



THE OCULAR SURFACE

A Journal of Review Linking Laboratory Science, Clinical Science, and Clinical Practice

AUTHOR INFORMATION PACK

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DESCRIPTION

The Ocular Surface, a quarterly, a peer-reviewed journal, is an authoritative resource that integrates and interprets major findings in diverse fields related to the **ocular surface**, including **ophthalmology, optometry, genetics, molecular biology, pharmacology, immunology, infectious disease, and epidemiology**. Its critical review articles cover the most current knowledge on medical and surgical management of ocular surface pathology, new understandings of ocular surface physiology, the meaning of recent discoveries on how the ocular surface responds to injury and disease, and updates on drug and device development. The journal also publishes select original research reports and articles describing cutting-edge techniques and technology in the field.

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GUIDE FOR AUTHORS

A peer-reviewed quarterly journal, *The Ocular Surface (TOS)* features concise, state-of-the-art, referenced review articles to elucidate the vast body of findings in this rapidly evolving field. Its purview ranges from molecular biology to surgery, encompassing lacrimal, lid, and ocular surface physiology, pathology, pharmacology, and medical/surgical therapeutic interventions. TOS also publishes select original research reports and articles describing innovative techniques and technology. Descriptions of desired content and requirements for articles are described below under the section headings: *Review Articles*; *Original Research Articles*; *Innovative Techniques and Technology*. All manuscripts undergo peer review by two or more reviewers. Authors are asked to revise their manuscripts, addressing all the reviewers' suggestions or explaining their reasons for declining to do so.

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Graphical Abstracts / Highlights files (where applicable)

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Guidelines for Writing Articles

Review Articles

Most reviews are written at the invitation of the editors, but independent proposals of articles are welcomed. To propose a review, please email a brief description of the intended review to Editor-in-Chief Ali Djalilian, MD (adjalili@uic.edu) and Managing Editor David Newcombe (ocularsurface@stellarmed.com). If the editors consider the topic to be appropriate, you will be asked to submit a detailed outline and tentative bibliography for peer review.

Reviews should follow a topic-based outline, labeled with headings and subheadings [I,A,1,a, (1), (a)]. A TOS review should not be a general overview of a topic, but rather an in-depth, literature-based, critical review that emphasizes areas of new information, controversies, etc. The authors' own findings may be cited in the context of findings published in the literature, but original work should

not be the focus of the review. The readers will have various levels of understanding about specific topic areas, so it is important for authors to provide the background, definitions, and explanations necessary to enhance understanding. Illustrative figures and diagrams are very helpful.

Length

Appropriate length is usually about 10-14 printed pages (equivalent to about 24-34 double-spaced manuscript pages, including references, figures and tables).

References

A review article should not cite all publications relevant to the topic of the article; rather, the references should be selected according to their importance and usefulness in clarifying, documenting, and providing historical background. Multiple similar references to document a statement are usually not needed.

The appropriate number of references varies according to the length of the article and the complexity of the topic. The number of references in a 12-14 page review article (20-30 double-spaced typed pages of text) should seldom exceed 150, although there may be exceptions to this guideline. Authors are encouraged to request advice from the editors if it seems that more references are appropriate.

The review manuscript should state the method of literature selection, specifying search words and data bases used, as well as the date of search; number of articles retrieved; criteria for selecting articles for inclusion in review; criteria for excluding articles.

Innovative Techniques and Technology

Evolving technologies and techniques in both the basic and clinical arenas often do not have sufficient published peer-reviewed data to permit a comprehensive review for inclusion in the basic science, clinical research, or clinical practice sections of *The Ocular Surface*. Nonetheless, there is a value to both researcher and clinician in being aware of the potential applications and pitfalls of such new technology. In order to inform our readership of evolving technologies and techniques, publication of articles describing such options with adequate peer review is appropriate.

Appropriate length for ITT articles is usually about 6-8 printed pages, including figures and references (equivalent of about 9-14 double-spaced typed pages).

Guidelines 1. Technologies or techniques should provide a significant insight or advance in the basic or clinical investigation or treatment of the ocular surface. 2. Manuscripts should critically describe outcome data, not just a proposed method or technique. 3. Figures or diagrams to illustrate the application or interpretation of the technique should be included. 4. Appropriate references to support conclusions and claims should be provided, even if the number of such references is limited. 5. Commercial bias must be avoided, and the value of the technology/technique must be factually supported, not speculative. 6. The author must fully disclose all proprietary and financial interests or support. 7. An attempt will be made to include such articles in issues that have a corresponding related topic in any review of the three major sections of the journal.

Suggested format Brief introduction describing purpose of the procedure, other procedures used for the same purpose, and advantages of (need for) the new procedure. Description of the technique, including theoretical basis and steps in performing (including figures and diagrams). Outcome data
Summary/Conclusion
Disclosure

Original Research Reports

The goal of including original research articles in TOS is to provide rapid, peer-reviewed publication of high-quality, high-impact information that holds promise of significantly advancing the understanding of the ocular surface. The work should present new conceptual frameworks or novel research findings that challenge or enhance our current approach to clinical practice or research. To this end, the research must: 1. Be original research of the author that is conducted with sound scientific method 2. Provide new information that answers a specific question regarding ocular surface health or disease 3. Provide new, mechanistically based information 4. Be presented according to the author guidelines

and format listed below 5. Be performed according to tenets of good laboratory and clinical practice: a. If involving laboratory animals, the work should conform to the ARVO guidelines for humane use of such animals; b. If involving human subjects, the work should conform to the Declaration of Helsinki and provide for informed consent in an IRB approved protocol; c. If involving a clinical trial, should be registered with a clinical trial registry 6. Be presented in a clear, logical manner with sufficient detail to be reproducible by other researchers 7. Present rationale and statistical analysis of data to support conclusions

Format 1. Title Page: (As above under "Manuscript Preparation") 2. Structured abstract: A structured abstract of fewer than 250 words is required for original research articles and should be arranged under the following headings: Purpose, Methods, Results, and Conclusions. Abbreviations should be defined at first mention, Do not include references. The abstract must be included as part of the main manuscript file. 3. Text: *The Ocular Surface* recommends a 3,500 or fewer word count, excluding title page, legends, and references. The text should be double-spaced.

In a brief **Introduction**, provide the research rationale and objectives without extensively reviewing the literature. In the **Methods** section, describe the experimental design, subjects used, and procedures followed. Previously published procedures should be identified by reference only. Provide sufficient detail to enable others to duplicate the research. Use standard chemical or nonproprietary pharmaceutical nomenclature. In parentheses, identify specific sources by brand name, company, city, and state or country. A description of the statistical analysis techniques should be included.

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Present the **Results** with a minimum of discussion. Cite all tables and figures in numerical order. Limit the **Discussion** to statistically significant data and their limitations. Do not reiterate results. 4. Acknowledgments: Acknowledgments should be written in the third person and be limited to colleagues and research assistants. Acknowledgments are not meant to recognize appreciation for personal or manuscript production support. Including dedications to individuals or groups is not allowed. 5. Disclosure/Conflict of Interest Statement 6. References (as described above under "Manuscript Preparation")

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PREPARATION

Peer review

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To avoid unnecessary errors you are strongly advised to use the 'spell-check' and 'grammar-check' functions of your word processor.

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Divide your article into clearly defined and numbered sections. Subsections should be numbered 1.1 (then 1.1.1, 1.1.2, ...), 1.2, etc. (the abstract is not included in section numbering). Use this numbering also for internal cross-referencing: do not just refer to 'the text'. Any subsection may be given a brief heading. Each heading should appear on its own separate line.

Introduction

State the objectives of the work and provide an adequate background, avoiding a detailed literature survey or a summary of the results.

Material and methods

Provide sufficient details to allow the work to be reproduced by an independent researcher. Methods that are already published should be summarized, and indicated by a reference. If quoting directly from a previously published method, use quotation marks and also cite the source. Any modifications to existing methods should also be described.

Results

Results should be clear and concise.

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This should explore the significance of the results of the work, not repeat them. A combined Results and Discussion section is often appropriate. Avoid extensive citations and discussion of published literature.

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In a paragraph that appears just before the references, all listed authors must state all possible competing interests (conflicts of interest) in the manuscript, including all financial interests (consulting, board membership, stock ownership, patent applications, grants, or honoraria) or non-financial competing interests (sometimes called private interests), which can be personal relationships, political, religious, or personal convictions, academic writing or consulting, or serving as an expert witness, that might lead to bias or a conflict of interest. If there is no conflict of interest, this should also be explicitly stated as none declared. All sources of funding should be acknowledged in the manuscript.

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Highlights are optional yet highly encouraged for this journal, as they increase the discoverability of your article via search engines. They consist of a short collection of bullet points that capture the novel results of your research as well as new methods that were used during the study (if any). Please have a look at the examples here: [example Highlights](#).

Highlights should be submitted in a separate editable file in the online submission system. Please use 'Highlights' in the file name and include 3 to 5 bullet points (maximum 85 characters, including spaces, per bullet point).

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A structured abstract, by means of appropriate headings, should provide the context or background for the research and should state its purpose, basic procedures (selection of study subjects or laboratory animals, observational and analytical methods), main findings (giving specific effect sizes and their statistical significance, if possible), and principal conclusions. It should emphasize new and important aspects of the study or observations.

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Immediately after the abstract, provide a maximum of 8 keywords in alphabetical order, using American spelling and avoiding general and plural terms and multiple concepts (avoid, for example, 'and', 'of'). Be sparing with abbreviations: only abbreviations firmly established in the field may be eligible. These keywords will be used for indexing purposes.

Abbreviations

Define abbreviations that are not standard in this field in a footnote to be placed on the first page of the article. Such abbreviations that are unavoidable in the abstract must be defined in parentheses at their first mention, as well as at their first mention in the text. Ensure consistency of abbreviations throughout the article.

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List funding sources in this standard way to facilitate compliance to funder's requirements:

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Collate acknowledgements in a separate section at the end of the article before the references and do not, therefore, include them on the title page, as a footnote to the title or otherwise. List here those individuals who provided help during the research (e.g., providing language help, writing assistance or proof reading the article, etc.).

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If there is more than one appendix, they should be identified as A, B, etc. Formulae and equations in appendices should be given separate numbering: Eq. (A.1), Eq. (A.2), etc.; in a subsequent appendix, Eq. (B.1) and so on. Similarly for tables and figures: Table A.1; Fig. A.1, etc.

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Sample

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Journal Article

2. Jones JP. Pitfalls in the design of clinical trials for anti-dry eye agents. Ocul Surf 2015;13:2-16

Abstract

3. Smith PS, Williams LC. Effects of artificial tear solutions on osmolarity of dry eyes (abstract). Invest Ophthalmol Vis Sci 2015;59, ARVO E-Abstract 4015

Book

4. Charles PO, van Housen Q Jr, Duchon PX, et al (eds): Cornea, conjunctiva, lid: new concepts. New York, NY, Random House, 2015

Chapter in book

5. Aay OK: Effect of estrogen medications on the cornea, in Charles PO, van Housen Q Jr, Duchon PX, et al (eds): Cornea, conjunctiva, lid: new concepts. New York, NY, Random House, 2015, pp 234-25

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