

## Instructions to the Authors

[About the Journal](#) | [The Editorial Process](#) | [Types of Manuscripts...](#) | [Clinical trial registry](#) | [Authorship Criteria](#) | [Contribution Details](#) | [Copies of any permission\(s\)](#) | [Online submission of Manuscripts](#) | [Preparation of Manuscripts](#) | [Copyright](#) | [Contributors' form](#)

### About the Journal

All submissions should be sent through the website online.

Registration for each first time author has to be done online at [www.journalonweb.com/jcor](http://www.journalonweb.com/jcor)

Each registered member will have to create user name and password which they can use for logging on the site in future and can track their article.

In case of queries please contact the editorial office at the following address : [editor@jcor.in](mailto:editor@jcor.in)

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You are requested to follow the “Uniform requirements for manuscripts submitted to biomedical journals” developed by International Committee of Medical Journal Editors (October 2004) when you are preparing the manuscript for the journal.

Please see that the following requirements are met at the time of submission of your article to JCOR.

Members are requested to go through the pointers which are jotted down for their benefit so that their submissions are as per the requirements of the JCOR. The latest version can be viewed on <http://www.jcor.in>

### The Editorial Process

The manuscript should be submitted to JCOR only if it has not been published earlier or given to some other journal office for publication at the time of submission.

Editor / Editorial board member will be the first person to review all the submitted manuscripts.

Editor has the right to reject those submissions which do not fulfill certain fundamental requirements such as lack of originality, technical or scientific insufficiencies or do not carry a message.

Once submitted online each and every submission will be acknowledged.

The manuscript of the submission goes to 2 or more reviewers once submitted. The identity of the person who has made the submission is not revealed to the reviewer.

After the reviewers comment on the submitted manuscript the same, is further forwarded to a member of the editorial team, who on the basis of the observation of the reviewer takes the final call on whether the article should be selected for publication.

The contributor is informed about the comments/ suggestions of the reviewers throughout the process.

We are committed to the speedy processing of articles and our target for the entire process of review is about 10-12 weeks

The selected articles are copy edited for grammar, punctuation, print style and format.

The corresponding authors are sent a page proofs of the selected article which they have to go through and make corrections if they feel is required and return within a period of three days.

Corrections handed over to the editorial office after three day period may not be included in the publication.

Though selection of the reviewer is the editor's right, the contributor can suggest the name of 2/3 reviewers who he feels has experience in the field. However the suggested reviewer should not be a part of the same institute as the contributor.

Please note that the selection of the reviewers is done only by the Editor/Editorial board.

Through the entire process of submission of the article to reviewing of the article to its selection for publication, none of the editorial members are aware of the identity of the contributor.

### TYPES OF MANUSCRIPT & LIMITS (Section I - Peer reviewed )

#### ORIGINAL ARTICLES:

The text limit in this category is 3000 words and does not include references (upto 30 nos) and a structured abstract (upto 250 words). Under this category one can publish randomized controlled trials,

intervention studies,  
studies of screening and diagnostic test,  
outcome studies,  
cost effective analyses,  
case controlled series and  
surveys with high response rate

#### **Review Articles :**

The text limit in this category is 4000 words and does not include references (upto 90 nos) and abstract (upto 250 words). It is mandatory to include the method (literature search) in abstract as well as in the introduction section.

#### **Community Ophthalmology :**

The text limit in this category is 3000 words and does not include references (upto 30 nos). **Ophthalmic Practice / Perspective :**

In this category the contributor should summarise and suggest current practice norms in cases of multiple & diverse options. The word count for the text should be upto 2500 and the word count for abstract should be upto 250.

#### **Current Ophthalmology :**

The text limit in this category which should cover the latest developments in the field should not be more than 2500 words with an abstract of upto 250 words

#### **Research Methodology :**

This section should include educative articles which will educate fellow contributors on the nuances of research upto a word count of 3000 and references (upto 30 nos) and abstract upto 250 words.

**SYMPOSIA :** Will include commissioned articles from the editorial board.

**Brief Communication:** Though they are much like original articles they have certain limitations in the study. Their abstracts should be unstructured upto 150 words. The main text should be upto 1000 words excluding references (upto 10 nos). **Case Report:**

Interesting cases which are very significant will come under this category. The word count should be upto 1000 excluding references (upto 10 nos) and abstract. The purpose of reporting the case should be mentioned in the introduction.

**Letter to the Editor:** This section should be short and decisive observation and should not require any further paper for validation. The word count for this category is 500 words and upto 5 references

#### **Clinical trial registry**



Registration with Clinical Trial Registry India for clinical trials conducted in India is mandatory.

If trials which are conducted outside the country are to be used they have to be registered with other registries.

As per rules of ICMR it is mandatory that all the trials which are conducted be registered with the clinical trials registry – India, and carry a registration number for publications.

#### **Authorship Criteria**



Credit for authorship is directly related to the amount of contribution made to the submission. A member can be author when he /she makes an important and substantial contribution towards the making of the article in relation to the content, concept, data, its analysis and its interpretation.

He/She should be responsible for the drafting and critical evaluation of its contents and should be satisfied with the final version before online submission.

He/ She should approve the final version of the article .

He/ She cannot be an author just because they have helped in procuring fund or collection of data.

Just supervision of a research group is not sufficient for a person to put his/ her name as author.

Names of the other authors should be based on their significant contributions to the article. All authors should be in a position to take public responsibility for the contents of the article.

The order of naming the authors should be based on the relative contribution of the authors towards the study and writing the manuscript.

No change in the order of names or inclusions as author will be done unless it is supported by the written consent of all the contributors. No change will be permitted after acceptance of the article .

If a study is from a single institute the number of contributors should not be more than six. If a case report, images, letter to the editor and review article is submitted the number of contributors should not be more than 4.

If there are more contributors a letter explaining the reason should be attached.

A member can assume the role of a contributor in review articles if he/she has put in substantial work in that speciality. The details of the work put by the member should be sent along with the manuscript.

Please submit a short summary of the work done by each contributor in the field of review should be given with the manuscript.

The contributors should keep the editorial office updated on the happenings regarding the subject post publication, like progress made in the field or even certain related major developments.

They are requested to send an update on the same under “Letter to Editor” to the editorial office.

### **Section II, Non Peer reviewed, Reviewed by Editorial Board Committee**

This section will include articles such as controversies, PG section, Recent Update, Photo assays and articles of Clinical significance and educational values but no research has been done by the authors. This will be primarily commissioned articles with a very high readership.

#### **Contribution Details**



A small note on how and what each author has contributed towards the manuscript should be given to the editorial office.

Their contributions which can be put down as “Description” may be bifurcated under the following heads.

Concepts

Design

Definition of Intellectual Content

Literature Search

Clinical studies

Experimental studies

Data acquisition

Data analysis

Statistical analysis

Manuscript preparation

Manuscript editing

Manuscript review

One author who shall be designated as ‘guarantor’ will have to bear the responsibility of the integrity of work from its inception to all published articles.

#### **Copies of any permission(s)**



Reproduction of any published material or illustration or report should be supported by the permission at the time of submission of the article. Identifiable reports also must carry no objection from the subject.

Also any related matter (like published articles, manuscripts which are in the process of being finalized, manuscripts which are submitted to any other journal) should also be given to the editorial office at the following address: P.D.Hinduja Hospital & Medical Research Centre, Veer Savarkar Marg Mumbai- 400016 India

#### **Online submission of the manuscript**



Following are the supporting documents which should accompany all the submitted manuscripts.

Manuscripts which do not adhere to the instructions given below will be returned to the corresponding author for technical revision

Unblinded Title Page /First Page File/

Covering Letter – all information regarding your identity should be included in this document.

Use Text/rtf doc files.

Do not zip the files

Provide the highest degree of each author

The covering letter should make a mention of all the work which might be regarded as redundant of the same or similar work should be referenced in the document

Any such work should be referred to specifically and referenced in the new paper.

Copies of such material should be included with the submitted paper, to help the editor decided how to handle the matter.

Any financial relation which might lead to conflict of interest should be made a mention of in the manuscript or in the author's form

A statement which is duly signed by each author declaring that the article is his/her honest work and that it is read and approved by him/her.

The statement should also mention that requirements for authorship which are required are fulfilled by them

The personal details (name, address, telephone number, email id) of the corresponding author should be submitted.

Any change in the same should be informed to the editorial office

The Journal of Clinical Ophthalmology & Research has adopted the policy of blinded peer review.

The manuscript will be rejected if it carries any names of authors' or their initials or the name of the institution where the studies were conducted

Page headers / running title can include the title but not the authors' names.

Submissions not following the blinding policy will be returned to the authors

The file will basically contain the main text of the article (from abstract to the references, including tables)

You are request to use rtf/doc files. Zipping of files is prohibited. The capacity of the file should not be more than 1 MB (1024 kb). Images should not be a part of this file

Images with good color quality, each of which should be less than 4 MB in size will be required. Though the size of the image can be reduced by decreasing actual height and width of the images (keep up to 400 pixels or 3 inches). JPEG image form is acceptable. You are requested not to zip files

Legends for figures and images should be included at the end of the article file

The contributors' form and Copy right transfer form should be submitted in original with the signatures of all contributors within 15 days from the online submission, through email, fax, scanned image or courier.

One set of hard copies of the images for the article submitted online should be sent to the editorial office of the journal once the article is accepted.

The journal does not charge for submission, processing or publication of an article, however, if the article contains color images then a normal color processing charge is levied for print of the article.

### Preparation of Manuscripts

The **Original Article** should be divided into the following sections with headings :

Abstract

Key Words

Introduction

Materials and Methods

Results

Discussion

References

Tables & Figures

Legends

The **Brief Report** should be divided into the following sections with headings :

Abstract,

Key words,

Introduction

Case Report

Discussion

References

Tables & Legends

Sub headings in the above sections will not be allowed.

It is compulsory that double spacing be used throughout the manuscript.

Pages should be numbered consecutively and numbering should start with the title page.

Make use of American English in the manuscript.

**TITLE PAGE** – should carry the category of Manuscript (whether original article or case report, etc)

Title of the article – should be small but information and to the point

The running title or short title should not be more than 50 characters

Name of all the contributors (last name, first name and initial of the middle name) with his/her highest academic degree(s) and institutional affiliation

Name of the Institution / Department to which the work should be attributed

Name, address, phone number, fax number and email id of the corresponding author must be included

List of total number of pages, total number of photographs, word counts separately from abstracts and for the text (this should not include references and abstract)

Sources of support in the form of grants / equipment / drugs or all of the above

Acknowledgement which should be mentioned on the title page of the manuscript only are as follows (1) contributions which need to be acknowledged but do not qualify for authorship (eg.

Support of the dept head), ,

(2) help of technicians

(3) specific financial/ material support

Please ensure that this a part of the title page of the submission and is not a part of the main article file.

Please include details of the meeting, name of organization, place and specific date, if the manuscript was presented as part of a meeting.

Registration number of the clinical trials must be mentioned

Check List

### **ABSTRACT PAGE**

Abstract Page is the second page of the submission and should not be more than 150 words (for brief report) and 250 words (for original and other types of articles). It should be necessarily “structured” for original article category and community eye care category.

The content of the abstract for Original Article and Community Eye Care should be structured

It should carry :

Background

Aims

Setting & Design

Material & Method

Statistical Analysis Used

Results and conclusion

Making use of 3 to 8 keywords is compulsory after the abstract

Structured abstract is not required for Brief Report, Review Article, Ophthalmic Practice, Current Ophthalmology, Symposia and Research Methodology

Please do not include any references in the abstract

### **INTRODUCTION**

should state the purpose and explain the reasoning for the initiation of the study or observation.

### **MATERIALS & METHODS**

Noting of all the data which was accessible at the time when the study was being planned and when the protocol was written should form a part of the Methods Section.

All the results which are got during the course of the study should be given in the results section

Give an accurate description of the participants (patients / animals / including control) clearly.

Include the criteria of their eligibility and their exclusion with description of source population.

Certain variables like age or sex are relevant from the authors' point of view – this explanation should be included in the study report.

In short it is important to mention the reason for how and why a particular study was carried out.

If variables like ethnicity of a race is used the onus of defining how they measured the variables and how they feel that it is relevant should be mentioned.

Methods, Apparatus (with details of manufacturers) and Procedures used should be mentioned in detail. Mention of statistical methods followed, references and description of methods

If methods (including statistical) which are established are used references should be given in support. However, if methods use are not well known, references should be accompanied with

brief descriptions.

If new or modified methods are used please inform the reasons for using them and also make a mention of their limitations, if any.

Drugs or Chemicals used should be properly identified with their

- a. Generic name or names,
- b. Dose / Doses
- c. Route / Routes of administration

Reports of randomized clinical trials should present information on all major study elements, including the protocol, assignment of interventions (method of randomization, concealment of allocation to treatment groups) and the method of masking (blinding), based on the CONSORT statement.

(Moher D, Schulz KF, Altman DG: The CONSORT Statement: Revised Recommendations for Improving the Quality of Reports of Parallel-Group Randomized Trials. Ann Intern Med. 2001;134:657-662, also available at <http://www.consort-statement.org>

Note : Authors submitting review article should include a section describing the methods used for locating, selecting, extracting and synthesizing data.

These methods should also be summarized in the abstract.

### **PROTECTION OF PATIENTS' RIGHT TO PRIVACY**

Identifying information should not be published in written descriptions, photographs, sonograms, CT scans, etc., and pedigrees unless the information is essential for scientific purposes and the patient (or parent or guardian, wherever applicable) gives informed consent for publication. Authors should remove patients' names from figures unless they have obtained informed consent from the patients. The journal abides by ICMJE guidelines:

1) Authors, not the journals nor the publisher, need to obtain the patient consent form before the publication and have the form properly archived. The consent forms are not to be uploaded with the cover letter or sent through email to editorial or publisher offices.

2) If the manuscript contains patient images that preclude anonymity, or a description that has obvious indication to the identity of the patient, a statement about obtaining informed patient consent should be indicated in the manuscript.

### **ETHICS**

Detailed description of the procedures followed while reporting experiments on human subjects should be in accordance with ethical standards of the committee on human experimentation

Patients' name, initials, hospital name or numbers or any illustrative materials should not be used

In case animals are a part of the experiment make a mention which guidelines were followed

### **STATISTICS**

Findings should be quantified and presented with appropriate indicators of measurement error or uncertainty. Report losses also

Losses to observation such as drop outs from clinical trails should also be reported.

Please make a mention of the statistical method which is used to summarize the data in results section.

Technical terms in statistics, like random, normal, significant and normal, or sample should not be made unless they fit in technically.

### **RESULTS**

The results, starting with the findings should be put down in a logical way in texts, tables and illustrations

The findings which are put in the tables should not be put down in text form again

Only important observations can be summarized

Technical details and other relevant secondary material can be put down in appendix which will be available but will not be a part of the main text. This will be published only in the electronic version of the journal.

When data are summarized in the Results section, give numeric results not only as derivatives (for example, percentages) but also as the absolute numbers from which the derivatives were calculated, and specify the statistical methods used to analyze them.

Restrict tables and figures to those needed to explain the argument of the paper and to assess its support.

Use graph as an alternative to tables with many entries; do not duplicate data in graphs and tables.

“Where scientifically appropriate, analyses of the data by variables such as age and sex should be included.

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