

NEPALESE JOURNAL OF OPHTHALMOLOGY

(A bi-annual peer-reviewed academic journal of the Nepal Ophthalmic Society)

Guidelines to authors

The Nepalese Journal of Ophthalmology (Nepal J Ophthalmol) is a bi-annual peer-reviewed academic journal of the Nepal Ophthalmic Society (NOS).

This journal aims to provide opportunity of sharing knowledge and experience amongst the ophthalmic professionals as well as help disseminate findings of research/achievements in ophthalmic field at home and abroad.

Original articles, short communications, case reports and review articles on electronic submission are welcome from the academia.

Research works involving human subjects and animals should meet international norms and the terms of Declaration of Helsinki of the World Medical Association. Approval from the institutional/ethical review board and informed consent from the subject of study must have been obtained for all experimental studies and articles based on these studies. The Nep J Oph Editorial Board may request the principal author/corresponding author for providing such documents during the process of publication of the manuscript under certain circumstances. We will provide you proof pages before they are published requesting you to check the contents and the style and return back to the editorial office.

Review articles and editorial notes are sometimes invited from national and international renowned authors.

The acceptance for publication of the submitted manuscript is judged by the editorial board through anonymous peer review. The peer reviewers are acknowledged in the subsequent issues of the journal.

Authors are advised to read the instructions carefully and comply with them before submitting their manuscripts.

It is mandatory that a copyright transfer agreement form signed by the principal author and all the co-authors confirming the consensus of all the authors be submitted to the editorial office by fax (00977-25-520251 or 530119) or a scanned copy of the original agreement form by e-mail to editor@nepjoph.org.np and nepjoph@bpkisacademics.edu.np at the time of manuscript submission or before publication of the accepted manuscript. **Under certain circumstances the Editorial Board may ask for confirming signatures of the other authors as well.** The agreement form can be downloaded from the journal's website: www.nepjoph.org.np and uploaded at the time of paper submission.

Instructions

Manuscript preparation and submission

Only those manuscripts written in scientifically correct English are eligible for review process. The Editorial Board may help with some grammatical corrections. **However, the authors requiring substantial help are encouraged to get the required assistance by the linguistic experts before submission of the manuscript.**

Commercial or proprietary interest to products or companies mentioned in or related to the subject matter of the article being submitted must be disclosed in the covering letter, which may be published at the discretion of the Editor-in Chief.

The manuscript must be submitted online using the website: www.nepjoph.org.np. Manuscripts should ideally be double-spaced with 2.5 cm margins to all sides with page numbering starting from the title page.

The title page should contain the following information: title of the manuscript,

manuscript category (original article, brief communication, case report or review article), full name(s) of author(s), with their affiliated institution(s) and their full address(es), word count of abstract, word count of text, number of references, number of illustrations and/or figures, number of tables, number of pages, commercial interest, a running title with not more than 50 characters, name and address of the corresponding author including fax number, e-mail address and telephone number.

In case of multiple authors please see whether the person(s) who get(s) the authorship has/have contributed significantly in designing the study, analyzing data, manuscript writing and was/were involved in treatment of study subjects. Financial contributors and simple advisors can be acknowledged in the last paragraph of the manuscript after conclusion. The number of authors should not generally exceed six. Only one person can be the first author.

Abstract

The abstract must be structured incorporating the following headings in not more than 250 words: Introduction, Objectives, Materials and methods or Subjects and methods and Conclusion for original articles, whereas the abstracts for case reports are described in terms of background, case(s), observations and conclusions.

Immediately after the abstract, key-words up to 5 in number are required for indexing and abstracting purposes.

Text

The text section of original articles must contain an Introduction, Materials and methods (or Subjects and methods), Results, Discussion and Conclusion. Generally, the word count should not exceed 6000 for review articles and 2500 for original ones. Brief communications and letters to editor usually should not exceed 1000 words, 10 citations and one table or two pictures. Review articles and guest

editorials are usually commissioned from experienced scientists. Abbreviations must be defined immediately following first use in the abstract, the main text, and in figures and tables. The authors are advised not to use any unusual abbreviations. Drugs' names should be affirmed in standard chemical or generic nomenclature. Unit of measure should conform to International System (SI) units.

Referencing

Plagiarism in any form is not accepted. Any works done by others, if cited in your text must be properly referenced. References should be limited to those cited in the text following the **Harvard referencing system**.

Harvard referencing system

The Nep J Oph expects authors to use the alphabetical or name-date method known as the Harvard system. In this system, the author's surname and year of publication are cited in the text, e.g. Albanese et al (2003), and a reference list (of these citations) is included at the end of the assignment, in alphabetical order by author. The reference list also includes additional details such as the title and publisher.

Example of listing Harvard referencing system

Albanese MA, Snow MH, Skochelak SE, Huggett KN, Ferrell PM (2003). Assessing personal qualities in medical school admissions. *Academic Medicine*; 78 (4) : 313-321.

References to sources may be cited in the text in different ways depending on the nature of the sentence/paragraph that is being written. Various examples are given below.

Author's name cited in the text

Dewey (1991) believed the process of behavior changes was critical to reflective learning.

Author's name not cited directly in the text

As humans we all try to make sense of the world in any way we can, gathering information of varying accuracies, constantly developing intuitive theories, and interpreting situations

in a manner that fits the theories we have previously developed (Gilovich, 1993).

More than one author cited in the text

Bransford et al (1999) outlined the important characteristics of expertise.

More than one author not cited directly in the text

In a recent review that was published in the Lancet the authors identified major impediments to improving mental health services in countries such as(Saraceno et al, 2007).

Or

Our conceptual framework for understanding education in the teaching clinics is to adopt an experiential learning model (Kolb, 1984; Jarvis, 1995; Smith & Irby, 1997).

Two authors for the same work

Reliability coefficients in many OSCEs show considerable variation and unevenness in magnitude (Pedhazur & Schmelkin, 1991).

More than two authors for a work

Ginsburg et al (2004) have recently examined differences between the formal admissions policy implemented for residency selections and the informal understanding.....

Several works by one author in different years

(Upadhyay 1993, 1997).....

Several works by one author in the same year

Earlier research by Badhu (1997a) found that.....but later research suggested again by Badhu (1997b) that.....

Corporate authors

B P Koirala Institute of Health Sciences (BPKIHS), 1996
(B P Koirala Institute of Health Sciences, 1996)
BPKIHS, 1996 (in case of second citation)

Chapters of edited books

For chapters of edited books the required elements for a reference are:

Chapter author(s) surname(s) and initials. Year. Title of chapter followed by 'In'

Book editor(s) initials and surnames with ed. or eds. after the last name.

Title of book. Place of publication: Publisher. Chapter number or first and last page numbers followed by full-stop.

Smith J. (1975). A source of information. In W. Jones, ed. One hundred and one ways to find information about health. Oxford: Oxford University Press. Ch. 2.

Samson C. (1970). Problems of information studies in history. In S. Stone, ed. Humanities information research. Sheffield: CRUS, 1980, p. 44-68.

(Note: for more details of the Harvard Referencing system please refer to <http://libweb.anglia.ac.uk/referencing/harvard.htm>)

The Editorial Board would also like to thank you for sharing your time with us. We expect your continued support in this academic endeavour. And we feel privileged to have the opportunity of presenting the Nepal J Ophthalmol to the ophthalmic academia.

Dr Eli Pradhan,
Editor-in-Chief
Tilganga Institute of Ophthalmology
GPO Box 561, Gaushala, Bagmati Bridge
Tel: 01-4493775, 4493684
Fax: 977-1-4474937
E-mail: editor@nepjoph.org.np



NEPALESE JOURNAL OF OPHTHALMOLOGY
(A bi-annual peer reviewed academic journal of the Nepal Ophthalmic Society)

Copyright Transfer Statement
(*Must be submitted along with the manuscript*)

The copyright to this article is transferred to The Editorial Board of the Nepalese Journal of Ophthalmology effective if and when the article is accepted for publication by the journal. However, both users and authors have the right to distribute a fair quantity of an article for academic purpose. The published articles may be made available online for free access at the discretion of the Editorial Board.

Declaration

We undersigned declare that below-mentioned manuscript has been read by all the authors/co-authors and warrant that this contribution is original, has not been published elsewhere and is not under consideration for publication by any other journal. If accepted for publication in the Nepalese Journal of Ophthalmology, it will not be published elsewhere in whole or in part without the Editor-in-Chief’s written permission. We ensure that all the authors/co-authors of this manuscript concerned authority meet the authorship criteria defined by the Nepal J Ophthalmol.

We agree to pay the page charges for publication of this article if asked by the concerned authority for sustainability of the journal.

Manuscript title:

S.No.	Name of authors in order	Signature	Date
1.			
2.			
3.			
4.			
5.			
6.			

Note: If you need space, please add a sheet of paper.

Name and address of the corresponding author:

Email: _____

Signature and date: _____

Please send by post or fax the completed form or e-mail the scanned copy of the form to:

Dr Eli Pradhan,
Editor-in-Chief
Tilganga Institute of Ophthalmology
GPO Box 561, Gaushala, Bagmati Bridge
Tel: 01-4493775, 4493684



Patient Consent form for Case Report

Name of person described in article or shown in photograph: _____

Subject matter of photograph or article: _____

Title of article: _____

Corresponding author: _____

I _____ [insert full name] give my consent for this information about MYSELF/MY CHILD OR SPOUSE/MY RELATIVE [circle correct description] relating to the subject matter above (“the Information”) to appear in the journal.

I have seen and read the material to be submitted to the journal

I understand the following:

- (1) The text of the article will be edited for style, grammar, consistency, and length
- (2) The Information may be published in the journal, which is distributed worldwide. The journal goes mainly to doctors but is seen by many non-doctors, including journalists.
- (3) The Information will also be placed on the journal website, <http://www.nepjoph.org.np>
- (4) The journal will not allow the Information to be used for advertising or packaging or to be used out of context.
- (5) I can revoke my consent at any time before publication, but once the Information has been committed to publication (“gone to press”) it will not be possible to revoke the consent.

Signed: _____

Date: _____