

1 Our complete Author Guidelines are available at www.djo.org.in

We accept solicited and unsolicited manuscripts that are not under consideration for publication in any other journal. All submitted manuscripts are subject to review by independent experts in the field through an online reviewer system. You may submit your manuscripts along with a covering letter to Dr Ruchi Goel, Editor-in-chief, Delhi Journal of Ophthalmology.

2 Manuscript Submission

All manuscripts are required to be submitted online through the journal website: www.djo.org.in. In case of any queries please contact the editorial office at the email address editordjo2015@gmail.com and editordjo@gmail.com

3 Editorial Policy

Delhi Journal of Ophthalmology titles conform to the Uniform Requirements for Manuscripts Submitted to Biomedical Journals, issued by the International Committee for Medical Journal Editors (October 2004).

4 Manuscript submission & processing

Delhi Journal of Ophthalmology publishes solicited and unsolicited articles. Acknowledgement of receipt of all manuscripts will be sent to the corresponding author, once the editorial desk reviews the manuscript for conforming to the requirements of the journal. The initial screening of the articles by the internal editorial staff assesses the formatting, topicality and importance of the subject, the clarity of presentation, and relevance to the target audience.

If you are interested in submitting an article, or have any queries regarding article submission, please contact the Editor-in-chief (see Contact details).

We also have an active commissioning program whereby, under guidance from the Editorial Committee, we solicit articles directly for publication.

5 External review

In order to ensure that manuscript acceptance is unbiased, scientifically accurate and clinically relevant, all articles are reviewed by two or more members of the Editorial Committee and the Editorial Board and /or other specialists in the related fields. Review is performed on a double-blind basis where in the identities of reviewers and authors are kept confidential. Reviewers must disclose potential conflicts of interests that may affect their ability to provide an unbiased appraisal (see Conflict of Interest Policy below).

6 Revision

Most manuscripts require some degree of revision prior to acceptance. Corresponding authors are requested to submit the revised manuscript along with one highlighted copy with revisions highlighted. Detailed responses to reviewers' comments, in a covering letter/ email, are also required. The final decision on acceptance of the manuscript for publication lies with the Editor-in-chief.

7 Copyright

The corresponding author of the manuscript is responsible for obtaining permissions at the time of submission, to use material presented in the manuscript. Please send us a copy of letters or forms granting you permission for the use of copyrighted material in order to facilitate any special requirements with regard to wording and placement of credits that may be required. The corresponding author will be required to submit a signed copyright transfer form, signed by all co-authors, along with the manuscript at the time of submission, failing which the manuscript will not be considered for review.

8 COPYRIGHT FORM IS AVAILABLE ONLINE

Author disclosure, copyright transfer & conflict of interest policy

Authors are responsible for the content of material and views expressed in the manuscripts. Authors must disclose explicitly conflict of interest (if any) and financial disclosure (or the lack of it) that may be relevant to the manuscript under consideration. This should figure at the end of the manuscript, before the "References" section.

Details of relevant conflicts of interests (or the lack of) must be declared in the 'Disclosure' section of the manuscript for all listed authors. **Any such potential conflict of interest (including sources of funding)**

should be summarized in a separate section of the published article.

External reviewers must disclose any conflicts of interest that could bias their opinions of the manuscript, and they should disqualify themselves from reviewing specific manuscripts if they believe it appropriate. Should any such conflict of interest be declared, the journal Editor-in-chief will judge whether the reviewer's comments should be recognized or will interpret the reviewer's comments in the context of any such declaration.

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Policies on ethical conduct of research

Where manuscripts include publication of original data relating to human or animal experimental investigations, appropriate institutional review board approval is required and should be described within the article. For those investigators who do not have formal ethics review committees, the principles outlined in the Declaration of Helsinki should be followed. For investigations involving human subjects, authors should explain how informed consent was obtained from the participants involved. Identifying information should not be included unless the information is essential for scientific purposes and written informed consent is taken for publication. In attempting to maintain patient anonymity, identifying details should be omitted where they are not essential. However, patient data should never be amended or falsified. Informed consent should be obtained whenever there is any doubt that anonymity can not be assured.

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Manuscript Preparation

Details for manuscript preparation include:

Manuscripts of the following types may be submitted:

Major Review: Manuscripts submitted in this section should be within 3000 words, with an unstructured abstract of upto 400 words.

Recent Advances: Manuscripts submitted in this section should be within 3000 words with an unstructured abstract of upto 400 words.

Original Article: Manuscripts submitted in this section should be within 3000 words with a structured abstract of upto 400 words.

Young Ophthalmologist Corner: Postgraduates are urged to submit their thesis work, in the current year of completion of their postgraduation, as original article, to this section. A certificate to this effect signed by all the co-authors and the head of institution to which the postgraduate belongs is to be submitted along with the manuscript. This may also be stated in the accompanying covering letter. Postgraduate thesis work accepted as original article publication in this section will also be eligible to contest for the best paper award.

Techniques: Videos of techniques in ophthalmology, video not longer than 8 minutes in MPEG 2 format with title, credentials of presenting authors, disclosures, conflict of interest, acknowledgements and any other relevant details is to be included. The ophthalmic surgical technique is to be explicitly detailed in clear English narration. All relevant steps of surgery are to be lucidly described and depicted in the video. The video should be accompanied with manuscript of 1000 words (unstructured abstract, key words, text with subheading of introduction, principle, surgical technique, disclosures) and references. Visuals of hospitals of the corresponding authors etc are to be avoided in the video.

Submissions relating to ophthalmic surgical techniques that would be an apt guidance / instruction material for ophthalmology residents will be preferred. Copyright transfer is mandatory along with the submission. Only solicited submissions will be entertained in this section.

Those who wish to submit video techniques may correspond to the EDITOR-IN-CHIEF regarding the same.

Case Reports: Interesting cases with immense clinical significance / rare case reports will be accepted in this category. Submissions in this category should include an unstructured abstract of upto 300 words with total text word limit of 1500 words.

Allied Ophthalmic Sciences: Manuscripts submitted in this section should be within 3000 word limit with an unstructured abstract of upto 400 words. Submissions pertaining to ocular pathology, ocular microbiology, ocular biochemistry, ocular pharmacology, ocular community medicine, ophthalmic hospital administration, optometry & contact lenses will be entertained.

Photo Essay: Submissions in this category should include high quality ophthalmic photography pertaining to an interesting rare case scenario or a case of teaching significance to ophthalmic postgraduate residents. The manuscript should be within 500 words, with a minimum of four figures and a maximum of five references.

No abstract is required for this section. All figure legends should be clear and descriptive.

Brief Communications: Manuscripts in this category include short communication of original research or new laboratory technique related to vision sciences. The manuscript should be within 1000 words, with a maximum of four figures and eight references. It should include a 75-100 word summary, instead of an abstract that highlights the significance of the article.

Letter to Editor: Comments about an article published in the journal, or on topics of ophthalmic interest shall be considered. Comments regarding articles in the journal should be submitted within 3 months of publication, and the author(s) of that article will be given an opportunity to reply. Letters to the editor will be reviewed by the Editorial Board, may be subject to editing, and will be published as space and editorial priorities permit. These should not exceed 250 words of text and one figure or one table, and three references (including a reference to the journal article in question). The general instructions for authors should be followed. The letters should be accompanied by the disclosure and copyright transfer statement. Authorship is limited to three, and signatures of all authors are required.

Ophthalmic Deliberations: Each issue will feature a compiled editorial in this section dealing with common ophthalmic clinical case scenarios.

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All manuscripts are required to include the following details:

- Title of the manuscript
- Type of manuscript
- Forename(s) and surnames of authors (see Authorship section below)
- Author affiliations: Department, Institution, and contact details (mailing address, email and contact mobile number) of all authors
- 3–6 keywords, Running title, Number of words of abstract and text (excluding references)
- Corresponding author: name, designation and credentials, address, phone, fax, email and digital passport size photograph

Formatting Requirements:

The manuscript is to be submitted as two files:

(i) FIRST PAGE FILE: *This should contain the covering letter, title page with details of all the authors & their affiliations, title of manuscript, acknowledgement and signed authorship form. Please submit as word / pdf files. Do not zip the files.*

(ii) ARTICLE FILE: *This should contain the title, abstract, word counts of abstract & text, text, references, and legends. Figures and tables to be submitted separately. No details regarding identity of authors should be included in this file. Double-spacing of the entire text is to be done.*

The pages should be numbered. The preferred electronic format for text is Microsoft Word. Generic drug names are to be used in text, tables, and figures. Suppliers of drugs, equipment, and other brand-name material are to be credited in parentheses (company, name, city, state, country).

Please spell out acronyms in the first instance of appearance in the abstract and paper.

Figures and Tables are to be submitted as separate files. They are to be numbered in the sequence of appearance in the text, with a descriptive heading/legend provided for each. Abbreviations and footnotes are to be placed immediately below the table. Figures are to be submitted as PDFs, TIFF files, or in their originating graphics application.

Graphics/contents downloaded from web pages are **NOT ACCEPTABLE**.

References should be written in standard international format as follows: Authors. Title of citation quoted. *Name of journal* Year of publication; volume number:page numbers.

Standard journal articles

- Bhalerao SA, Singh K, Yadav B, Kumar R. Isolated abscess in superior rectus muscle in a child. *Indian J Ophthalmol* 2015 Mar; 63(3):284-6.

Books**Personal author(s)**

- Bennet PN, Brown MJ. *Clinical Pharmacology*. Edinburgh: Churchill Livingstone; 2008. Psychotropic drugs; pp. 367–412.

Editor(s) or compiler(s) as authors

- Beers MH, Porter RS, Jones TV, Kaplan JL, Berkwitz M, editors. The Merck manual of diagnosis and therapy. 18th ed. Whitehouse Station (NJ): Merck Research Laboratories; 2006.

Authored chapter in edited publication

- Meltzer H. Antipsychotic agents and lithium. In: Katzung BG, Masters SB, Trevor AJ, editors. Basic and Clinical Pharmacology. 10th ed. New York: McGraw-Hill; 2009. pp. 487–507.

Conference Abstracts

Author(s) of abstract. Title of abstract [abstract]. In: Name of conference or title of publication.; conference dates; place of conference.: publisher;. Abstract number.

'et al' must be added after 6 author names.

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THE JOURNAL OR THE SOCIETY WILL NOT BE RESPONSIBLE FOR THE VIEWS PROJECTED IN THE MANUSCRIPTS.

Authors must disclose explicitly conflicts of interest, financial disclosures (or the lack of it), acknowledgements, that may be relevant to the manuscript under consideration. This should figure at the end of the manuscript, before the "References" section.

Please note: MANUSCRIPTS WILL NOT BE ACCEPTED FOR REVIEW IF THESE INSTRUCTIONS ARE NOT FOLLOWED

Please note the Criteria for authorship credit:

- 1) Substantial contributions to conception and design, acquisition of data, or analysis and interpretation of data;
- 2) Drafting the article or revising it critically for important intellectual content; and
- 3) Final approval of the version to be published.

All contributors who do not meet the criteria for authorship (such as those who provided purely technical help, writing assistance, or a department chairperson who provided only general support) may be listed in the acknowledgments section.

Compliance with Ethical Requirements

Conflict of Interest: The Conflict of Interest statement should list each author separately with regards to conflict of interest, research grants, speaker honorarium, financial interests etc. In case multiple authors declare no conflict, this may be stated separately for each author at the end of the manuscript text (before the references).

For studies conducted with human subjects, statements pertaining to ethical standards should be included:

All procedures followed were in accordance with the ethical standards of the responsible committee on human experimentation (institutional and national) and with the Helsinki Declaration of 1975, as revised in 2008. Informed consent was obtained from all patients for being included in the study. In the event of lack of clarity if the research was conducted in accordance with the Helsinki Declaration, the authors must explain the rationale for their approach, and demonstrate that the institutional review body explicitly approved the doubtful aspects of the study.

If any identifying information about patients is included in the article, the following sentence should also be included: Additional informed consent was obtained from all patients for which identifying information is included in this article.

For studies involving animal experiments statements pertaining to ethics standards should be included: All institutional and national guidelines for the care and use of laboratory animals were followed.

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