

Guide for CET Authors 2016 - 18

Dispensing Optics is the professional journal of the Association of British Dispensing Opticians and is published monthly.



The principal aim of our CET articles is to provide continuing education for dispensing opticians in practice. Therefore articles must include implications and applications of theory to practise. They also include multiple-choice questions (MCQs), which can be completed to gain CET credits.

1. CET articles may be either commissioned or submitted for consideration of publication. They should be approximately 2500-3500 words in length. Each CET article will have six MCQs presented online. These will be set by ABDO, and are subject to the same review process as the main article. Articles of approximately 4000-8000 words can also be accepted for publication in multiple parts.

2. We request that articles are not submitted which have been published in other journals; nor should the articles be offered elsewhere before publication in Dispensing Optics.

3. Every article is subject to anonymous review by members of the CE Review Panel and comments are returned to the author who should then make rewrites/amendments as so advised, in good time for the journal deadlines. Note that, in general, a formal style of writing is preferred, rather than a personal one (I... We... My... etc).

4. A plan for the article, consisting of the article title and approximate length, with an abstract or outline, a short CV and a set of learning objectives should first be submitted to the ABDO CET Office. If GOC-approved for CET credits, a publication date is set and a final draft submission deadline issued. If not approved for CET credits, the article may still be eligible for inclusion in the journal.

5. Article text (see bullet points below) should be submitted as a Microsoft Word document (.doc or .docx) or plain text document (.txt), in electronic format.

Illustrations and pictures MUST be supplied in high resolution suitable for print. Images downloaded from websites are not suitable unless they are meant for print usage. Tables and graphs will be redrawn in house style, so should be submitted with no formatting. Pictures should be submitted as jpg, tif, psd or eps files. Please include a labelled and an unlabelled version. If using digital cameras the image should be recorded at 300ppi (set camera to fine-max size). Do not judge picture quality on a PC screen; an image that looks of acceptable quality on screen can be very poor when it is published in the journal. As a guide, a picture file should not be less than 500kb. Captions must be provided for each figure.

Please note:

- The text must not contain any diagrams, boxes or tables
- Presentation slide files such as those created with Microsoft Powerpoint or Lotus Freelance cannot be accepted
- Do not send large picture files by email - an upload facility is available on request

6. Please use standard British English spellings. Where alternative spellings are possible, please be consistent with usage throughout. Please follow the convention that for words ending in 'ize' or 'ise', use the 'ise' spelling. All technical terms and units should be spelt in full. If they are shortened or given acronyms, please spell them out in full on the first occasion of use and give the shortened form/acronym in parenthesis. Use the shortened form subsequently. Use of abbreviations should be minimised, so only abbreviate words that are most frequently referred to in this way. Minimise the use of capitalisation and hyphenation.

7. Please avoid using the term 'dispenser'. Use 'dispensing optician' or DO instead.



8. The publishers reserve the right to amend/edit CET articles on the advice of the Editor or CE Review Panel, but will always seek to inform the author before publication. The author will not be required to sign over copyright of the article draft to *Dispensing Optics*, but the terms of publication prohibit the duplication of *Dispensing Optics* articles in other publications.

9. All articles must be appropriately referenced in the Vancouver referencing style (examples below), and wherever possible, to original research papers.

- If referring to an article in a journal, the format should be: Smith C, Smith FH, and Jones J. The effect of ice cream on children. *Journal of Optical Studies* 1988;36(3):42-52.
- If referring to an entire book, the format should be: Smith C. *Ice Cream*. 3rd ed. London: Butterworths, 2010.
- If referring to an article or chapter in a book, the format should be:
- Smith C, Smith FH, and Jones J. The effect of ice cream. In: C Smith and J Jones, editors. *Ice Cream*, London: Butterworths, 2010; pp 42-52.
- If referring to an electronic source, the format should be:

Smith C and Smith FH. The effect of ice cream. 2000. Available from <http://www.icecream.org.uk/cornets/strawberry.pdf> (accessed 2 April 2016)

A helpful tool for producing correctly formatted Vancouver-style references can be found at <http://www.qub.ac.uk/cite2write/vancouver3b.html>

There should be no references listed that do not appear within the text or illustrations. Reading lists should also conform to the above format. Avoid statements which cannot be referenced. If a statement is an opinion of the author, it must be stated as such. The author may use his/her previously published work as a reference. Submissions that do not follow the standard referencing style of the journal will be returned to the author for amendment.

10. Authors should include a brief biography for publication, including their qualifications, of 50-80 words.

11. Authors are responsible for obtaining permission from copyright holders for reproducing any illustrations, text, pictures and tables, including those reproduced from websites.

12. Sponsorship of CET articles:

Details at <http://www.abdo.org.uk/wp-content/uploads/2013/07/Dispensing-Optics-Media-Information-2017.pdf>, starting at £300.

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