

## Guide for CET Authors 2019 – 21

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



The principal aim of our journal CET 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.

### Text Articles

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.

6. Illustrations and pictures MUST be supplied as separate files (not in a Word document) in high resolution suitable for print. Images downloaded from websites are rarely high enough quality so are not suitable unless they are meant for print usage. Tables will be redrawn in house style, so should be submitted as separate Word or text files with no formatting. Pictures and graphs should be submitted as jpg, tif, psd or eps files. If labelled, please include a labelled and an unlabelled version. If using a digital camera the image should be recorded as a minimum 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 graphics, boxes or tables
- Submit the reference list as a separate file. Please do not use Word's footnote/endnote facility.
- Do not send large picture files by email – WeTransfer (<https://wetransfer.com/>) is a free online facility, and can be used to send large files. Email the generated link to [abdocet@abdo.org.uk](mailto:abdocet@abdo.org.uk) or [pstevens@abdo.org.uk](mailto:pstevens@abdo.org.uk)

## Association of British Dispensing Opticians

**President:** Clive Marchant FBDO **General Secretary:** Sir Anthony Garrett CBE

**Registered in England:** Number 2012484 **VAT Number:** 697 4843 68

**Registered Office:** 199 Gloucester Terrace, London, W2 6LD



7. 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.

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

9. Please avoid using the term 'glasses'. Use 'spectacles' or informally 'specs' instead.

10. 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.

11. All articles are expected to include references. Please use the Imperial College Vancouver referencing style (examples below), and wherever possible, reference the original papers. You must be as specific as possible: readers must be able to go directly to the reference. For example, referencing a whole book for a small amount of text is unhelpful and frustrating for readers, and damages the credibility of your work.

A recommended book can be listed as 'Further Reading'.

For a complete guide to Vancouver referencing for Dispensing Optics, consult the library guide at Imperial College of Science, Technology and Medicine.

<https://www.imperial.ac.uk/media/imperial-college/administration-and-support-services/library/public/vancouver.pdf>

Entire print book.

- Author/Editor (if it is an editor always put (ed.) after the name)
- Title (this should be in italics)
- Series title and number (if part of a series)
- Edition (if not the first edition)
- Place of publication (if there is more than one place listed, use the first named)
- Publisher
- Year of publication

Smith C. *Dairy Product Essentials*. 3rd ed. London: Butterworths; 2010.





#### Print book: chapter in an edited book

- Author of the chapter
- Title of chapter followed by, In:
- Editor (always put (ed.) after the name)
- Title of book (this should be in italics)
- Series title and number (if part of a series)
- Edition (if not the first edition)
- Place of publication (if there is more than one place listed, use the first named)
- Publisher
- Year of publication
- Page numbers (use 'p.' before single and multiple page numbers)

Smith C, Smith FH, and Jones J. *The effect of ice cream*. In: C Smith and J Jones (eds). *Dairy Product Essentials*. London: Butterworths, 2010; p42-52

#### Journal article

- Author
- Title of journal article
- Title of journal (this should be in italics)
- Year of publication
- Volume number
- (Issue number)
- Page numbers of the article

Smith C, Smith FH, and Jones J. The effect of ice cream on children. *Journal of Optical Studies* 1988;36(3):42-52

#### Journal article: online/electronic



- Author
- Title of journal article
- Title of journal (this should be in italics)
- Year of publication • Volume number
- (Issue number)
- Page numbers of the article
- Available from: URL (Include [Date of access])

Smith C, Smith FH, and Jones J. The effect of ice cream on children. *Journal of Optical Studies* 1988;36(3):42-52 Available from:

<https://www.creamy.com/dairy/doc456> [Accessed 18th June 2018]

#### Web page/website

- Author/Editor (use the corporate author if no individual author or editor is named)
- Title (this should be in italics)
- Available from: URL
- [Date of access]

Academy of Dairy Expertise. The effect of ice cream. Available from:

<http://www.icecream.org.uk/cornets/strawberry.pdf> [Accessed 2 April 2016]

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.



12. Authors should, with the first draft submission, include a brief biography (50-80 words) and an author picture for publication. This should also include their qualifications.

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

14. Sponsorship of CET articles:

Details at <https://www.abdo.org.uk/?name=resource-download&id=109579>, starting at £300 (plus VAT).

### **Self-directed Learning (SDL) and Visual Recognition Tests (VRTs)**

The journal now includes these two additional modalities to address more learner-centric approaches to continuing professional development (CPD).

These modalities encourage participants to use website resources. This can be from journal sites – reading academic articles or abstracts, clinical sites/professional associations/commercial sites, listening to podcasts or following links to past Dispensing Optics CET articles.

### **Self-directed learning**

Points 3 – 14 in the guidance for text articles also applies to SDL.



The submission from authors should comprise:

- An introduction for publication in Dispensing Optics, including a brief introduction to the topic and cases. The theme for 2019 – 21 SDL is 'A specialised skill' which can be any aspect of dispensing practice. The introduction should also include the links which they will follow online, each with a short explanation of the resource to which the link points.
- Not more than 2 parts/cases/scenarios should be included. If the topic is broad enough, it can consist of 1 longer case, or just several resources dedicated to a particular topic.
- There must be a minimum of 8 MCQs provided, eg for 2 parts, min 2 x 4 MCQs. MCQs should number not more than 12.
- Each MCQ must have a sentence of explanation which will be published in Dispensing Optics after the closing date. MCQs can include pictures.
- At least 2 high resolution pictures relating to the topic.

Although a case/scenario-based approach is preferred, the CET can also work without cases, making the resources the main focus of the study and MCQs.

There should be enough resources suggested to give a balanced view of the topic. Resources from only 1 author/website will be returned for further additions.

Resources should be selected from credible and objective websites and journals. Sometimes commercial sites have detailed, reliable and objective information, but they should not be included if that information has not been independently verified. If possible, when reference to marketing material on a commercial website is unavoidable, more than 1 commercial site should be included to provide an alternative viewpoint for the participant's consideration.



## Visual recognition tests

The most important factor for a visual recognition test is the provision by the author of high quality images. As these will be online as well as a printed version, the images should be of high enough quality that enlargements to the images when viewed online show enough detail without pixelation.

The submission from authors should comprise:

- An introduction for publication in Dispensing Optics, including a brief introduction to the topic and pictures. The introduction should also include the links to follow online, each with a short explanation of the resource to which the link points.
- 4 or 6 pictures should be provided.
- There must be 12 MCQs provided, ie for 4 pictures, 3 MCQs for each picture; for 6 pictures, 2 MCQs for each. MCQs should number not more than 12. The quiz entrant must not be able to answer the MCQs without studying the picture to which it relates.
- Each MCQ must have a sentence of explanation which will be published in Dispensing Optics after the closing date.

Points 3 – 14 in the guidance for text articles also applies to VRTs.

Revised January 2020

