

Instructions for authors

The OFTALMOLOGÍA CLÍNICA Y EXPERIMENTAL journal welcomes the submission of original manuscripts describing clinical investigation, surgical procedures and basic investigation, as well as case series reports, case reports, short communications, letters to the editor, systematic reviews and cases in grand rounds format for their publication. Original papers can be submitted in Spanish or in English.

The journal's Editorial Committee adheres to the principles of the International Committee of Medical Journal Editors as well as to the tenets of the Declaration of Helsinki, and to the principles of maintenance and care for biomedical research involving animals of the Association of Research in Vision and Ophthalmology.

Manuscripts and images must be e-mailed to the following address: secretaria@oftalmologos.org.ar.

Each manuscript must be accompanied by a cover letter explaining the originality of the paper submitted, and indicating that all authors have agreed to the manuscript's publication and uploading into the website. Should there be more than 5 (five) authors for original papers and 3 (three) for all the other types of manuscripts listed above, the role and task performed by each author must be explained in written.

Papers including human subjects participating in experimental studies must mention that they have read and agreed to the principles set forth in the declarations for the participation of individuals and use of animals in experimental studies.

Papers involving intervention on patients or containing epidemiologic information of individuals must include a letter of approval from the appropriate Institutional Ethics Committee.

General instructions

Manuscripts, written in Word software (Microsoft Office), must be double-spaced using Times New Roman font size 12, regular format (i.e. neither using bold or italic types) on letter size paper (21.6 x 26.9 cm) leaving 2.5 cm margins on all sides. Each page must be numbered consecutively from the first to the last one with a short title of the manuscript on it and using automated successive numbers. Though the maximum length of original papers is variable, in general, they must not exceed 6,000 words.

Basic format

a) Title page: title in Spanish and in English, authors and their affiliation, address and e-mail of the corresponding author, key words in Spanish and in English. Any institution or company wholly or partially funding the paper must be included.

b) Abstract in Spanish not exceeding one page or 250 words. It must be structured, i.e. it must include the subheadings: Purpose/Objective, Methods, Results, and Conclusions.

c) Abstract in English: the same as the one in Spanish. Automated translations made by text processors will not be accepted.

d) Body of the manuscript divided into: Introduction, Material and Methods*, Results and Discussion.

e) References must be listed according to the format established for medical publications. They must be numbered consecutively by order of citation in the text.

Examples:

- **Journal article:**

Halpern SD, Ubel PA, Caplan AL. Solid-organ transplantation in HIV-infected patients. *N Engl J Med* 2002; 347: 284-7.

- **Book:**

Murray PR, Rosenthal KS, Kobayashi GS, Pfaller MA. *Medical microbiology*. 4th ed. St. Louis: Mosby, 2002.

- **Electronic text in CD:**

Anderson SC, Poulsen KB. *Anderson's electronic atlas of hematology (CD-ROM)*. Philadelphia: Lippincott Williams & Wilkins; 2002.

- **Websites on the internet:**

Cancer-Pain.org (website). New York: Association of Cancer Online Resources, Inc: c2000-01 (updated May 16, 2002; cited: July 9, 2002). Available at: <http://www.cancer-pain.org/>

f) Tables must be created in Microsoft Word with spaces between

columns made with the tab key. Each table must have a short title. Do not copy tables from Excel or PowerPoint. Tables must be numbered consecutively by order of citation in the text and they must not be placed between paragraphs within the body of the manuscript but at the end of it.

g) Image legends (figures and graphics). They must be numbered consecutively by order of citation in the text.

Images

Figures: they must be submitted in black and white (high-contrast grey-scale). The initial capture resolution must be at least 300 dpi with a minimum size not smaller 10 cm wide. They must be submitted in TIFF or JPEG uncompressed format. If they were subjected to Photoshop this must be described in detail in the cover letter. Color figures have an additional cost at the expense of the author/s. Combined figures must be created with Photoshop. Any letter or text within figures must be large enough so that when the image is reduced to 10 cm wide, they do not become smaller than 3 mm high. Use fully outlined letter types. **Do not use figures in PowerPoint.** Figures must

not contain any information on the patient neither the patient must be recognizable from the image unless he/she has given written consent. All images must be original and must not have been obtained from any digital source other than from the author himself. In case of images from other authors, the fact that due permission has been given for their publication must be mentioned in parenthesis in the figure legend.

Graphics: must be created with software for these purposes and submitted in TIFF or JPEG format with an initial resolution of 1200 dpi. Graphics in Excel or PowerPoint will not be accepted. Graphics will be printed in black and white, therefore, it is advisable to use clearly defined networks or patterns for different surfaces.

Special instructions for the different types of publications

Original papers. These can describe applied clinical investigations, surgical techniques, diagnostic procedures and basic experimental ophthalmic investigation. Overall, the guidelines mentioned above must be followed.

Short communications. These will be diagnostic findings, epidemiologic observations, therapeutic outcomes or adverse events, surgical maneuvers and other events that, due to their potential impact on daily ophthalmic practice, require their rapid conveyance to ophthalmologists.

Series and cases. They will be

structured as follows: Introduction, Case report, Comments. The summary will involve a brief unstructured description, including the reason of the presentation, the most outstanding information of what has been observed and the conclusion. The manuscript will have a maximum length of 1,000 words and it will include no more than 5 to 7 references and up to 4 representative photographs.

Letters to the Editor. They will be addressed to the editor and their text will not exceed 500 words. They can deal with statements or publications from the same journal or on other publications or communications in medical-scientific events.

Systematic reviews. These must involve an update of a renewed topic of interest and they must be based on an accurate bibliographic search, reading and review. They must include an index of subtopics developed and indicate the databases (traditional and non-traditional) used, the method of literature search and the criteria for selection of articles.

Cases in grand rounds format. Manuscripts must include: 1) initial page (the same as in any other paper); 2) case presentation, together with the information necessary for tentative diagnosis; 3) discussion, including differential diagnoses and procedures that may help make a diagnosis; 4) results of diagnostic procedures; 5) diagnosis; 6) follow-up; 7) comments, and 8) references. Instead of a summary, at the end of the manuscript, there will be a brief account of

the case presented.

Images in ophthalmology. One or two figures exceptionally illustrative of a disease or the evolution or surgical resolution of a disease will be accepted. The images must follow the rules for submission of figures described above. The manuscript – excluding the title, authors and references- must not exceed 250 words. A maximum of three references will be accepted.

Additional information

International Committee of Medical Journal Editors. *Uniform requirements for manuscripts submitted to biomedical journals: writing and editing for biomedical publication.* Available at: <http://www.icmje.org> (updated February 2006, last access: November 19, 2007).

Note: the goal of the Editorial Committee is to achieve a level of excellence in papers accepted for publication in order to have access to international medical information databases. Both the Editorial Committee and the authorities of the "Consejo Argentino de Oftalmología" (Argentinean Council of Ophthalmology) are aware of how difficult it is for primary care ophthalmologists to prepare papers; therefore, the secretariat of the journal will be willing to provide the adequate technical means to all those authors requiring support.

For further information, please contact us to phone number (011) 4374-5400 or by mail to: revistacientifica@oftalmologos.org.ar

* Populational studies and comparative studies must follow the guidelines of clinical trials (see Consort E-Checklist and E-Flowchart- available at: <http://www.consort-statement.org/> [last access: October 19, 2009]) Statistical methods must be identified in the manuscript whenever they are used, and the person in charge of statistical analysis must be mentioned in the cover letter. Only widely used abbreviations will be accepted and acronyms must be restricted to those that are generally mentioned in journals of the specialty. Creation of new abbreviations is discouraged. Introduce each abbreviation in parenthesis after the first use of the full term. The units of measurement used must be expressed according to the International System of Units (SI). Any explanation must be made by using the following order of symbols: *, †, ‡, §, ||, J, **, ††, ‡‡.