Editorial Policies / Style Guide

INSIGHT – The Journal of the American Society of Ophthalmic Registered Nurses (ASORN) welcomes and encourages manuscript submission. Manuscripts must not have been published before or be under consideration by other publications. Submissions should be pertinent to the specialty of ophthalmic practice, professional issues, or subjects related to ophthalmology.

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Original articles, case studies, research articles, clinical technique, discussions, and letters to the editor are accepted.

Manuscript Preparation. Manuscripts should be submitted via email to the Editor in either a .doc or .docx file format.

Manuscript Preparation. Manuscripts should be typewritten using a 12-point Times New Roman font, double-spaced for 8½-by-11-inch paper, with one-inch margins. All pages should be double-spaced, including references and figure captions. A checklist for manuscript format is included below. *INSIGHT* follows the style of the *Publication Manual of the American Psychological Association* (APA), 6th edition.

Manuscript Format.

1. **Title page:** Title of manuscript, authors' name, degree(s), certifications, institutional affiliation, and professional positions. Give one complete mailing address, business phone number, home phone number, fax number, and email address. You may include a brief acknowledgment of grants or other assistance, if applicable.

The title page must also include disclosure of funding received for this work from any organizations.

2. **Abstract: This page should show the manuscript's title, but omit the authors' names.** The abstract may have 100 to 200 words, and it should summarize the purpose, relevance, and essential points of the manuscript. Research abstracts should summarize the research process and findings. No abbreviations, acronyms, footnotes, or references should be used.

3. **Text:** The first page of the text should use double space format and one-inch margins. Omit all authors' names on text pages

4. **Headings/subheadings:** Organize information under headings and subheadings. Check the *APA* manual for heading and subheading format.

5. References: Begin the list of references on a new page. The style of references is found in the 6th edition of the *APA*. References used in the text are cited by author's name and date of publication in parentheses; for instance: (Smith, 2000), with page

numbers cited for direct quotations. All references cited in the text must be included on the reference list.

6. **Figures:** This includes photographs, illustrations, line drawings, graphs, and diagrams. Images should be provided in .eps or .tif format. Color images need to be at least 300 DPI, with a digital color proof. Gray scale images should be at least 600 DPI, combinations of gray scale and line art at least 1200 DPI, and line art (black or white color) at least 1,200 DPI. When using figures from another source, the author must obtain written permission from the original publisher.

7. **Tables:** Tables should be created double-spaced on a separate page.

Checklist for Authors

- ✓ _____Abstract (100-200 words).

- ✓ _____Title page (Include article title, author's name, credentials, professional position, workplace, mailing address, home and work telephone numbers, fax number, and email address.)

- ✓ _____Article text (double-spaced throughout, one-inch margins, and headings)

- ✓ _____References (double-spaced, APA style) **Authors are responsible for bibliographic accuracy and must check every reference in the manuscript and proofread again in page proofs.**

- ✓ _____Tables, figures, illustrations, photographs

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