

# *Author's Guidelines for Eye South East Asia*

Submitted manuscript must be an original contribution not previously published (except as an abstract or preliminary report), and must not be under consideration for publication elsewhere.

Manuscripts should be typewritten in English. The editors expect that authors will prepare manuscripts in acceptable English format. Where needed, authors should obtain the help of a native English speaker for editing the text prior to submission. Number the pages consecutively. The first page should contain a running title of no more than 50 characters, the article category, title and a list of authors by first name, initials, last name as well as affiliation. Provide the name, address, telephone and fax numbers as well as the e-mail of the corresponding author.

## **Abstract**

Please provide an abstract (no longer than 300 words) structured under five headings: background, objective(s), method(s), result(s), conclusion, ethical considerations and keywords.

## **Keywords**

Please provide 5 to 10 key words or short phrases in alphabetical order.

## **Abbreviations**

Abbreviations should be defined at the first mention in the text and also in each table and figure. For a list of standard abbreviations, please consult the Council of Science Editor Style Guide or other standard sources. Write out the full term for each abbreviation at the first use unless it is a standard unit of measure.

## **Article category**

Original study: Original studies are full-length reports of current research. Word limit: 8,000 excluding references, tables, and figures. References: up to 40.

Review article: Reviews are comprehensive analyses of specific topics. Word limit: 10,000 excluding references, tables, and figures. References: up to 100.

Case report: a case report is a detailed report of the symptoms, signs, diagnosis, treatment, and follow-up of an individual patient. Case reports may contain a demographic profile of the patient, but usually describe an unusual or novel occurrence. Word limit: 6,000 excluding references, tables, and figures. References: up to 40.

Health Economics/Public Health Commentary/ Health Service Showcase: Comments dealing with scientific and social issues. Word limit: 3,000 including abstract, excluding references, tables, and figures.

Educational Article: Articles aimed at medical students and trainees in Ophthalmology. Such as Topic review, Picture

Quiz, Multiple Choice Quiz, Long Case Discussion. Word limit: 3,000 including abstract, excluding references, tables, and figures.

Letter to the editor: Letters are comments on a published article or the reply to the comment. Word limit: 1,000 excluding references. References: up to 3.

## **Text**

Manuscripts should be organized under the following four main headings:

Introduction

Material(s) and method(s)

Result(s)

Discussion

Conclusion

Acknowledgements and conflict of interest.

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## **Formatting**

- To aid EyeSEA formatting editors in publishing your article in a uniform format in both printed and electronic versions, we recommend you write your paper in the following format:
- Configure the page by selecting the type of paper: "envelope B5 176 x 250 mm" and the following margins:
- Main text should be separated into two equal width columns
- Top and bottom margins: 2.5 cm
- Side margins (left and right): 3 cm
- The margins cannot be used for footnotes.
- The first lines of paragraphs should not be indented. However, indentation can be used in some cases, for example for quotations. There should be a one-line space between one paragraph and the next.
- If you wish to separate the footnotes, you can do so in Word as follows: Format > Paragraph > Indents and spacing > After > 5 pt.

## **Style, symbols and units**

As standard references, the Vancouver style reference should be used. Refer to drugs and therapeutic agents by their accepted generic or chemical name and do not abbreviate them. Copyright or trade names of drugs should be capitalized and placed in parenthesis after the name of the drug. Name and location (city, country) of manufacturers of drugs, supplies, or equipment cited in a manuscript are required to comply with trademark laws and should be provided in parenthesis. Quantitative data may be reported in the units used in the original measurement including those applicable to body weight, mass (weight), and temperature.

## **Tables**

Tables should be prepared in Excel or Word format. Each table should be double-spaced on a separate page and numbered consecutively in the order of first citation in the text. Supply a brief title for each, but place explanatory matter in the footnote placed immediately below the table.

## **Figures**

In addition to a hard-copy printout of figures, authors are requested to supply the electronic version of figures in JPEG, TIFF, or Encapsulated PostScript (EPS). Figures should be saved in separated files without their captions, which should be included with the text of the article. Each figure should be numbered and mentioned in the text. The approximate position of figures should be indicated in the text. Figure legends should be grouped and placed on a separate page placed at the end of the manuscript following the Reference section.

## **Appendices**

Supplementary materials should be collected in an Appendix and placed before the Reference section.

## **Acknowledgements**

Acknowledgements of people, grants, funds, etc. should be placed in a separate section before the References.

## **References**

References to books, journal articles, articles in collections and conference or workshop proceedings, and technical reports should be listed at the end of the manuscript in numbered order (see examples below). In the reference list, list authors' names up to 6 names and cite the other authors as "et al.". Periodical abbreviations should follow those used by the Vancouver referencing style <https://www.imperial.ac.uk/media/imperial-college/administration-and-support-services/library/public/vancouver.pdf>

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It is necessary for authors to ensure that a patient's anonymity is carefully protected. For experimental reports using human subjects, indicate whether the procedures followed were in accordance with current ethical standards. For reports using animal experiments, indicate whether the procedures followed were in accordance with the guiding principle of the responsible committee for the care and use of animals. These statements should be within the "Materials and methods" where appropriate.

It is recommended that authors obtain approval from ethics committees in human biomedical research authorities of their corresponding institutions. We accept ethical approval certifications from authorities at university institutional levels, governmental authorities and non-governmental agencies.

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EyeSEA employs the definition of plagiarism as quoted by Committee on Publication Ethics (COPE) to be: "When somebody presents the work of others (data, words or theories) as if they were his/her own and without proper acknowledgment". Our principles for the identification and management of plagiarism in manuscripts submitted to EyeSEA is based on the following document "How should editors respond to plagiarism?

COPE discussion paper" available online at:

[https://publicationethics.org/files/COPE\\_plagiarism\\_discussion\\_%20doc\\_26%20Apr%2011.pdf](https://publicationethics.org/files/COPE_plagiarism_discussion_%20doc_26%20Apr%2011.pdf)

EyeSEA will also refer to the following flow chart for the management of suspected plagiarism

<https://publicationethics.org/files/plagiarism%20A.pdf>

## **Subject to Change**

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## **References for this guideline**

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