



Association of Technical Personnel in Ophthalmology

CE on the Internet Article Submission Guidelines

Instructions for Authors (1 JCAHPO B credit will be awarded if accepted)

Articles submitted in the field of Ophthalmology, for continuing education should be sent to:

Association of Technical Personnel in Ophthalmology (ATPO)

Attn: CE Dept

2025 Woodlane Dr.

St. Paul, MN 55125-2998

Phone: (651) 731-7233

E-mail: ATPOmembership@jcahpo.org

All articles should be submitted one of two ways:

1. in duplicate, typewritten on one side of 8 ½ x 11 inch paper, double-spaced with 1- inch margins, or
2. electronically, in Microsoft Word, double-spaced with 1- inch margins. Illustrations should be included in the same file as the article.

Every page must be numbered in the right hand corner. Dot matrix printers should not be used. All articles submitted will not be returned to the author and will be kept on file at the ATPO office. Reviewers will be required to sign a statement that they will destroy their copies after evaluation.

Two reviewers who are members of the Editorial Review Board will evaluate each article. Articles may be:

- accepted as submitted
- accepted with minor revision
- returned for major revision
- rejected

Acceptance of the article is determined by validity of contribution, organization of material, and suitability of subject matter to readers.

Articles should be organized in the following manner:

1. Title Page
2. Introduction
3. Objectives
4. Text
5. Summary
6. Author(s)
7. References
8. Ten to Fifteen multiple choice examination questions.

Title Page: The title page should contain the title; the first name, middle initial, and last name of all the authors, with their highest academic degree; professional affiliation of all authors and city location; as well as the name, address, phone number, email, and fax number of corresponding author. If the article discusses in any way a device, equipment, an instrument or a drug, the author(s) must state whether they have any commercial or proprietary interest in the product or company.

Introduction: The introduction should provide a brief statement of the subject and its content with **no more than 100 words.**

Objectives: There should be **no less than three** objectives listed for the reader to achieve. The three things that define a properly written instructional objective are:

1. Must be student oriented, not instructor oriented
2. Must be stated in measurable terms, not in abstract terms
3. Must have a time constraint factor (i.e., the objective should be achieved at the end of the article and not require further study or learning by the student.)

Text: The text should consist of a detailed explanation of the topic with the inclusion of illustrations, tables, and or case reports as needed. Abbreviations and acronyms (IOP, RK) should be thoroughly defined and kept to a minimum. Abbreviations of standard measurements without periods may be used (mm, D, mm Hg). Please use right eye and left eye, rather than OD and OS.

JCAHPO's Education Committee is currently in the process of revising their standards and criteria for distance learning articles. It is suggested that the author anticipate the appropriate amount of text and content to constitute one hour of educational credit. At a minimum, until the revised JCAHPO criteria is defined, content should be equivalent to a minimum of 15-20 pages of content.

Summary: The summary should state the significance of the article's content and its relevance to the readers.

Author(s): Authors should be listed by first name, middle initial, and last name, with their highest academic degree; included should be professional affiliation and city location.

References: References should be cited consecutively in the text with superscript numbers. The author is responsible for complete and accurate references. References should be listed at the end of the text in numerical, not alphabetical order.

Illustrations: Illustrations should be numbered and cited consecutively in the text. Illustrations reprinted from other journals/texts must be accompanied by a letter of permission from the publisher.

Examination Questions: Examination questions should be numbered with **five** multiple choice answers. No less than ten questions should be submitted. Answers to the questions should be submitted with the article.

Letters of Transmittal/Copyright Transfer

In consideration of ATPO taking action in reviewing my (our) submitted article, the author(s) undersigned hereby transfers, assigns, or otherwise conveys copyright ownership to ATPO in the event that said work is published by ATPO, including any and all subsidiary forms of publication, such as electronic media. The author(s) declares that the manuscript contains no matter that is, to the best of the author's knowledge, libelous or unlawful, or that infringes upon any US copyright. (Author's names must be listed in the order given on the title page of the article).

Article Title _____

1. Signature _____

2. Signature _____



Association of Technical Personnel in Ophthalmology

Biographical Data Form

May be duplicated. Complete ONE form for each author.

Name _____

Degree(s)/Certification(s) _____

Preferred Mailing Address _____

Telephone (work) _____

(home) _____

Fax _____

E-mail _____

Employer _____

Present Position _____

Education (include basic preparation through highest degree held)

| Degree | Institution (Name, City, State) | Major Area of Study | Year Degree Awarded |
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Specialty/Subspecialty

Experience Briefly describe your professional experience, area(s) of expertise, and any certifications, including publications, which qualify you to author this article (do NOT send CV).

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Date

Signature

Date

11/8/04