

AOA Paraoptometric Section Guidelines for Authors

Audience and circulation

The articles will be archived in a library for use by the AOA Paraoptometric Section for continuing education purposes for its membership.

Manuscripts

These instructions apply to all manuscripts. Electronically submit original manuscript. Use standard page size with 1" margins and double-spacing throughout, including references. Images and figures should also be in an electronic format, if not available they will need to be submitted so they can be scanned. Manuscripts should be a minimum of 1,500 words, and 10-20 multiple choice questions relating to the article must be included.

Submission of papers

All submissions and inquiries are to be electronically submitted to Joan Abney at: JVAAbney@aoa.org. Any written correspondence should be submitted to: Joan Abney, Manager, Paraoptometric Section American Optometric Association; 243 N Lindbergh Blvd., St Louis, MO 63141.

Authorship requirements

The author must provide his or her address, phone and fax numbers, and/or e-mail address. If the article has multiple authors, one author must be appointed as correspondent. Credit for authorship must accompany ability of each author to take public responsibility for the paper. Data collection does not in itself justify authorship. Credit for authorship must also include: (1) conception or design, analysis and interpretation of data, or both; (2) drafting (or revising) paper for critically important intellectual content; and (3) final approval of version to be published. The AOA Paraoptometric Section may require authors to justify assignment of authorship.

Conflict of interest

Authors should disclose (on submission) existence of any financial arrangement with a company whose products figure prominently in manuscript or with any competitor company.

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Peer review and manuscript processing

Manuscripts are acknowledged on receipt. Papers are peer reviewed by two or more members of the Paraoptometric Section Education in Writing Committee, who serve as editors. The author will be notified as to the type of use and publication date of the article prior to publishing.

Review by author(s)

Before publication, the corresponding author will receive page proofs for final review. Corrections must be returned to the AOA Paraoptometric Section within 72 hours.

Tables and illustrations

While tables and illustrations are encouraged, use of too many tables, figures, or other illustrations in relation to the length of the text may produce page-layout difficulties. A general guideline to follow is one illustration for every 1,000 words of text.

Abbreviations

Except for units of measurement, abbreviations are discouraged. The first time abbreviations or acronyms are used, they should be spelled out.

Generic and proprietary names

Use generic names in referring to drugs. Use proprietary names only to differentiate between drug forms, or if a specific product was used in a study or associated with an adverse drug reaction. Instruments, devices, or other products may be referred to by their proprietary name. Provide the name and location of the manufacturer and set in parentheses following the first mention of the proprietary name. When specific products are mentioned, all competing products of the same type must also be mentioned.

Units of measurement

Authors should express all measurements in conventional units, with System International (SI) units given in parentheses throughout the text.

References

References must be numbered consecutively as cited in the paper. References to personal communications, unpublished information, and papers either "in preparation" or "submitted for publication" are discouraged. A reference may be cited as "in press" only if it has

been accepted for publication.

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