

**Author Guidelines**

Mission

*Contact Lens Spectrum* is an authoritative, evidence-based, peer-to-peer source for current clinical developments in cornea, tear film, and contact lenses. These guidelines are also applicable to all e-newsletters and supplements that are editorial content of *Contact Lens Spectrum*.

Submission Details

* GENERAL STYLE and CONTENT INSTRUCTIONS
* Submissions should generally be original and not previously published (other than as an abstract) or concurrently submitted elsewhere.
* *Contact Lens Spectrum* uses plagiarism detection software to screen for unoriginal material. Authors should be aware that their paper may be submitted to plagiarism detection software at any point during the peer-review or production process. Where overlap is found, the results of the check will be examined by *CLS* to establish whether it constitutes plagiarism or if there are legitimate reasons for the overlap. If the former is determined, author(s) will be asked to rework/rewrite the piece or sections to ensure a delivery of original content.
* Artificial intelligence (AI)-based software (of nonhuman origin) cannot be credited with authorship. It also cannot be used to develop editorial content (prose) without advanced special approval of the *CLS* editorial staff. Prose generated by AI submitted without *CLS* preapproval will not be considered, even with attribution of the originating source(s).
* A typical feature article may be approximately 2,000 to 3,000 words (3-4 journal pages) and contain between 2 and 5 figures, pictures, or tables. *Contact Lens Spectrum* does not print patient testimonials. Please see section below on “*References*.”
* *Contact Lens Spectrum* does not print information within its editorial pages on branded or generic products or organizations (or product logos, styles, trademarks), with few exceptions.
* Columns and articles should discuss product categories rather than individual products.
* Exceptions may include within a case report (if a product mention is absolutely critical to achieve a full understanding of the case), within the context of **original** research (e.g., a clinical trial directly comparing therapeutics or medical devices—not a summary/review of research), when a new product launches (within ~6 months of product launch, *Contact Lens Spectrum* may allow one editorial mention of the new product), or within the Product or Industry Focus columns.
* Include a title page with the authors listed, their primary affiliation (we do not print multiple business affiliations), contact information (email, telephone, fax), and highest academic degrees (we do not print other honorific or society-based recognitions). Please also list acknowledgements on this page, if any.
* Prescriptions and refractive errors should be in minus cylinder format as follows: OD: –1.00 –-2.00 x 090.
* Submit all artwork with the manuscript electronically in TIFF, JPEG, or .png format with a resolution > 300 dpi. We can use only some electronic artwork that is embedded in Microsoft Word, PowerPoint, or Excel.
* *Contact Lens Spectrum* also limits the use of personal pronouns, not using them to excess.
* CASE REPORTS/CASE SERIES
* Case reports (one case) and series (up to 3 cases without IRB approval) are infrequently printed and must be of ***exceptional*** uniqueness and value.
* Please contact the editorial staff prior to submitting a case report or series.
* RESEARCH SUBMISSIONS
* Original research submissions should follow a “Methods, Results, and Discussion” format.
* 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, that the protocol was approved by an Institutional/Ethics Review Board, and that subjects provided informed consent (unless exempted by an IRB) and stated in the “Methods” section of the submission.
* If the research qualifies as being “exempt” by an IRB/ethics board (i.e., a records review), this must also be stated in the “Methods” section of the submission. Note that authors CANNOT exempt their own research from regulatory requirements.
* All original clinical trials (intervention-based studies) must have been registered on clinicaltrials.gov prior to enrollment of the first subject.
* AUTHORSHIP/BIOSKETECHES
* *Contact Lens Spectrum* is a peer-to-peer journal. Content is derived from clinical and research experts. While trainees (clinical students, residents, graduate students) may be included as authors, they cannot serve as sole author on content printed. We do not print patient testimonials or experiences.
* For feature articles, please limit your authors to 5 or less (if more than that is required, please seek approval from the managing editor). Each author is expected to have contributed intellectually to the submission, has given approval to the submitting author to be named as a co-author, and approved the final draft of the submission.
* Include author headshot(s) and brief narrative biosketch that includes highest academic degree(s) (we do not print other honorific or society-based designations), primary business affiliation, one qualifying credential (e.g., a fellowship, advanced certification, or clinical emphasis), and financial disclosures. Please note that a secondary business affiliation is not a qualifying credential.
* REFERENCES
* References should be cited when concepts are quoted or paraphrased from another source, specific facts or opinions are presented that are found in another work, or when non-original ideas used are in the formulation of concepts.
* If verbiage refers to “studies” or “studies show” those studies must be cited at the end of the sentence.
* Advertisements, advertorials, news stories, and “data on file” are not acceptable references.
* Avoid using derivations of original work (e.g., reviews)—cite the original research.
* Ensure your references are accurate and verified.
* Do not preferentially cite your own or peers, institutions, or country references.
* Do not use excessive number of citations to support a singular point.
* Supply a list of references before the column or feature article will be reviewed in the order in which they appear in the article and in the following format:

Holden BA, Mertz GW. Critical oxygen levels to avoid corneal edema for daily and extended wear contact lenses. Invest Ophthalmol Vis Sci. 1984 Oct;25:1161-1167.

* For columns, use an (Author, Year) format in the article text, which contributes to the overall word count.
* For feature articles, use superscript numbers in the article text.
* For feature articles, please limit the total number of references in the article to 35 or less (additional references can be provided outside of the article text and will be printed online).
* FINANCIAL DISCLOSURES
* A current financial disclosure form for each author must be submitted prior to review of the submission.
* Any sources full or partial funding or support of the manuscript or research must be disclosed in an “Acknowledgement” section (e.g., research support, writing support).
* Disclosure information will be printed in the article in the author’s biographical sketch.

Submission Review Process

* Your manuscript will be reviewed by a member of our editorial staff for its appropriateness and content; we may also ask independent peer experts in addition to plagiarism detection software to review your submission. Unfortunately, we cannot accept all manuscripts that we receive.
* Authors may request that their article undergo “Peer-Review” whereby independent reviewers will be asked to assess the manuscript and provide a recommendation to the editorial staff. If accepted for publication, articles undergoing peer-review will be distinguished in the journal as such.
* *Contact Lens Spectrum* will edit accepted 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.
* Once accepted for publication, authors will have the opportunity to see the final edited submission before it goes to press. Editors will e-mail the edited submission to the primary author for approval during production. Response within 24-48 hours is sometimes necessary.
* Once accepted, authors must complete the “Author Agreement” form assigning copyright of the submission.

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**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. 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 a Bibliography at the end of your manuscript. Note that we do not allow “data on file” references—all references must be publicly accessible. For feature articles, please limit the total number of references to 35 or less.**

 **If the manuscript is accepted for publication, you agree to sign and return the “Author Agreement” forms as discussed in the Author Guidelines.**

**ORIGINAL 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, and registration on clinicaltrials.gov occurred before the first study subject was enrolled (for intervention-based clinical trials).**

 **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.**

### 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.**

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

\*Public service activities including work with Federal, State, and Local governments and their respective agencies, institutions of higher education, and nonprofit educational or philanthropic entities should not be reported.

**🞎 NO**

**🞎 YES 🡪 If YES, complete the following:**

 🞎 Stock shareholder or owner (in full or part)

 Company Names:

 🞎 Employee (receive a W2 from a designated entity)

 Company Name:

 🞎 Proprietary interest such as a patent or licensing agreement

 Company Names:

 🞎 Renumeration (e.g., consulting fees and other fees, gifts, honoraria, advisory board payment)

 Company Names:

 🞎 Educational grant or contract

 Company Names:

 🞎 Research grant or contract

 Company Names:

 🞎 Travel expenses, stipend or reimbursement

 Company Names:

 🞎 Non-COPE CE lecture or authorship honoraria

 Company Names:

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Please Print Name Clearly Signature Date

***Please scan and email to managing editor Deborah Fisher at the following: Deborah.fisher@broadcastmed.com.***