



**This information serves as a guideline for authors in preparing and submitting a manuscript and navigating the peer review process to completion.**

*Please follow these guidelines exactly.*

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*Vision Development & Rehabilitation*, the official publication of the College of Optometrists in Vision Development (COVD) has an international circulation of more than 10,000, including the membership of COVD, optometry students and residents. VDR is distributed quarterly via digital format and the public has online access to all content immediately upon publication. VDR is indexed in the Directory of Online Journals using ISSN 2374-6416.

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## **Title Page**

The title page should contain only the manuscript title, name(s) of Author(s), degree(s), and suffixes such as FCOVD. Professional or institutional affiliations of authors should also be provided. The title page should list the contact information for the corresponding author(s), including the address, phone and fax numbers and e-mail address.

## **Abstract and Concluding Statement**

The abstract should be no longer than 300 words in length consisting of four basic sections: **Background, Methods, Results, and Conclusions**, which should briefly describe, the problem or topic addressed; how the study was conducted; the most important results; and what can be concluded from the results.

For **Case Reports**, substitute **Case Report(s) for Methods and Results**, and succinctly describe the case(s). (i.e. **Background, Case Report, Conclusions**)

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**Keywords:** Include three to eight Keywords (or short phrases) at the end of the abstract. Keywords should make the article easy to find electronically.

The following should be placed at the bottom of your article as a concluding statement.

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An appropriate number of photographs, tables, figures and illustrations are encouraged. Authors should consult the CBE Style Manual for further information on preparation of tables, figures, and other illustrative material.<sup>3</sup> All should go on separate pages at the end of the paper and must be uploaded as separate files. **DO NOT embed tables, figures or illustrative material within the body of the paper.** If you are using a table, figure or illustration from another source a signed permission to do so must accompany the submission of the paper.

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Except for units of measurement, abbreviations are discouraged. The first time abbreviations or acronyms are used, they should be spelled out.

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Use generic names in referring to drugs. Use proprietary names only to differentiate between drug forms, or if a specific product was used in a study or associated with an adverse drug reaction. Instruments, devices, or other products may be referred to by their proprietary names. Provide the name and location (city/state or country) of the manufacturer (domestic or foreign) and set in parentheses following the first mention of the proprietary name.

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Authors should express all measurements in conventional units.

## **Funding**

Include acknowledgement of any funding received in support of the research which led to article publication.

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In Microsoft Word use the following options for inserting references into manuscripts.

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Use numbers starting with the number “1” and place all references at the end of the paper.

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The following are samples of formatted references, and a more complete listing can be found at [https://www.nlm.nih.gov/bsd/uniform\\_requirements.html](https://www.nlm.nih.gov/bsd/uniform_requirements.html):

### **Book Citation**

Schepens CL, Trempe CL, Takahashi M. Atlas of vitreous biomicroscopy. Boston: Butterworth-Heinemann, 1999:83-105.

### **Chapter in Book**

Schlange D, Maino D. Clinical behavioral objectives: assessment techniques for special populations. In Maino D (ed) *Diagnosis and Management of Special Populations* Mosby-Yearbook, Inc., St. Louis, MO. 1995:151-88.

### **Journal Citation**

Pang Y, Maino D, Zhang G, Lu F. Myopia: Can its progress be controlled? *Optom Vis Dev* 2006;37(2):75-79.

### **Journal article on the internet**

Abood S. Quality improvement initiative in nursing homes: the ANA acts in an advisory role. *Am J Nurs* [serial on the Internet]. 2002 Jun [cited 2002 Aug 12];102(6):[about 3 p.]. Available from: <http://tinyurl.com/c4k59cz>

### **Homepage/Web site**

[Cancer-Pain.org](http://www.cancer-pain.org) [homepage on the Internet]. New York: Association of Cancer Online Resources, Inc.; c2000-01 [updated 2002 May 16; cited 2002 Jul 9]. Available from: <http://www.cancer-pain.org/>.

References must be numbered consecutively as cited in the paper. References to personal communication, unpublished information, and papers either “in preparation” or “submitted for publication” are discouraged. A reference may be cited as “in press” only if it has been accepted for publication.

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Hyperlinks are to be provided either in written form within the manuscript text or, if listed in word or phrase (not URLs), to be underlined and be active hyperlinks in the Word document so locations can be used. Locations cited in word or phrase instead of actual locations will be added to references (end of numbered listing). **It is preferred that hyperlinks be included for ALL references.** For example:

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### **Review by Author(s)**

Before publication, the corresponding author will receive page proofs for final review in PDF format via email. Corrections must be approved prior to acceptance for publication.

## References

1. International Committee of Medical Journal Editors. Uniform requirements for manuscripts submitted to biomedical journals. *N Engl J Med* 1997;336(4): 309-15.
2. Uniform requirements for manuscripts submitted to biomedical journals. International Committee of Medical Journal Editors. *JAMA* 1997;277(11):927- 34 .
3. Style Manual Committee, Council of Biology Editors. *Scientific style and format: the CBE manual for authors, editors, and publishers*, 6th ed., revised and expanded. Prepared by the CBE Style Manual Committee, Bethesda, Maryland: Council of Biology Editors, 1994.
4. Recommendations for the Conduct, Reporting, Editing, and Publication of Scholarly Work in Medical Journals [Internet]. International Committee of Medical Journal Editors. 2015. Available from: <http://icmje.org>