

Contact Lens SPECTRUM[®]

Thank you for your submission to *Contact Lens Spectrum*. Please review the information provided in this packet to ensure quick review of your materials. Your submission must be in compliance with all information needed before it will be reviewed for publication.

***Contact Lens Spectrum* AUTHOR CHECKLIST:**

- Confirm that submission complies with *Contact Lens Spectrum* Author Guidelines (attached).
- Confirm that a head-shot and short bio (<25 words) are included with the submission for ALL authors.
- Confirm that the financial disclosure form (page 2) is included with the submission for ALL authors. Please return this form to the editorial office (attn: Lisa Starcher, Managing Editor, Fax: 215-367-2145). Note that your manuscript will not be reviewed by our editorial staff until these materials are completed and that this information will be included in your biosketch in the final version if the manuscript is accepted for publication.
- Confirm that you have included in-text references when appropriate in the (author, date) format and included a “Bibliography” at the end of your manuscript. Note that we do not allow “data on file” references—all references must be publically accessible.
- If the manuscript is accepted for publication, you agree to sign and return the “Author Agreement” forms as discussed in the Author Guidelines.

RESEARCH SUBMISSIONS

*Includes patient-based surveys, retrospective chart reviews, & clinical trials.

- If this is a research submission (including survey and retrospective chart review research), ensure that IRB approval and Human Subjects protections are addressed in the Methods.
- If this is a research submission (including survey and retrospective chart review research), please let editorial staff know if you desire “Peer-Review” of your research. Articles that undergo a “Peer-Review” (as opposed to Editor or Editorial Board Review) will be designated as such upon acceptance and when published in the journal.

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FINANCIAL DISCLOSURE FORM

Please respond to the following statement:

I, or a member of my immediate family, or my corporation, or my employer *acting on my behalf* (e.g., my university), currently have or within the preceding 12 months had a financial relationship with a Designated Company or entity.

"Designated Company" for these purposes means a legal entity (or subsidiary or division) engaged in the manufacture or distribution of contact lenses, lens care products, pharmaceuticals, ophthalmic medical devices, ophthalmic diagnostics, or vision care products or services.

NO

YES → If YES, complete the following:

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Company Names: _____

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Travel expenses, stipend or reimbursement

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Lecture or authorship honoraria

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Please Print Name Clearly

Signature

Date

**Please scan and email to Managing Editor, Lisa Starcher at the following:
lisa.starcher@pentavisionmedia.com or fax to 215 367-2145.**

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Contact Lens Spectrum Author Guidelines

Mission

Contact Lens Spectrum is an authoritative source for current clinical developments in cornea, tear film, and contact lenses.

Ethical/Legal Considerations

- Submissions should generally be original and not been previously published (other than as an abstract). Submissions must not be under consideration for publication elsewhere.
- Each author is expected to have contributed to the submission.
- If the submission qualifies as a research submission (DHHS/FDA 45 CFR 46.102(d), <http://www.hhs.gov/ohrp/humansubjects/guidance/invitrodev.html>), the authors must confirm that the research followed the tenets of the Declaration of Helsinki, the protocol was approved by an Institutional/Ethic Review Board, and that subjects provided informed consent. This must be stated in the “Methods” section of the submission. If the research qualifies as being “exempt” from informed consent (i.e., a records review), this must also be stated in the “Methods” section of the submission.
- Author(s) must ensure confidentiality and anonymity of patient-specific information.
- Authors must complete the “Author Agreement” form assigning copyright of the submission.
- The journal must have a current financial disclosures form on file for each author of a submission. A disclosure form must be completed for each author *prior to review of the submission*. Any sources specifically funding the manuscript or research must be disclosed in an “Acknowledgement” section of the submission. Disclosure information will be printed in the article in the author’s biographical sketch.

Submission Details

- *Contact Lens Spectrum* publishes articles of varying lengths, so a specific word count is not necessary. A typical feature article may be approximately 2-3,000 words (3-4 journal pages) and contain between 2 and 5 figures, pictures or tables. *All feature articles must be fair and balanced in terms of product coverage—we do not print single-product focused feature articles. Feature articles should discuss product categories, rather than individual products.*
- Submit all artwork with the manuscript. If your artwork is electronic, the files must be JPEG, TIFF or .bmp format with a resolution of at least 300 dpi. We can use only some electronic artwork that is embedded in Microsoft Word or PowerPoint and none from Excel. Slides or prints are accepted.
- Your manuscript may be reviewed by any member of our editorial staff for its appropriateness and content. Unfortunately we cannot accept all manuscripts that we receive.
- Include author(s) headshot and brief narrative bio (~25 words) with your submission. Note that financial disclosure information will be printed in the final article if it appears in *Contact Lens Spectrum*.
- Original research submissions are encouraged and should follow a “Methods, Results, and Discussion” format. As noted above, authors must comply with IRB approvals (for all types of research including survey research, retrospective chart reviews, and clinical trials). Authors may request that their research article undergo “Peer-Review” whereby 1-2 reviewers will be asked to review the manuscript. If accepted for publication, articles undergoing peer-review will be highlighted in the manuscript as such.

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- Include a title page with the authors listed, their affiliations, contact information (email, telephone, fax), and highest academic degrees. Please also list acknowledgements on this page.
- *Contact Lens Spectrum* will edit submissions for clarity, length and style. Please be advised that our style is to use active voice when possible rather than passive voice and we will edit manuscripts to match this style when applicable.
- Lens prescriptions and refractive error data should be presented in minus cylinder format as follows: OD: -1.00 -2.00 X 090.
- You must supply a list of references, if applicable, before the article will be reviewed. *Contact Lens Spectrum* uses an (Author, Year) format in the text, which contributes to the overall word count. The bibliography must be included at the end of a submission. References should be cited when concepts are quoted or paraphrased from another source, facts or opinions are presented that are found in another work, or when non-original ideas used are in the formulation of concepts. Further, if the verbiage refers to “studies” those studies must be cited at the end of the paragraph. “Data on file” is not an acceptable reference, as all references must be publically available.
- *Contact Lens Spectrum* does not use registration or trademarks, or company or product name type styling, such as all caps, bold or italic. For sponsored Supplements that require regulatory review by the sponsor, copyrights, trademarks and company and product name styling will be considered if required, although the journal highly recommends against this practice. Product names or images are not printed on the cover of the journal or supplements.
- Once accepted for publication, authors will have the opportunity to see the final edited submission before it goes to press. Editors will fax or e-mail the edited submission to the primary author for approval during production. Response within 24-48 hours is sometimes necessary.

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