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Recommendations for preparation of manuscripts to be published in Journal of Ophthalmology (Ukraine)

Journal of Ophthalmology (Ukraine) follows the ICMJE’s Recommendations for the Conduct, Reporting, Editing and Publication of Scholarly Work in Medical Journals.


Authorship

Each person listed as an author is expected to have participated in the study to a significant extent. To qualify as a contributing author, one must meet all of the following criteria (The criteria of authorship are defined by the International Committee of Medical Journal Editors (ICMJE)).:

* Substantial contributions to the conception or design of the work; or the acquisition, analysis, or interpretation of data for the work; * Drafting the work or revising it critically for important intellectual content; * Final approval of the version to be published; * Agreement to be accountable for all aspects of the work in ensuring that questions related to the accuracy or integrity of any part of the work are appropriately investigated and resolved.

Contributions by individuals who made direct contributions to the work but do not meet all of the above criteria should be noted in the Acknowledgments section of the manuscript.

The corresponding author is the one individual who takes primary responsibility for communication with the journal during the manuscript submission, peer review, and publication process, and should be available throughout the submission and peer review process to respond to editorial queries in a timely way.

Each author must sign a copy of the Authorship Responsibility form and submit it at the time of manuscript submission.

Conflicts of interest

Conflicts of interest (dual obligations) occur when an author, a reviewer, or an editor has obligations that might influence his opinion. Potential conflicts can include any of following: 1) author’s personal commitment 2) funding 3) obligations (relationship) of editors, magazine staff or reviewers. While submitting the manuscript, authors are responsible for the disclosure of their financial and other conflicts of interest. The conflict of interest is reported in a timely way.

The authors must sign a copy of the Disclosure of Conflicts of Interest form and submit it at the time of manuscript submission. Download the form

Protection of Research Participants

Patient consent and anonymity: A patient has the right of privacy which mustn’t be broken without his consent. For all articles that include information, where those patients could be identified in any way (including patient’s photographs, name, initials, and case records numbers on the photos), a signed informed consent to publish must be obtained from each patient.

Human and Animal Rights. When reporting clinical experiments on human subjects, it must be indicated whether they were in accordance with the ethical standards of the responsible committee on human experimentation or with the Helsinki Declaration. All authors should seek approval to conduct research from an independent local, regional or national review body (e.g., ethics committee, institutional review board). The authors must submit The Bioethics Committee Approval at the time of manuscript submission.

When reporting clinical experiments on animals, it must be indicated whether its content and laboratory animals using were in accordance with in-house rules, recommendations of the National council on clinical trials, national acts.

Clinical trials. Clinical trials must be registered before the start of patient enrollment in public trials registry at or before the time of first patient enrollment as a condition of consideration for publication. The trial registration number must be reported in the paper.

Manuscript preparation

Types of articles. Journal encourages the submission of article types as follows:

1) original and topical articles (including illustrations, literature review, abstract) volumed up to 10-13 pages A4
2) literature review – 10-15 pages A4
3) case reports – 3-4 pages A4
4) innovation proposal, reviews – 2-3 pages A4
5) short reports – 1.5-2 pages A4

General recommendations

The text must be printed with 1.5 spacing on a standard A4 paper (top, left, bottom margins are 2 cm; right – 1 cm) with no more than 30 rows on a page. Text editor hyphenation is not recommended.

The manuscript can be written in Ukrainian, Russian and English. Electronic version of the article, including the text of the article with supplementary electronic material, must be submitted on-line through the journal’s Web site.

Electronic text must be a Word document with extension .doc, .docs or .rtf. The graphic objects (illustrations or drawings) are not allowed to be imported in the text. They must be sent in separate graphic files (see below).

When reporting clinical experiments on animals, it must be indicated whether its content and laboratory animals using were in accordance with in-house rules, recommendations of the National council on clinical trials, national acts.

Clinical trials. Clinical trials must be registered before the start of patient enrollment in public trials registry at or before the time of first patient enrollment as a condition of consideration for publication. The trial registration number must be reported in the paper.

Electronic illustrations should be in separate graphic files with extension .jpg, .gif, .png, .tif, or .pdf with resolution 200-300 dpi.
Several forms are required of all authors at the time a manuscript is submitted for publication:

1. a visa of the principal and the official referral of institution (institutions) where paper has been carried out
2. expert reports from every institution.
3. The Authorship and Conflict of Interest Statement form Download the form

**Manuscript Sections**

The text of original and topical articles must be divided into Introduction, Methods, Results, and Discussion sections (IMRAD) while case reports, literature reviews, innovation proposals, reviews, and short reports may have less structured or unstructured formats.

**a. Title Page**

The page of title must contain the following information:

*Article title.*

*Author information:* Surname and initials of each author with highest academic or medical degree and each author's departmental affiliation and the institution where the study was carried out.

*Corresponding author:* Name, postal address, telephone number and e-mail of the author responsible for corresponding and contacting other authors in order to remake, correct and finally approve the version. This author can also be a person responsible for experimentation in general; but it also can be another reliable person. Author responsible for corresponding must indicate definitely if his e-mail may be published.

*Source(s) of support.* These include grants, equipment, drugs, and/or other support that facilitated conduct of the work described in the article or the writing of the article itself.

*Number of figures and tables.* Please, specify the number of Figures and Tables before uploading the relevant files. These numbers allow editorial staff and reviewers to confirm that all figures and tables are actually included with the manuscript.

**b. Abstract**

The second page must contain the abstract in Russian, Ukrainian and English and be of not more than 200 words is required. Original research, systematic reviews, and meta-analyses must be structured as: Introduction, Purpose, Methods, Results (explicit data and their statistical significance), and Conclusion. The case reports, literature reviews, innovation proposals, reviews, and short reports may have other formats. For clinical trial abstracts, the clinical trial registration number must be specified at the end of the abstract.

Authors need to ensure that they accurately reflect the content of the article. The abstract should provide the context or background for the study and should state the study's purpose, basic procedures (selection of study participants, settings, measurements, analytical methods), main findings (giving specific effect sizes and their statistical and clinical significance, if possible), and principal conclusions. It should emphasize new and important aspects of the study or observations, note important limitations, and not overinterpret findings.

*Key-words.* Under the abstract there must be placed 3-8 key-words or short phrases reflecting the main issues in the article and under which you believe the article should be indexed.

**The text of the article. The article must be structured as follows: Introduction, Methods, Results, and Discussion.**

**c. Introduction**

Provide a context or background for the study and state the specific purpose or research objective of the study or observation. Cite only directly pertinent references, and do not include data or conclusions from the work being reported.

**d. Material and Methods**

The guiding principle of the Methods section should be clarity about how and why a study was done in a particular way. Methods section should aim to be sufficiently detailed such that others with access to the data would be able to reproduce the results. If an organization was paid or otherwise contracted to help conduct the research (examples include data collection and management), then this should be detailed in the methods.

The Methods section should include a statement indicating that the research was approved by an independent local, regional or national review body (e.g., ethics committee, institutional review board), and that the research was conducted in accordance with the Helsinki Declaration.

**i. Selection and Description of Participants**

Describe your selection of the observational or experimental participants (patients or laboratory animals, including controls) clearly, including eligibility and exclusion criteria and a description of the source population. When reporting experiments on animals, authors should indicate type and quantity of animals, anesthesia and sacrifice methods used in accordance with the institutional and national guide for the care and use of laboratory animals.

**ii. Technical Information**

Identify methods, equipment (give the manufacturer's name and address in parentheses), and procedures in sufficient detail to allow others to reproduce the results. Identify precisely all drugs and chemicals used, including generic name(s), dose(s), and route(s) of administration. Identify appropriate scientific names and gene names.

**iii. Statistics**

Authors submitting review manuscripts should include a section describing the methods used for locating, selecting, extracting, and synthesizing data. In the Methods section the author should indicate statistical methods. Describe statistical methods with enough detail to enable a knowledgeable reader with access to the original data to verify the reported results. When possible, quantify findings and present them with appropriate indicators of measurement error or uncertainty (such as confidence intervals). References for the design of the...
study and statistical methods should be to standard works when possible (with pages stated). Define statistical terms, abbreviations, and most symbols. Specify the computer software used. Specify the statistical software package(s) and versions used. Distinguish prespecified from exploratory analyses, including subgroup analyses.

e. Results

The results of the research must be presented in logical sequence in the text, tables, and illustrations, giving the main or most important findings first. Do not repeat all the data in the tables or illustrations in the text; emphasize or summarize only the most important observations. 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 supporting data. Use graphs as an alternative to tables with many entries; do not duplicate data in graphs and tables. Avoid nontechnical uses of technical terms in statistics, such as “random” (which implies a randomizing device), “normal,” “significant,” “correlations,” and “sample.”

f. Discussion

For experimental studies, it is useful to begin the discussion by briefly summarizing the main findings, then explore possible mechanisms or explanations for these findings, compare and contrast the results with other relevant studies, state the limitations of the study, and explore the implications of the findings for future research and for clinical practice. Do not repeat in detail data or other information given in other parts of the manuscript, such as in the Introduction or the Results section.

Link the conclusions with the goals of the study but avoid unqualified statements and conclusions not adequately supported by the data. In particular, distinguish between clinical and statistical significance, and avoid making statements on economic benefits and costs unless the manuscript includes the appropriate economic data and analyses. State new hypotheses when warranted, but label them clearly.

g. References

The reference list is attached separately. The bibliography must contain mostly the papers of the latest 7-8 years which are directly related to the topic. Only published works should be listed in the reference list. While citing abstracts of theses or monographs their title should be pointed. References should follow the Vancouver format. Citations in the text must be given in square brackets and numbered according to reference list. References should be numbered consecutively in the order in which they are first mentioned in the text. To minimize citation errors, references should be verified using either an electronic bibliographic source, such as PubMed, or print copies from original sources. The titles of journals should be abbreviated according to the style used for MEDLINE (www.ncbi.nlm.nih.gov/nlmcatalog/journals).

Tables. Number consecutively as they are presented in the text. Tables should be graphic and have a name. Their titles should exactly match the content graphs. All data in the tables must be carefully verified, meet data in the text and always treated statistically. Authors should place explanatory matter in footnotes, not in the heading. Identify statistical measures of variations, such as standard deviation (SD) and standard error of the mean (m). The tables in the Word editor can be created only in this editor. Tables can be placed both in the text of the article and on a separate sheet of paper.

Illustrations. Figures should be numbered consecutively according to the order in which they have been cited in the text. Figures must be submitted as individual files named according to its number in the text. They cannot be embedded in the word document. If the images are not of a high enough resolution to permit quality reproduction for publication purposes, they will be returned to the author.

Digital art (x-ray films, scans, and other diagnostic images, as well as pictures of pathology specimens or photomicrographs, should be sharp, glossy, black-and-white or color photographic prints) should be created/scanned and saved and submitted as either a TIFF (tagged image file format), an EPS (encapsulated postscript) file. Electronic photographs (radiographs, CT scans, and so on) and scanned images must have a resolution of at least 300 dpi. Color images must be created/scanned and saved and submitted as CMYK files. Diagrams and graphics in the Word editor can be created only in this editor.

Legends to illustrations must be printed out using 1.5 spacing, starting on a separate page, with Arabic numerals corresponding to the illustrations. When symbols, arrows, numbers, or letters are used to identify parts of the illustrations, identify and explain each one clearly in the legend. Explain the internal scale and identify the method of staining in photomicrographs.

Units of Measurement. All the measurement should be reported in International System of Units (SI).

Abbreviations and Symbols. Abbreviations are not allowed except common chemical and mathematical abbreviations. Use only standard abbreviations. The spelled-out abbreviation followed by the abbreviation in parenthesis should be used on first mention unless the abbreviation is a standard unit of measurement. Avoid abbreviations in the title of the manuscript.

Submission of manuscripts

The article should be read, proved and signed by all authors with their initials pointed. Journal of Ophthalmology (Ukraine) accept manuscripts through a special form on the journal’s website.

The editorial retain the right to make changes in the papers submitted. The articles resent to authors for correcting should be returned to the editorial office no later than in a month. If not, the date of its acceptance to the editorial office is changed.

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