

## CET article submission guide 2020-21

*Dispensing Optics* is the monthly journal of the Association of British Dispensing Opticians (ABDO). Continuing education and training (CET) articles within the journal provide continuing education and professional development (CPD) for ABDO members. CET articles must include implications and applications of theory to practise. They will include multiple-choice questions (MCQs), which can be completed to gain CET points.

### Submissions criteria

CET articles may be either commissioned or submitted on speculation. They should be approximately 2,500-3,500 words in length, although longer articles of between 4,000-8,000 words can be accepted for publication in multiple parts. CET articles should not have previously been published in other journals; nor should articles be offered elsewhere before publication in *Dispensing Optics*.

In the first instance, a CET article plan should be submitted to [abdocet@abdo.org.uk](mailto:abdocet@abdo.org.uk) with the subject 'CET article submission'. The plan should include:

- Working title
- Approximate length
- Abstract or outline
- Author CV (50-80 words)
- Learning objectives

Copy should be submitted in a Microsoft Word document. Images should be sent separately as high resolution images files. Tables, box copy and references should be included in the same Word documents.

### Review process

Every article is subject to anonymous peer review by members of the ABDO CET Review Panel. Comments are returned to the author who should then make any suggested rewrites/amendments by an agreed deadline.

If subsequently approved by the General Optical Council for CET points, a publication date is set and a final draft submission deadline issued. If not approved, the article may still be accepted for inclusion in the journal as a non-CET article.

ABDO reserves the right to amend/edit CET articles on the advice of the editor of *Dispensing Optics* or members of the CET Review Panel, but will always seek to inform the author before publication.



## Editorial style

- Adopt a formal academic style rather than a personal one. For example, 'the author' rather than 'I'.
- Use standard British English spellings consistently.
- Use abbreviations when appropriate after first-time use.
- Do not use capitals for emphasis, nor exclamation marks.
- If a statement is an opinion of the author, it must be stated as such.

## Images and illustrations

- Do not insert images into Word documents.
- Images and illustrations must be original and supplied as separate high resolution files (300 dpi/ppi) suitable for print (minimum of 500kb). Accepted image files are jpg, tiffs, psd and eps files.
- Captions must be provided for each figure/image.
- If labelling images, use a rounded font such as Effra.
- Do not email mega-big image files. Use WeTransfer, Dropbox or similar.
- The author is responsible for seeking permission to use others' images.

## Referencing

- CET articles must include references using the [Imperial College Vancouver](#) referencing style. Always reference the original papers where possible, and in numerical order.
- Where references are digital, include hyperlinks.
- Insert superscript reference numbers inside the full stop, e.g. '....clinical records<sup>2</sup>'.
- Images must be referenced (with permissions) if not the author's own.
- Submissions that do not follow the referencing style will be returned to the author for amendment.

## Reference style guide

<b>Entire print book</b>	Smith C. <i>Dairy Product Essentials</i> . 3rd ed. London: Butterworths; 2010.
<b>Chapter in an edited print book</b>	Smith C, Smith FH, and Jones J. <i>The effect of ice cream</i> . In: C Smith and J Jones (eds). <i>Dairy Product Essentials</i> . London: Butterworths, 2010; p42-52.
<b>Journal article</b>	Smith C, Smith FH, and Jones J. The effect of ice cream on children. <i>Journal of Optical Studies</i> 1988;36(3):42-52.
<b>Digital article</b>	Smith C, Smith FH, and Jones J. The effect of ice cream on children. <i>Journal of Optical Studies</i> 1988;36(3):42-52 Available from: <a href="https://www.creamy.com/dairy/doc456">https://www.creamy.com/dairy/doc456</a> [Accessed 18 June 2018].
<b>Web page/website</b>	Academy of Dairy Expertise. The effect of ice cream. Available from: <a href="http://www.icecream.org.uk/cornets/strawberry.pdf">http://www.icecream.org.uk/cornets/strawberry.pdf</a> [Accessed 2 April 2016].



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## Further reading and resources

Lists of further reading and resources can be added after references, where there are no explicit references to be made within the article. These should also be in Imperial College Vancouver style.

## Acknowledgements

Any acknowledgements can be included after the references and further reading or resources.

## Author biography and photo

With the first draft submission, include a brief biography (50-80 words) and a high resolution colour headshot for publication. Include qualifications.

## Proof approval

The author will receive a proof of their CET article prior to publication with an approval deadline. A corrected proof will be available on request, if within the publication deadline.

## Copyright

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

## Self-directed learning and visual recognition tests

*Dispensing Optics* now includes self-directed learning (SDL) and visual recognition tests (VRTs) to address more learner-centric approaches to CPD. SDL and VRTs 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.

**See separate author guides for SDL and VRTs:**

**'Guide for CET authors: Self-directed learning'**

**'Guide for CET authors: Visual recognition tests'**

Address any CET submissions queries to [abdocet@abdo.org.uk](mailto:abdocet@abdo.org.uk)



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