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Last updated: 31 December 2020
### Categories of Manuscripts

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<tr>
<th>Category</th>
<th>Description</th>
<th>Abstract</th>
<th>Text (excluding abstract, references)</th>
<th>Tables plus Figures</th>
<th>References</th>
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<tr>
<td><strong>Original Article</strong></td>
<td>Provides new information based on original research. Includes prospective studies with in-depth statistical analysis, unique retrospective observations of a disease or disorder, and studies of novel applications of an interventional procedure or treatment method.</td>
<td>Structured with headings: Objective(s), Methods, Results, Conclusion.</td>
<td>≤3500 words</td>
<td>≤20</td>
<td>≤50</td>
</tr>
<tr>
<td><strong>Review</strong></td>
<td>Systematic reviews or meta-analyses of recent developments in a specific topic. Scoping reviews of the literature that identify area(s) for future research will also be considered. No new information is described, and no subjective opinion or personal experiences are expressed.</td>
<td>Structured with headings: Objective(s), Methods, Results, Conclusion.</td>
<td>≤5000 words</td>
<td>≤20</td>
<td>≤60</td>
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<tr>
<td><strong>Perspective</strong></td>
<td>Narrative review articles discussing recent developments in a specific topic. No new information is described; may include subjective opinion or personal experiences.</td>
<td>≤250 words</td>
<td>≤2500 words</td>
<td>≤20</td>
<td>≤60</td>
</tr>
<tr>
<td><strong>Case Report</strong></td>
<td>Brief discussion of a case with unique features not previously described. Additional cases (case series) may be added to augment the discussion. The discussion should be succinct and focus on a specific message.</td>
<td>Unstructured</td>
<td>≤1500 words</td>
<td>≤8</td>
<td>≤15</td>
</tr>
<tr>
<td><strong>Photo Essay</strong></td>
<td>Teaching exercise with message in the figures and legends. Emphasis is on quality of the illustrations and clinical relevance of the message.</td>
<td>Not required</td>
<td>≤1500 words</td>
<td>≤8</td>
<td>≤15</td>
</tr>
<tr>
<td><strong>Clinical Quiz</strong></td>
<td>A scenario is described followed by clinical questions. Answers and brief review of relevant literature to be provided in a separate page.</td>
<td>Not required</td>
<td>≤1500 words</td>
<td>≤8</td>
<td>≤15</td>
</tr>
<tr>
<td><strong>Letter to the Editor</strong></td>
<td>Short letter on any matter of interest to journal readers, including comments on an article that has previously appeared in the journal. The authors of the article commented on would be invited to reply.</td>
<td>Not required</td>
<td>≤250 words</td>
<td>≤1</td>
<td>≤5</td>
</tr>
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Information for Authors

Manuscript Submission
Manuscripts should be submitted via the Hong Kong Journal of Ophthalmology (HKJO) online submission system at https://hkjo.hk/index.php/hkjo/about/submissions. Before submission, please ensure that your article meets the requirements detailed below.

Before Submission

General
HKJO adheres to the Recommendations for the Conduct, Reporting, Editing, and Publication of Scholarly Work in Medical Journals of the International Committee of Medical Journal Editors (ICMJE; http://www.icmje.org), and the Core Practices of the Committee on Publication Ethics (COPE; https://publicationethics.org). Submitted manuscripts must be original works that have not been published elsewhere (in whole, in part, or as a preprint) and are not under consideration by another publication.

Reporting Guidelines
To improve the quality and clarity of published articles, HKJO recommends the use of reporting guidelines in the preparation of manuscripts, such as those advocated by the EQUATOR Network (for example, CONSORT for randomized trials, or CARE for case reports).

Funding
Any sponsor(s) of the research involved, along with grant number(s) should be provided.

Conflicts of interest
All authors must provide a statement reporting any conflicts of interest. Where none exist, please state ‘The authors have no conflicts of interest to declare.’ Authors may use the ICMJE Conflict of Interest form.

Ethics
All studies must be conducted in accordance with the Declaration of Helsinki. For all research involving living humans (including studies involving human tissue, retrospective studies, and database studies), an appropriate research ethics committee must be consulted. A statement must be included in the manuscript that provides the name of the research ethics committee and approval number (or waiver). A statement on consent must also be included, indicating how patient(s)/guardian(s) provided informed consent (eg, written or verbal), or that the requirement for patient consent was waived by the review board. Identifying information must be removed from the manuscript; where this is impossible, for example a patient photograph, consent for publication must be provided by the patient. For studies involving animals, appropriate ethics approval is required, and this should be stated in the manuscript.

Data availability
The authors shall make available the complete data on which the manuscript is based. A statement describing how the data can be accessed must be included in the manuscript (e.g., “The data are available from the corresponding author upon request.”). For clinical trials and other large datasets, HKJO recommends that data are deposited in a public repository and shared using a permanent identifier (such as a DOI).

Preparation of Manuscripts
In general, manuscripts should be prepared following the ‘IMRaD’ structure as recommended by the ICMJE.

Blinded Manuscript
Please provide a blinded manuscript as a single file, with figures and tables included. The title page (if any) should be provided separately. Any identifying information (e.g., references to past publications, name of an author’s institution) should be masked or removed from the blinded manuscript. Manuscripts should be submitted in Word format (.doc or .docx).

Supplementary Material
Supplementary material will only be considered in exceptional circumstances. Any such material should be submitted for review with the manuscript. Accepted supplementary material will be formatted and proofread by the Journal and published online only.
Language
Manuscripts must be written in English. Please use US English spellings as per the Merriam-Webster Dictionary.

Authors
For each author, provide the full name, professional qualifications, and affiliation (where the study was conducted). The full name, postal address, telephone and fax numbers, and email address of the corresponding author must be provided. The corresponding author, on behalf of the authors, is responsible for all contact with the Journal.

Title
The title should concisely convey the main topic of the study. Avoid obvious terms such as “a study of” or “novel”. If appropriate, please include the study design in the title (eg, ‘randomized controlled trial’, ‘systematic review’, ‘case report’). An abbreviated title of <45 characters is also required.

Abstract
An abstract of ≤250 words is required for certain articles types, including Original Articles and Reviews. Please consult the Categories of Manuscripts for details. The abstract should provide a complete summary of the article, including the aims/purpose, main methods, key results, and conclusions. Abbreviations and clinical or technical jargon should be avoided.

Key Words
Five relevant index terms should be provided, selected from the Medical Subject Headings (MeSH; www.ncbi.nlm.nih.gov/mesh).

Tables
Tables should be typed using the ‘Insert Table’ feature of MS Word, with one item of data per cell and minimal formatting. Large tables may be provided in MS Excel format. Tables should be numbered and concisely titled. Abbreviations should be defined in footnotes.

Figures
The number of figures should be restricted to the minimum necessary to support the textual material. Figures should be submitted in jpg format with a resolution of 350 dpi or above. Figures should be included in the manuscript file; large image files may be submitted separately. Legends should be provided for each figure to indicate the anatomical area and pathological condition shown. All symbols and abbreviations should be defined in the legend.

References
The references should be numbered in the order in which they are first cited in the text. Each reference citation should be in superscript Arabic numerals after full-stops and commas. At the end of the article, the full list of references should be presented in Vancouver style. Include the complete title, and names and initials of all authors. Examples are shown below:

Periodicals

Books

Books edited by author

Please refer to the latest ICMJE recommendations on Manuscript Preparation for further information on references and for general guidance on style: http://icmje.org/recommendations/browse/manuscript-preparation/

Acknowledgment(s)
Any individuals who contributed substantially to the study but do not qualify for inclusion as authors should be acknowledged. Written permission from acknowledged individuals is required.
After Submission

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The corresponding author is sent the final version (page proof) of the manuscript to proofread. The corresponding author is responsible for ensuring that all authors read and approve the final version of the manuscript.

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Preprint servers, such as medRxiv and ResearchSquare, are becoming a popular way to disseminate research early. However, these papers are not peer reviewed before being made available to the public. Submissions of papers previously posted to a preprint server will be considered only in exceptional circumstances. Please contact the Journal for enquiries.

Author Accepted Manuscript

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Version of Record

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Information for Reviewers

All manuscripts submitted to the Hong Kong Journal of Ophthalmology (HKJO) are subject to double-blind peer review (except editorials and letters to the Editor which are reviewed internally).

Invitation to review

Individuals invited to review articles for HKJO must have sufficient expertise in the area of research to evaluate the originality, scientific content, conclusions, and importance of the research. Reviewers are required to respond to the review request and to complete the review by the deadline (typically within 2-3 weeks). Reviewers should decline the review if they have any reason to think they cannot deliver an objective review within the timeframe given.

Conflicts of Interest

Reviewers must disclose any potential financial or personal conflicts of interest relating to the study.

Online review process

HKJO uses an online peer review platform. Once your review is complete, please use this platform to respond to some questions and submit your comments for the Editors.

Comments for the authors

In addition to responding to the questions on the online form, please provide thorough comments for the authors in 3 parts:

1. Summary: Provide a summary of the manuscript in your own words, highlighting the aims and purpose of the study, the conclusions, and novelty and importance of the work to the field.
2. Main points: Provide some key points of interest. Reviewer comments should be objective, acknowledging positive aspects of the material under review, as well as identifying negative aspects constructively, and indicating areas for improvement. Reviewers should explain and support their judgement clearly enough that editors and authors can understand the basis of the comments.
3. Minor points: All manuscripts are copyedited after acceptance, so please do not comment on matters of English grammar or style. However, comments on aspects that the copyeditor might overlook, such as missing references, misused or uncommon terminology, or unclear descriptions of procedures, are welcomed.

Confidentiality

Material under review should not be shared or discussed with anyone outside the review process unless approved by the editor. Reviewers should not retain copies of submitted manuscripts and should not use the knowledge of their content for any purpose unrelated to the peer review process.
Editorial Policies

Pre-submission inquiries

Pre-submission inquiries are welcomed, for authors who wish to submit a review article to the Hong Kong Journal of Ophthalmology (HKJO). Inquiries should be addressed to the Editor-in-Chief (editorial@hkjo.hk).

Peer review process

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Manuscripts that require revision are returned to authors, and two to three weeks are usually given for re-submissions; a request for a revision does not indicate that the manuscript will be accepted. When preparing a revision, authors should clearly respond to each point raised by each reviewer, indicating where appropriate changes were made in the manuscript. When appropriate, a manuscript will be reviewed by the Journal’s statistical advisor to specifically appraise the statistical content. HKJO reserves the right to send a paper for further rounds of peer review if necessary. The final decision rests with the Editor-in-Chief.

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2. Drafting the work or revising it critically for important intellectual content; AND
3. Final approval of the version to be published; AND
4. Agreement to be accountable for all aspects of the work in ensuring that questions related to the accuracy or integrity of any part of the work are appropriately investigated and resolved.

All individuals meeting these requirements should be credited as authors. Individuals who contributed substantially to the study but do not meet these requirements should be acknowledged.
Ethical policies and procedures

Plagiarism and fabrication

All manuscripts are assessed for plagiarism using iThenticate (http://www.ithenticate.com/) before being sent for peer review.

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