

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 publishers. Submissions should be pertinent to the specialty of ophthalmic practice, professional issues, or subjects related to ophthalmology.

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Review of Manuscripts. All manuscripts submitted undergo blind review by editorial board members; in addition, content reviewers may be invited. Reviewers will be rating content accuracy, relevant literature, clinical relevancy, organization, writing, value and interest of the topic, and contribution to nursing. If the manuscript is accepted for publication, editorial revisions may be made to improve presentation without altering meaning. If the manuscript needs major revision, such revision will be requested from the authors before acceptance. Authors are responsible for all statements made in their work. In addition, authors are responsible for obtaining and providing written permission for the use of any materials, photos, charts, and illustrations previously published or copyrighted. If any person in a photograph is identifiable, the consent of that person must be secured. If possible, consents and written permissions should accompany the manuscript.

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Manuscript Preparation. Manuscripts should be submitted via Formstack 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. Text: The first page of the text should use double space format and

one-inch margins. Omit all authors' names on text pages

Headings/subheadings: Organize information under headings and subheadings.

Check the APA manual for heading and subheading format. 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.

1. 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.

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

Checklist for Authors

- 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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