

# Authors' Guidelines of GMS Ophthalmology Cases – An Open Access Journal

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## 1. General Information

GMS Ophthalmology Cases – An Open Access Journal (GMS OC) is an open access e-journal, which publishes case reports primarily in English language from the entire range of ophthalmology. All articles go through an peer review procedure before publication. The authors' guidelines principally follow the recommendations of the International Committee of Medical Journal Editors: Uniform requirements for manuscripts submitted to biomedical journals.

## 2. Publication Requirements

The submitted manuscripts or substantial parts of them should not have been previously published or submitted for publication somewhere else. The abbreviated version of the contents for presentation at a meeting is not regarded as a publication.

### 2.1 Authorship and Copyright

All authors insure that they have furnished a substantial contribution to the article and that they are in agreement with form and contents of the manuscript. The author conducting the negotiations confirms in the Author's Contract that he or she holds the copyrights on the works as well as on the text and illustrations attached therein. If material (e.g. illustrations or tables) is used from other sources, the author must submit a written statement from the holder of the copyrights indicating agreement with publication in GMS OC. In cases of publication, the author grants GMS OC the right to store the work in databases for an unlimited period of time, to distribute and to reproduce the article in electronic form, as well as to provide individualized print-outs for users by means of a print-on-demand service. All remaining exploitation rights of the author are not restricted. However, all further publications should make reference to the original publication (originally published in e.g.: GMS Ophthalmol Cases. 2011:Doc...).

### 2.2 Conflict of Interests, Funding

Financial or other support by institutes or companies, as well as promotion funds, is to be stated in the acknowledgments or conflict of interests section. All financial or other connections, which the author has to a company, whose products or competition products play an important role in represented facts of the matter, should be described and enclosed in the cover letter. This notification is handled confidentially and only when the manuscript is accepted for publication it will be published together with the manuscript after due consultation with the author.

An important aspect of scientific publication is the indication of funding support. You must ensure that the full, correct details of your funder(s) and any relevant grant numbers are included. A funding statement may be worded as follows: 'This work was supported by [name of funder] grant number [xxx]'.

### 2.3 Protection of Patients' Rights to Privacy

When using records of patients it must be guaranteed that the person is not identifiable on the basis of the portrayal. Otherwise, the author must seek explicit

consent from the person concerned (or their representative) that he or she agrees with the publication in the present form. The existence of such a consent is to be confirmed by the author in writing.

## **2.4 Informed Consent**

All manuscripts on clinical research performed in humans or with materials obtained from humans must include a section declaring that the research project has been approved by an institutional review board or ethics committee and that patients or probands have granted informed consent prior to inclusion.

## **2.5 Ethical Treatment of Animals**

All manuscripts on animal research must report procedures by which ethical treatment of animals has been guaranteed.

# **3. Manuscript Preparation**

## **3.1 In General**

The manuscripts are to be submitted in English. A bilingual publication (English/German) of the full text or a supplementary German abstract and title is also possible. Other languages than English as the main language of the article cannot be accepted. The manuscripts may include tables, diagrams and pictures, as well as sound or video sequences.

### **3.1.1 Title Page**

On the first page of the manuscript the title of the article is stated, followed by the surnames and first names of all authors, their email addresses and the facilities where they are active. Then give separately the name, mail and email address of the author conducting the correspondence.

### **3.1.2 Abstract and Keywords**

All original contributions, case descriptions and review articles are to be preceded by an abstract. The summary is to be drawn up in such a way that it represents a condensed extract of the work. All abstracts should be submitted in outline format, using the bolded headings of Objective, Methods, Results, and Conclusions. The author should indicate adequate keywords which, as far as possible, are taken from the Medical Subject Headings (MeSH). With original papers and case descriptions you should also indicate the trade names and names of the producer of the drugs applied and medical devices, as well as the chemical substances and their CAS number in order to make this information indexable in appropriate databases. Further structural recommendations are given with the individual article types.

### **3.1.3 Literature References**

The literature cited in the text must be listed at the end of the article according to the Vancouver Style of References also used in Medline. References should be numbered in the order in which they are listed in the reference list. The reference list may be sorted in the order in which references are first mentioned in the text or, alternatively, in alphabetical order by first authors' names. In both cases, references in the reference list should be preceded by consecutive numbers. Identify references in text, tables, and legends by Arabic numerals in square brackets. Please do not use footnotes!

## Some Examples:

### Standard journal article:

Halpern SD, Ubel PA, Caplan AL. Solid-organ transplantation in HIV-infected patients. *N Engl J Med*. 2002;347(4):284-7.

### Monograph:

Murray PR, Rosenthal KS, Kobayashi GS, Pfaller MA. *Medical microbiology*. 4th ed. St. Louis: Mosby; 2002.

### Chapter/Contribution in a monograph:

Meltzer PS, Kallioniemi A, Trent JM. Chromosome alterations in human solid tumors. In: Vogelstein B, Kinzler KW, editors. *The genetic basis of human cancer*. New York: McGraw-Hill; 2002. p. 93-113.

### CD-ROM:

Anderson SC, Poulsen KB. *Anderson's electronic atlas of hematology [CD-ROM]*. Philadelphia: Lippincott Williams & Wilkins; 2002.

### Journal article on the Internet:

Eysenbach G. SARS and population health technology. *J Med Internet Res*. 2003;5(2):e14. Available from: <http://www.jmir.org/2003/2/e14/>

### Homepage/Web site:

Cancer-Pain.org [homepage on the Internet]. New York: Association of Cancer Online Resources, Inc.; c2000-01 [updated 2002 May 16; cited 2002 Jul 9]. Available from: <http://www.cancer-pain.org/>

Further detailed sample references under

[http://www.nlm.nih.gov/bsd/uniform\\_requirements.html](http://www.nlm.nih.gov/bsd/uniform_requirements.html).

## 3.2 Article Types

**Case reports** represent a case relevant for the scientific interest. They are to be subdivided into: Abstract, introduction, case description, discussion, conclusion.

**Rapid publications/short communications and letters to the editor** contain comments or announcements and communications with news character and are principally welcome as a central element in the discussion of research results. They go through a peer review like the other articles. In comparison, rapid responses are commentaries that cannot be cited, are limited in length and linked directly to an article to make discussions possible. The editorial staff reserves the right at any time to select, as well as to abridge and revise them. This feature will be implemented shortly.

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## 3.3 Technical Requirements

### 3.3.1 Typography and Technical Terms

Do not use block style or hyphenation when drawing up your manuscripts. Line breaks are only to be inserted in paragraphs.

Literature references are to be numbered in the text as described in 3.1.3 and listed at the end of the document as text, under no circumstances by means of the automatic footnote function. All illustrations and tables are to be provided with legends and numbered consecutively.

The publication system of gms does not allow for annotations in the form of footnotes or endnotes. Textual explications must be integrated in the plain text (e.g. in brackets, italic).

The basic units of the International System for Measures and Weights (SI) and the units derived from them are to be used for all units of measurement. For the indication of blood pressure values the unit "mmHg" is permissible, for the indication of temperatures the unit °C. When using other units in illustrations and tables the conversion factors are to be indicated in the legend.

The nomenclature of the International Union for Pure and Applied Chemistry (IUPAC) resp. the International Union of Biochemistry and Molecular Biology (IUBMB) is to be used for the designation of chemical substances. The additional indication of the register number of the Chemical Abstracts Service (CAS) is recommended.

Generally, the generic name is to be used when mentioning drugs. If certain commercial products were used in the research, then these trade names and the names of the producer should be quoted in the method part. In addition, this data will be indexable via the recording in special data fields (s. 3.1.2). The spelling in the "Red List" applies. Abbreviations without solutions should be only used, if they are generally common (DNA, WHO). All remaining abbreviations are to be identified when first used. If necessary, an abbreviation list should be added.

### 3.3.2 Text Formats

Each author has the possibility to submit new papers into the Manuscript Operating System (MOPS) of GMS. Acceptable file formats are MS-Word (\*.doc) and Rich Text Format (\*.rtf).

### 3.3.3 Graphic Formats

The following graphic formats may be used: the formats TIFF and BMP (loss-free bitmap-formats); GIF and PNG (bitmap-formats compressed) for charts, JPG (compressable bitmap-format) for photos. The graphics should be integrated in the text, if possible, and additionally be provided as separate files with clear file names. The upload of your files takes place in the Manuscript Operating System (MOPS).

### 3.3.4 Research Data / Primary Data (Supplementary Material)

We expect from our authors that relevant underlying data are submitted in addition to manuscripts for peer review and publication. This complies with demands of funding organizations like Deutsche Forschungsgemeinschaft (DFG) and European Research Council in terms of "Good scientific practice".

Benefits of publishing research data / primary data include:

For authors:

- Citeability: via persistent identifiers (DOI, URN)
- Long-term archiving
- Independent quality assurance through peer review
- Legal security: Like the article, data are published under a Creative commons licence, allowing non-commercial subsequent use, provided the original source is properly cited.

For the scientific community:

- Subsequent use: enables further interpretation of data, utilization for follow-up research projects, creation of interconnections between data sets, data/text mining
- Transparency: through traceability and reproducibility (if applicable) of research results
- Efficiency: through limitation of work and financial expenses

Please submit a descriptive caption together with your data. Use of platform-independent file formats is required, such as:

- For additional documentation (e.g. detailed case reports): PDF
- For image data: GIF, TIFF, PNG, JPG
- For audio-visual material: MPG
- For text or tabular data: TXT, CSV

In case of doubt (e.g. special file formats or very large files) please contact the GMS Editorial Office prior to submission.