

# DOS TIMES 2017 – 2019 AUTHOR GUIDELINES

Our Author Guidelines is available online at [www.dos-times.org](http://www.dos-times.org)

## MANUSCRIPT SUBMISSION

DOS TIMES is published once in two months (i.e six issues in a year: July – August, September – October, November – December, January – February, March – April, May – June). Solicited and unsolicited manuscripts of good quality academics are accepted provided that they are not under consideration for publication in any other journal. All submitted manuscripts are subject to editorial review before acceptance.

You may submit your manuscripts along with a covering letter addressed to

Dr. (Prof.) Subhash C. Dadeya

Secretary - Delhi Ophthalmological Society

Room No 205, 2<sup>nd</sup> Floor, OPD Block,

Guru Nanak Eye Centre, Maharaja Ranjit Singh Marg,

New Delhi - 110002

or by email to [dostimes10@gmail.com](mailto:dostimes10@gmail.com)

In case of any queries please contact Mr. Sunil Kumar, DOS TIMES assistant @ 011-65705229 or by email ([dostimes10@gmail.com](mailto:dostimes10@gmail.com)).

## MANUSCRIPT SUBMISSION & PROCESSING

DOS TIMES publishes solicited and unsolicited articles. Acknowledgement of receipt of all manuscripts will be sent to the corresponding author, once the editorial desk reviews the manuscript for conforming to the requirements of the journal. The initial screening of the articles by the internal editorial staff assesses the formatting, topicality and importance of the subject, the clarity of presentation, and relevance to the target audience of the journal.

If you are interested in submitting an article, or have any queries regarding article submission, please contact the Editor-in-chief (see Contact details above).

We also have an active commissioning program whereby, under guidance from the Editorial Committee, we solicit articles directly for publication. External review: In order to ensure that manuscript acceptance is unbiased, scientifically accurate and clinically relevant, all articles are reviewed by the Editorial Board and /or other specialists in the related fields. The identities of reviewers and authors are kept confidential. Authors and Reviewers are required to disclose potential conflicts of interests/ financial interests.

Revision: Most manuscripts require some degree of revision prior to acceptance. Corresponding authors are requested to submit the revised manuscript along with one highlighted copy with revisions highlighted. The final decision on acceptance of the manuscript for publication lies with the Editor-in-chief.

Authors Responsibility: Authors are responsible for the content of material and views expressed in the manuscripts. Authors must disclose explicitly conflicts of interest, financial disclosures (or the lack of it) that may be relevant to the manuscript under consideration. This should figure at the end of the manuscript.

## MANUSCRIPT PREPARATION

Manuscripts of the following types may be submitted:

- **FEATURING SECTIONS:** Reviews, Perspectives, Experiences in the various subspecialties of Cataract, Refractive surgery, Cornea, Ocular Surface, Oculoplasty, Glaucoma, Pediatric Ophthalmology, Ocular Oncology, Retina, Trauma, Squint and Neurophthalmology, Miscellaneous, etc
- **CLINICAL SPOTLIGHT:** on issues of current interest in clinical practice
- **INNOVATIONS:** on new innovations of surgical technique or device
- **DIAGNOSTICS DISCUSSION:** on diagnostic characteristics of a rare / uncommon clinical condition with good photographic documentation and investigative details
- **PRACTICE REQUISITES:** on Investigative modalities of importance in ophthalmic practice
- **SNAPSHOT:** on reports of clinical case scenarios of special interest with good clinical documentation
- **CORRESPONDENCE:** Letter to editor on published articles / issues of concern
- **QUICK PICKS:** Tear sheet brief write-up for quick reading / revision

All manuscripts [in word (.doc.) file] are required to include the following details:

- Title of the manuscript, Type of manuscript
- Forename(s) and surnames of authors (see Authorship section below)
- Author affiliations: Department, Institution, and contact details (mailing address, email and contact mobile number) of all authors
- Figures, References, , figures, tables & references cited in text, figures and references numbered in the order of appearance in text, figure / table legends
- Good resolution face photographs of all authors
- Photographs, diagrams etc from internet, other manuscripts / books are not to be included. Copyright permission is required wherever applicable, at the time of submission.
- Please spell out acronyms in the first instance of appearance in the abstract and paper
- THE AUTHORS WILL BE RESPONSIBLE FOR ANY CONCERNS ARISING OUT OF TO PLAGIARISM, AUTHORSHIP OR RELATED ISSUES.
- THE BULLETIN OR THE SOCIETY WILL NOT BE RESPONSIBLE FOR THE VIEWS PROJECTED IN THE MANUSCRIPTS.