

INSTRUCTIONS FOR AUTHORS

The PJO agrees to accept manuscripts prepared in accordance with the 'Uniform Requirements submitted to the Biomedical Journals' as approved by the International Committee of Medical Journal Editors (ICMJE) guidelines, published in the British Medical Journal 1991 ; 302:334-41 , printed in the JCPSP, Vol. 3 No. 2, April-June, 1993, updated and reprinted in 2003 , 2007 , 2008 and September 2012, Vol. 22 (9).

Scope: PJO, The Pakistan Journal of Ophthalmology, publishes original articles concerning disorders of the eye and its adnexa.

Ethical / Legal Considerations: A submitted manuscript must be an original contribution not previously published (except as an abstract or preliminary report), must not be under consideration for publication elsewhere, and if accepted, it must not be published elsewhere in similar form. Each person listed as an author is expected to have participated in the study to a significant extent. Although the editors and referees make every effort to ensure the validity of published manuscripts, the final responsibility rests with the authors, not with the Journal, its editors, or the publisher. All manuscripts must be submitted by email to the address pjoosp@gmail.com.

Financial disclosure: Each author warrants that he or she has no commercial associations (e.g., consultancies, stock ownership, equity interest, patent/licensing arrangements, etc.) that might pose a conflict of interest in connection with the submitted article, except as disclosed on a separate attachment. All funding sources supporting the Work and all institutional or corporate affiliations of the authors are acknowledged in a footnote in the Work.

Patient anonymity and informed consent: It is the author's responsibility to ensure that a patient's anonymity be carefully protected and to verify that any experimental investigation with human subjects reported in the manuscript was performed with informed consent and following all the guidelines for experimental investigation with human subjects required by the institution(s) with which all the authors are affiliated.

Copyright: All authors must sign a copy of the journal's Authorship Responsibility, Financial Disclosure, and Copyright Transfer form included below and submit it with the article.

"In consideration of the Pakistan Journal of Ophthalmology's taking action in reviewing and editing my (our) submission, the author(s) undersigned hereby transfer(s), assign(s), or otherwise convey(s) all copyright ownership to the Pakistan Journal of Ophthalmology in the event that such work is published by the Pakistan Journal of Ophthalmology."

Permissions: Authors must submit written permission from the copyright owner (usually the publisher) to use direct quotations, tables, or illustrations that have appeared in copyrighted form elsewhere, along with complete details about the source.

Original articles should normally report original research of relevance to clinical medicine. It should contain a structured abstract of about 250 words. Three to 10 keywords should be given for an original article as per MeSH (Medical Subject Headings). There should be three to five tables or illustrations. The data should be supported with 20 to 25 references. Most of the references should be from last five from the data of submission.

Clinical case reports must be of academic and educational values and provide relevance of the disease being reported as unusual. Brief or negative research findings may appear in the section. It should have a non-structured abstract of about 100-150 words (case specific) with around 5-6 references and 3 keywords.

Review article should consist of critical overview/analysis of some relatively narrow topic providing background and the recent development with the reference of original literature. It should incorporate author's original work on the same subject. The length of the review article should be of 2500 to 3000 words with minimum of 40 and maximum of 60 references. It should have non-structured abstract of 150 words with minimum 3 key words. An author can write a review article only if he/she has written a minimum of three original research articles and some case reports on the same topic.

Between 3 to 10 key words should be given for all the category of manuscripts under the abstracts as per mesh [medical subject heading].

The article must be submitted by email in the following format:

Type double – spaced in MS Word using "Verdana" font size 12 leaving ONE INCH margin on ALL SIDES. Arrange contents as follows:

1. Title page should be numbered as page 1, and should have on it only i.e. the title, name(s) of the author(s), the institution(s) of

author(s), address for reprints and inquiries, and the name(s) of sponsoring organization(s).

2. **Structured Abstract.** The abstract should be divided into four sections with the following headings: Purpose, Material and Methods, Results, and Conclusion.
3. **Text.** The introduction should be pertinent to the study but not an in-depth review of the literature. The materials, subjects, and methods should be clearly defined. Make the results as concise as possible. The discussion is an explanation of the results of the study and should limit itself to the subject matter of the paper. Write the whole paper in "active voice", and avoid "passive voice".
4. **Acknowledgements:** Keep these to an absolute minimum, and be specific, e.g. "Thanks are due to Mr...for Fig. 2".
5. **References:** must be numbered consecutively, according to their appearance in text according to Vancouver style of referencing. Once a reference is cited, all subsequent citations should be to the original number. Reference to studies that have been accepted but not yet published should indicate where they will be published. The author is responsible for complete and accurate references, including the proper capitalization and accent marks used in foreign – language publications. References to journal articles should include (1) author, (2) title, (3) journal name (as abbreviated in Index Medicus), (4) year, (5) volume number, and (6) inclusive page numbers, in that order. References to books should include (1) author(s), (2) chapter title (if any), (3) editor (if any), (4) title of book, (5) city of publication, (6) publisher, (7) year, and (8) page numbers. Volume and edition numbers, and names of translator should be included when appropriate.
 - A. For articles:
 1. Humayun M: Awan's syndrome (primary orbital hypertelorism, narrow – angle glaucoma and lean physique) in two women. Jpn J Ophthalmol 1991(1); 35: 428-434. (Give names of all the authors, and do not use "et al" etc. in the reference section)
 - B. For books
 1. Newell FW: Ophthalmology: Principles and Concepts. 6th ed., St. Louis. C.V. Mosby Company, 1986, p. 73.
 2. Duke – Elder S, and Leigh AG: Diseases of the Outer Eye. Cornea and Sclera. In Duke-Elder S (ed): System of Ophthalmology, vol. 8, part 2. St. Louis, C.V. Mosby Company, 1965, pp. 110-114. (Recheck publisher, city, etc.)
6. **Figures** should be numbered in order of appearance in the text. Each figure should have a figure's number, the last names of authors. Legends for the figures should be typed DOUBLE – SPACED and should include description of features shown, names of authors, names of structures, kind of stain, magnification, etc. Example: Figure 1 (Khan, Chaudhry, and Sheikh). Right eye. Histologic section of tumor. Spindle – B type malignant melanoma cells form the main part of tumor with a few mitotic figures. Arrow points to a nodule of epithelioid cells at the right upper corner, (Hematoxyline and eosin X400).
7. **Tables:** Should be typed double – spaced, with nothing underlined. Please triple – check all numbers and percentages. Previously published material and figures should include permission to reproduce from the original publication and original author. Photographs with faces should be accompanied by permission to publish from the subject of the photograph or by a parent in case of minor. Coloured photographs should be submitted in JPEG format. Magazine reserves the right to charge authors for reproduction of coloured pictures. The journal only accepts manuscripts in English.

Peer Review Every paper will be read by at least two editors of the Editorial Board. The papers selected will then be sent to two external reviewers. If statistical analysis is included, further examination by a staff statistician will be carried out. The staff Bibliographer also examines and authenticates the references and checks for plagiarism.

Authorship Criteria As stated in the uniform requirements, credit for authorship requires substantial contributions to (a) the conception and design or analysis and interpretation of the data , (b) the drafting of the article or critical revision for important intellectual content, critical appraisal of findings with literature search and actual write up of manuscript, (c) final approval of the version to be published. Each author must sign a statement attesting that he or she fulfils the authorship criteria of the Uniform Requirements.

Up to six authors are allowed in a single institution study. In a multi institution and international collaboration research Editorial Board shall guide on individual case basis.

PJO strongly discourages gift authorship. More supervision, collection of data, statistical analysis and language correction do not grant authorship rights. Ideally all authors should belong to same department of an institute, except for multi-centre and multi-specialty studies.

The Journal discourages submission of more than one article dealing with related aspects of the same study. The Journal also discourages the submission of case reports unless unreported from Pakistan. Unusual but already reported cases should, therefore, be submitted as letters to the editor.

Plagiarism Policy PJO observes/follows the ICMJE, PMDC and HEC guidelines/criteria for all types of plagiarism. The same can be accessed at www.icmje.org, www.pmdc and www.hec.gov.pk it is the authors' responsibility to apprise themselves of plagiarism in any form including paraphrasing and self-plagiarism. Manuscripts submitted to PJO can be sent to HEC, other medical journals' editors and international agencies for authentication of originality. The disciplinary committee of PJO would deal with cases of plagiarism and comprise of the staff, editors and the Chief Editor or his representative.

For a plagiarized article in processing, the identification of act will lead to dropping of article from further processing/consideration of publication. The author will be required to give an explanation on demand. In case of an unsatisfactory reply, the matter will be referred to the disciplinary committee that may decide the course of action. For a published articles, the allegedly plagiarized article will be temporarily retracted from publication and a notice to the effect will be published in the PJO. The author will be served an explanation demand. In case of non response in the stipulated time or unsatisfactory explanation, the article will be permanently retracted and the author will be on watch. HEC, PMDC and author's institute will also be informed. The author(s) will have to provide documentary proof of retraction from publication, if such a defense is pleaded. Those claiming intellectual / idea or data theft of an article must provide documentary proof in their claim.

Acceptance of Articles: Please check all grammatical mistakes using MS word spell checker before submission. Incomplete manuscripts and papers with excessive number of grammatical mistakes will not be acknowledged and will be returned to the authors. All papers will be subject to peer review and if necessary revisions will be requested. The journal will also consider for publication letters, short notes on useful diagnostic and therapeutic tips, announcements, and interesting photographic documentations.

Prof. Muhammad Moin

Editor

Pakistan Journal of Ophthalmology

4-A LDA Flats, Lawrence Road, Lahore – Pakistan

Ph: 042 36363325-6

E-mail: pjoosp@gmail.com

Web: www.pjo.com.pk

REGD. NO. PCPB/10133 - ISSN 0886-3067

Publisher: Prof. Muhammad Moin, FRCS(Ed), FRCOphth, MRCOphth

Sponsor: Ophthalmological Society of Pakistan (OSP)

Manuscripts: Send manuscripts and all correspondence related to them to: Prof. Muhammad Moin, Editor, OSP House, 4-A LDA Flats, Lawrence Road, Lahore – Pakistan.

Subscription: Institutes: Rs. 2,000 per year, Members: Pakistan: Rs. 500.00 per year; United States: \$60.00 per year; Elsewhere: U.S \$60.00 per year by surface mail and \$98.00 by air mail. Single copies: Pakistan: Rs.200; Elsewhere: U.S. \$15. Send subscription by crossed cheque (subscribers from Lahore only), demand draft (drawn on banks in Lahore) or money order, payable to **Pakistan Journal of Ophthalmology**,

addressed to Prof. Syed Ali Haider, Pakistan Journal of Ophthalmology, OSP House, 4-A LDA Flats, Lawrence Road, Lahore – Pakistan.

Replacement Issues Policy: All requests for replacement of copies lost in the mail must be received within ninety (90) days of the last month the issue was published. After this period, a charge of \$10.00 or Rs.100.00 per copy will be made; provided the copies are available.

Address change: POSTMASTER please send address change to Prof. Muhammad Moin, Editor, Pakistan Journal of Ophthalmology, OSP House, 4-A LDA Flats, Lawrence Road, Lahore – Pakistan.

Publication Schedule: Published Quarterly in January, April, July and October.

Composed by: Maqsood Ahmed
