when judged appropriate by OiP's Editor in Chief and Editorial Board, papers without CET may be accepted.

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.

Case reports

Case reports will be considered for publication. They will be peer-reviewed before a decision on publication is made.

Case reports should be a maximum of 2000 words and should include two figures and tables.

Submission procedure

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

Please submit your text by email (to liz.williams@college-optometrists.org) in Microsoft Word, not as a pdf. Figures 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.

Authors are encouraged to suggest up to two preferred reviewers and also to note any conflicts of interest.

Payment information

Articles accepted for publication will receive an honorarium. We will arrange for payment via BACS.

Text style guide

Please use standard British English spelling. Where alternative spellings are possible, be consistent throughout. Follow the convention that for words ending in 'ize' or 'ise', the 'ise' spelling should be used. 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, spell them out in full at first use and give the shortened form/acronym in parentheses. Use the shortened form subsequently.

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.

Make sure that symbols and units translate correctly in the document, as sometimes there are software compatibility problems.

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.

Referencing should follow the Vancouver style or numbered method. A number is allocated to a reference source in the order in which it is cited in the text. If the source is referred to again, the same number is used. The author's name can be included in the text, but does not need to be. For example, 'Glasser' suggested that...' Numbers should be placed after full stops or commas but before colons and semi-colons. Papers published online ahead of print publication should include the unique DOI number and the date of access.² If they have been accepted for publication, but not yet published online, they should be identified as 'in press'. References to book chapters,³ online journals⁴ and abstracts of conference proceedings⁵ can be included as shown below. References to online sources should include an access date. A 'personal communication' or 'unpublished data' should be cited as such in the text only with full author names and such citations should not be included in the reference list. Journal titles should use the ISO abbreviation (as used by PubMed).

Example references

1. Glasser A. Restoration of accommodation: surgical options for correction of presbyopia. *Clin Exp Optom* 2008;**91**:279–295.
2. Dumbleton K, Richter D, Woods C et al. Compliance with contact lens replacement in Canada and the United States. *Optom Vis Sci* 2010. doi: 10.1097/OPX.0b013e3181ca32dc (accessed 8/1/10).
3. Rabbetts RB, Mallen EAH. Accommodation and near vision. The inadequate stimulus myopias. In: Rabbetts RB (ed.) *Bennett & Rabbett's Clinical Visual Optics*, 4th edn. Oxford: Elsevier, 2007, pp. 125–153.
4. Radhakrishnan H, Charman WN. Refractive changes associated with oblique viewing and reading in myopes and emmetropes. *J Vis* 2007;**7**:1–15. <http://journalofvision.org/7/8/5/>, doi:10.1167/7.8.5 (accessed 8/1/10).
5. Smith N, Rubin GS, Garway-Heath DF et al. Eye movements in glaucoma when viewing everyday scenes. *Ophthalmic Physiol Opt* 2009;**29**:662.

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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 has been previously published elsewhere. Data can be quoted as long as the original source of the information is referenced. Figures and tables previously published elsewhere 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.

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Author biographies

Authors are required to submit brief biographies of each author (approximately 100 words). Please send these in with your article.

Abstract

All papers require an abstract giving an overview of your topic. The abstract is limited to 2500 characters including punctuation and spaces.

Summary of relevance to practice

Please supply a short list of bullet points describing how your paper can be applied to optometric practice. 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. Send this in at the same time as you send your article.

Guidance on writing multiple choice questions

Multiple choice questions (MCQs) are used by OiP to assess readers' engagement with the article and to confirm GOC competency competition for CET purposes. The following guidelines are design to support authors when drafting their OiP MCQs.

General points

- Each article should be accompanied by six MCQs.

- Each MCQ should have a question (stem) and four possible answers (options), one of which is correct.
- The MCQ assessment should reflect the article's content.
- The MCQ assessment should align with the associated GOC competency or competencies.

Constructing the question

- Phrase questions or stems as clearly as possible.
- Avoid unnecessary language in the stem – superfluous details do not make a question more complex.
- Include any language in the stem that you would have to repeat in each answer option. For example, a question stem such as 'Ocular anatomy is defined as the study of': keeps you from having to repeat 'the study of' at the beginning of each answer option.
- Where possible, avoid asking for a negative answer. For example, 'Which of the following is *not* a layer of the cornea?' Unless made very clear (as here in *italic*), readers can often misread the question. If you do use a question asking for a negative answer, ensure that this is made clear by *highlighting* the negative word(s).

Constructing the answer options

- Avoid lifting phrases or numbers directly from the article; this becomes a simple recall activity. Write the answers so the question requires readers to assimilate the article and apply their knowledge.
- Write the correct answer before writing the distracters; this approach helps authors formulate one clearly correct answer.
- Answer options should be about the same length. Too much or too little detail in one particular option, or different grammatical structures, can give the correct answer away.
- Distracters must be incorrect, but plausible. Whilst it may be tempting, do not use humorous distracters.
- Refrain from using the following terms:
 - Vague words or phrases.
 - 'All of the above': eliminating one distracter immediately eliminates this, too.
 - 'None of the above': use only when the correct answer is absolutely correct, e.g. a numerical answer. Also, do not use with negatively stated stems, as the resulting double negative is confusing.

Final checklist

Please make sure you have supplied the following:

- Completed article in Word format
- Separate high-resolution .tif/.jpeg image files
- Abstract of 2500 characters
- 100-word biographies of each author, including affiliations and qualifications
- Relevance to practice points
- Six MCQs
- Contact details (email)

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 (e.g. to meet GOC requirements), the author will not usually be consulted due to time constraints.

Please photocopy this Optometry in Practice form

Copyright request form

Dear Sir/Madam

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

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Optometry in Practice

Application form

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

Proposed topic

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Literature search required? Yes No

Advice on writing required? Yes No

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 (e.g. case series, cohort)

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Outline of methodology and duration
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(please attach a continuation sheet if necessary)

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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.

Please attach a brief professional CV highlighting any research or writing experience and email to liz.williams@college-optometrists.org Please allow 28 days for a reply.