

Journal of Vitreoretinal Diseases (JVRD)

Manuscript Submission Guidelines

Please read the guidelines below, then visit *JVRD*'s manuscript submission site <https://mc.manuscriptcentral.com/jvrd> to upload your submission electronically. Please note that manuscripts not conforming to these guidelines may be returned.

Only manuscripts of sufficient quality that meet the aims and scope of *JVRD* will be reviewed.

As part of the submission process, you will be required to warrant (1) that you are submitting your original work, (2) that you have the rights to the work, (3) that you are submitting the work for first publication in the journal, that it is not being considered for publication elsewhere and has not already been published elsewhere, and (4) that you have obtained and can supply all necessary permissions for the reproduction of any copyrighted works not owned by you.

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1. Article types

JVRD welcomes the following article types:

- Reviews of the Literature, Original Research (≤ 4000 words, abstract ≤ 250 words)
- Case Reports (≤ 2000 words, abstract ≤ 150 words)
- Letters to the Editor, Editorials, Retinal Controversies: Pro and Con (≤ 1500 words, no abstract)

2. Editorial policies

2.1 Peer review policy

Submit all articles via Manuscript Central: <http://mc.manuscriptcentral.com/jvr>. *JVRD* accepts only original papers written in American English. An editing service, [SAGE language services](#) (including translation from Spanish, Portuguese, or Chinese), is available from the publisher; use of this service does not guarantee acceptance of the paper by the journal. Manuscripts submitted to *JVRD* are evaluated by the editorial staff. If the manuscript is potentially suitable, peer reviewers are normally selected by the editor-in-chief. *JVRD* operates a conventional single-blind reviewing policy in which the reviewer's name is always concealed from the submitting author.

Acceptance of a manuscript for publication is determined by the editor and associate editor based on the peer review, scientific merit, and value to readers. This decision may be made in consultation with other editorial staff and/or the Editorial Board. When resubmitting a manuscript, indicate changes in red font (enabling editors and reviewers to readily identify the alterations). Authors must include a response letter that addresses each of the reviewer's and editor's comments, in order. Reviewer's comments should be taken as constructive criticisms by experts in the subject area; they are provided to improve the quality of scientific manuscripts.

2.2 Authorship

Papers should be submitted for consideration only once consent is given by all contributing authors. Those submitting papers should carefully check that all those whose work contributed to the paper are acknowledged as contributing authors, including those who:

- Made a substantial contribution to the concept or design of the work or to the acquisition, analysis, or interpretation of data;
- Drafted the article or revised it critically for important intellectual content;
- Approved the version to be published;
- Participated sufficiently in the work to take public responsibility for appropriate portions of the content.

Authors should collectively meet the conditions of all of the points above. When a large multicenter group has conducted the work, the group should identify the individuals who accept direct responsibility for the manuscript. These individuals should fully meet the criteria for authorship.

Acquisition of funding, collection of data, or general supervision of the research group alone does not constitute authorship, although all contributors who do not meet the criteria for authorship should be listed in the Acknowledgments section. Please refer to the [International Committee of Medical Journal Editors \(ICMJE\) authorship guidelines](#) for more information on authorship.

2.3 Acknowledgments

All contributors who do not meet the criteria for authorship should be listed in an Acknowledgments section. Examples of those who might be acknowledged include a person who provided purely technical help or a department chair who provided only general support.

2.3.1 Writing assistance

Individuals who provided writing assistance (eg, from a specialist communications company) do not qualify as authors and so should be included in the Acknowledgments section. Authors must disclose any writing assistance—including the individual's name, company, and level of input—and identify the entity that paid for this assistance. It is not necessary to disclose use of language-polishing services.

Any acknowledgments should appear at the end of the article prior to the declaration of conflicting interests, any notes, and the references.

2.4 Funding

JVRD requires all authors to acknowledge their funding in a consistent format under a separate heading. All research articles should have a funding statement in the form of a sentence under a separate Funding heading, directly after the Acknowledgments and Declaration of Conflicting Interests sections, if applicable, and prior to the Notes and References sections. The funding agency should be written out in full, followed by the grant number in square brackets:

This work was supported by the Medical Research Council [grant 123456].

Multiple grant numbers should be separated by commas and spaces; multiple agencies should be separated by semicolons, with “and” before the final funder:

This work was supported by the Trust [grants xxxx, yyyy]; the Natural Environment Research Council [grant zzzz]; and the Economic and Social Research Council [grant aaaa].

In some cases, research is not funded by a specific project grant but rather from the block grant and other resources available to a university, college, or other research institution. Where no specific funding has been provided for the research, we ask that corresponding authors use the following sentence:

This research received no specific grant from any funding agency in the public, commercial, or not-for-profit sectors.

Note on anonymity: If you have any concerns that the provision of this information may compromise your anonymity per the peer review policy of this journal, you can withhold this information until you submit your final accepted manuscript.

2.5 Declaration of conflicting interests

JVRD requires a declaration of conflicting interests from all authors, enabling a statement to be carried within all published articles. Please ensure that a statement is included at the end of your manuscript, under a Declaration of Conflicting Interests heading, after any acknowledgments, and prior to the references.

If no conflict exists, please state: “The Author(s) declare(s) that there is no conflict of interest.”

For guidance on conflict-of-interest statements, please see the [ICMJE recommendations](#).

2.6 Research ethics and patient consent

Medical research involving human subjects must be conducted according to the [World Medical Association Declaration of Helsinki](#).

Submitted manuscripts should conform to the [ICMJE Recommendations for the Conduct, Reporting, Editing, and Publication of Scholarly Work in Medical Journals](#). All papers reporting animal and/or human studies must state in the Methods section that the relevant ethics committee or institutional review board provided (or waived) approval. Please ensure that you have provided the full name and institution of the review committee and the approval number.

For research articles, authors are also required to state in the Methods section whether participants provided informed consent and whether the consent was written or verbal.

Information on informed consent to report individual cases or case series should be included in the manuscript text. A statement is required regarding whether written informed consent for patient information and images to be published was provided by the patient(s) or a legally authorized representative.

Please also refer to the [ICMJE Recommendations for the Protection of Research Participants](#).

2.7 Reporting guidelines

The relevant [EQUATOR Network](#) reporting guidelines should be followed depending on the type of study. For example, all randomized, controlled trials submitted for publication should include (1) a completed [Consolidated Standards of Reporting Trials \(CONSORT\)](#) flowchart as a cited figure and (2) a completed CONSORT checklist as a supplementary file.

Other resources can be found at [NLM's Research Reporting Guidelines and Initiatives](#).

3. Publishing policies

3.1 Publication ethics

SAGE is committed to upholding the integrity of the academic record. We encourage authors to refer to the Committee on Publication Ethics' [International Standards for Authors](#) and view the Ethics & Responsibility page on the [SAGE Author Gateway](#).

3.1.1 Plagiarism

JVRD and SAGE take issues of copyright infringement, plagiarism, and other breaches of best practice in publication very seriously. We seek to protect the rights of our authors and we always investigate claims of plagiarism or misuse of published articles. Equally, we seek to protect the reputation of the journal against malpractice. Submitted articles may be checked with duplication-checking software. Where authors are found to have plagiarized other work, or included third-party copyrighted material without permission, or with insufficient acknowledgment, or where the authorship of the article is contested, we reserve the right to take action—including, but not limited to, publishing an erratum or corrigendum (correction), retracting the article, taking up the matter with the department head or dean of the author's institution and/or relevant academic body or society, or taking appropriate legal action.

3.1.2 Prior publication

If material has been previously published, it is not generally acceptable for publication in a SAGE journal. However, there are certain circumstances where previously published material can be considered for publication. Here are some guidelines to keep in mind:

- *Abstracts and posters presented at conferences:* Authors should inform the editor and acknowledge the first source of publication. Articles that have been presented at a conference but not published by the conference organizers may be considered. Authors should confirm that they have not granted the conference organizers a licence to the work; if the authors retain all the rights in the work, the journal editor may consider the article for publication because articles presented at conferences are unlikely to be the same or substantially the same versions as those being accepted by the journal.
- *Raw data and clinical trial registries:* Note that raw data do not include the arrangement or organization of data and that clinical trial registries are without accompanying context. Please also note that permission may still be required to reuse these materials.
- *Most dissertations and theses posted in institutional archives:* If the dissertation being presented for publication is the same or substantially the same as any previously published work, it will not be suitable for a SAGE journal.
- *Working papers or versions of the paper posted on a preprint server:* Authors should alert the editor when submitting their paper if they have posted it on a preprint server. Authors should not post an updated version of their paper on the preprint server while it is being peer reviewed for possible publication in the journal. If the article is accepted for publication, the author may reuse the work according to the journal's self-archiving policy: SAGE's standard self-archiving policy can be found on our [Author Gateway](#).

In all cases, the author should disclose to the editor any prior publication or distribution and ensure appropriate attribution to the prior distribution and/or publication of the material.

3.2 Contributor's publishing agreement

Before publication, SAGE requires the author as the rights holder to sign a Journal Contributor's Publishing Agreement: an exclusive licence agreement meaning that the author retains copyright in the work but grants SAGE the sole and exclusive right and licence to publish for the full legal term of copyright. Exceptions may exist where an assignment of copyright is required or preferred by a proprietor other than SAGE. In this case, copyright in the work will be assigned from the author to the society. For more information, please visit our [Frequently Asked Questions](#) on the SAGE Journal Author Gateway.

3.3 Open access and author archiving

JVRD offers optional open access publishing via the SAGE Choice program. For more information, please visit the [SAGE Choice website](#). For information on funding body compliance and depositing your article in repositories, please visit [SAGE Publishing Policies](#) on our Journal Author Gateway.

3.4 Permissions

Authors are responsible for obtaining permission from copyright holders for reproducing any illustrations, tables, figures, or lengthy quotations previously published elsewhere. For further information, including guidance on fair dealing for criticism and review, please visit our [Frequently Asked Questions](#) on the SAGE Journal Author Gateway.

4. Preparing your manuscript

4.1 Word processing formats

Preferred formats for the text and tables of your manuscript are Word DOC, RTF, and XLS. (La)TeX files are also accepted. The text should be double-spaced throughout, use a minimum of 3 cm for left- and right-hand margins, and 5 cm at the head and foot. Text should be standard 10 or 12 point. Word and (La)TeX templates are available on the [Manuscript Submission Guidelines](#) page of our Author Gateway.

4.2 Structured abstracts

Abstracts should be structured with the following elements: **Purpose, Methods, Results, and Conclusions**. Abstracts should not exceed 250 words (≤ 150 words for Case Reports).

4.3 Arrangement of sections

The general arrangement of sections of the manuscript at submission should be as follows:

- Title page (with author information)
- Abstract
- Keywords
- Introduction
- Methods
- Results
- Conclusions
- Acknowledgments
- References
- Figure legends
- Tables (submit as separate files—see more information about submitting tables below)

4.4 Artwork, figures, and other graphics

Illustrations, pictures and graphs, should be supplied with the highest quality and in an electronic format that helps us to publish your article in the best way possible. Please follow the guidelines below to enable us to prepare your artwork for the printed issue as well as the online version.

- *Format:* TIFF, JPEG: Common format for pictures (containing no text or graphs).
EPS: Preferred format for graphs and line art (retains quality when enlarging/zooming in).
- *Placement:* Figures/charts and tables created in MS Word should be included in the main text rather than at the end of the document. Figures and other files created outside Word (ie, Excel, PowerPoint, JPG, TIFF, EPS, and PDF) should be submitted separately. Please add a placeholder note in the running text (ie, “[insert Figure 1.]”).
- *Resolution:* Rasterized based files (ie, with .tiff or .jpeg extension) require a resolution of at least **300 dpi** (dots per inch). Line art should be supplied with a minimum resolution of **800 dpi**.

- *Color:* Please note that images supplied in color will be published in color online and black and white in print (unless otherwise arranged). Therefore, it is important that you supply images that are comprehensible in black and white as well (ie, by using color with a distinctive pattern or dotted lines). The captions should reflect this by **not** using words indicating color.
- *Dimension:* Check that the artworks supplied match or exceed the dimensions of the journal. Images **cannot** be scaled up after origination.
- *Fonts:* The lettering used in the artwork should not vary too much in size and type (usually sans serif font as a default).

Figures supplied in color will appear in color online regardless of whether or not these illustrations are reproduced in color in the printed version. For specifically requested color reproduction in print, you will receive information regarding the costs from SAGE after receipt of your accepted article.

Tables should not be embedded images or PDFs. They should be editable and in either Word or Excel format.

4.5 Supplementary material

This journal is able to host additional materials online (eg, data sets, podcasts, videos, images) alongside the full text of the article. These will be subjected to peer review alongside the article. **However, these materials are not edited in any way by SAGE and should arrive fully edited and ready for publication.** Please use the word “Supplemental” or “Supplementary” in the file name. For more information, please refer to our guidelines on submitting supplementary files: [Manuscript Submission Guidelines](#).

4.6 Reference style

Authors are required to follow the 10th edition of the *American Medical Association Manual of Style*. Please ensure that references are numbered and cited in order of appearance throughout the text. Please be aware that references changed after submission require extensive reordering and reworking of the paper, so please attempt to have the references complete and final at submission.

4.7 English language editing services

Authors seeking assistance with English language editing, translation, or figure and manuscript formatting to fit the journal’s specifications should consider using [SAGE Language Services](#).

5. Submitting your manuscript

5.1 How to submit your manuscript

JVRD is hosted on SAGE Track, a web-based online submission and peer review system powered by ScholarOne Manuscripts. Visit <https://mc.manuscriptcentral.com/jvrd> and create an account. Then submit your article.

IMPORTANT: Please check whether you already have an account in the system before trying to create a new one. If you have reviewed or authored for *JVRD* in the past year, it is likely that you already created an account.

5.2 Titles, keywords, and abstracts

Please supply a title, a short title, an abstract, and keywords to accompany your article. The title, keywords, and abstract are key to ensuring that readers find your article through online search engines such as Google. For information on how best to title your article, write your abstract, and select your keywords, please visit the SAGE Journal Author Gateway for guidelines: [How to Help Readers Find Your Article Online](#).

5.3 Corresponding author contact details

Provide full contact details for the corresponding author, including email, mailing address, and telephone numbers. Academic affiliations are required for all coauthors. These details should be presented separately from the main text of the article to facilitate anonymous peer review. Please ensure that the spelling of all author names and affiliations are up-to-date and correct.

6. On acceptance and publication

6.1 SAGE Production

Your SAGE production editor will keep you informed about your article's progress throughout the production process. Proofs will be sent by PDF to the corresponding author and should be returned promptly. Authors are reminded to check their proofs carefully to confirm that all author information—including names, affiliations, sequence, and contact details—is correct and that funding and conflict-of-interest statements, if any, are accurate.

6.2 Access to your published article

A downloadable PDF should be sent to the corresponding author upon online publication. If you do not receive the link to the PDF, please notify the SAGE production editor, after first checking with the corresponding author.

6.3 OnlineFirst publication

OnlineFirst allows final revision articles (ie, completed articles in queue for assignment to an upcoming issue) to be published online prior to their inclusion in a journal issue, which significantly reduces the lead time between submission and publication. For more information, please visit our [OnlineFirst Fact Sheet](#).

7. Further information

Any correspondence, queries, or additional requests for information on the manuscript submission process should be sent to the *JVRD* peer review associate: Aaina Dhawan at Aaina.Dhawan@sagepub.in.