

Author Guidelines

Updated 28 May 2020

1.1 SCOPE

Vision Re/habilitation International aims to publish original research, reviews, case studies, evaluations and viewpoints in the field of vision habilitation and rehabilitation. Vision habilitation and rehabilitation focuses on improving the functional ability of a person who is blind or has low vision so that quality of life can be maintained. Vision Habilitation and Rehabilitation encompasses a range of services and tools including orientation and mobility (O&M), low vision aids, assistive technology, falls prevention, adaptive independent living skills, communication tools, vocational and educational assistance and programs. Manuscripts should be prepared with an overall focus of having a practical relevance to individuals who are blind or vision impaired and/or professionals who work with these individuals in vision habilitation and rehabilitation.

1.2 ARTICLE TYPES

Vision Re/habilitation International publishes the following types of articles:

- research articles
- reviews articles
- new service/tool reports and evaluations
- case studies
- clinical guidelines
- viewpoints
- book reviews

Research Article: A research article presents original research/data within the scope of the journal. It may be from a primary source such as a laboratory experiment, a clinical trial, or a survey. Word limit: 5,000 words

Review Article: A review article provides an overview of the literature with regards to an important or topical area. It can highlight recent advances in the area, significant knowledge gaps and areas of controversy. Word limit: 5,000 words

New service/tool report and evaluations: Service/tool evaluations provides description and critical analysis of new or innovations in existing services and tools for use in vision habilitation and rehabilitation. Word limit: 4,000 words

Case studies: Case studies report up to three cases relating to an observation, presentation or outcome which is unique or interesting and demonstrates lessons to be learned. Word limit: 3,000 words

Clinical Guidelines: Clinical Guidelines are evidence-based guidelines relating to delivery of vision habilitation and rehabilitation tools and services. These may be submitted by a group or organisations with recognised expertise in areas of vision habilitation and rehabilitation. Word limit: 5,000 words

Viewpoints: Viewpoints discuss a contemporary issue in vision habilitation and rehabilitation and may provide a new point of view or support an existing viewpoint with new evidence. Word limit: 1,500 words

Book Review: Book reviews provide a brief overview of new books with specific relevance to vision rehabilitation may and highlight any specific features of the book which would be of interest to the journal audience. Authors should contact the Editor in Chief before embarking on a review. Word limit: 1,000 words

1.3 GENERAL MANUSCRIPT REQUIREMENTS

Manuscripts should conform to the following requirements

1.3.1 General Formatting

Manuscripts should be typed (Microsoft Word file) in Times New Roman, Font size 12, on one side only of A4 or 8.5 × 11 inch (21 × 29.5cm) paper, double spaced, with one inch (3cm) margins on all four sides. Use subheadings at reasonable intervals to enhance readability. Number pages consecutively and include line numbers.

1.3.2 Language

Manuscripts should be written in English with UK spelling and at a level for a reader who is a professional but not necessarily a specialist in the field. Abbreviations should be limited to standard terminology (for example O&M for Orientation and Mobility).

1.3.3 Title Page

Title pages should be submitted as separate files and include

- Type of submission
- Manuscript Title
- List of Authors
- List of Author institutions
- Corresponding author name and e-mail address
- Word count (abstract and entire manuscript, excluding abstract, figures, tables and references)
- Number of figures and tables
- Key words: (3 – 5 words)

For authors, provide full names and qualifications ending with the most senior degree. For author institutions, list the name of the institution/s of each author including department name, institution, city and country starting at the number 1. Use superscript numbers to indicate which institution is affiliated to which author.

1.3.4 Abstracts

Abstracts should provide a summary of the manuscript including background, methods, results and conclusions. Abstracts should not contain abbreviations or references. Abstracts should be restricted to 250 words. Viewpoints and book reviews do not require an abstract.

1.3.5 Ethics

Any research with humans must be conducted in accordance with the Declaration of Helsinki. If necessary, research must be approved by a relevant institutional ethics committee and concordance should be specified in the manuscript. De-identified case studies generally do not require ethics approval.

1.3.6 Acknowledgements

Individuals or groups/organisations who do not qualify for authorship but have made an important contribution to the manuscript may be listed in an Acknowledgements section at the end of the manuscript. Any funding, sponsorship, donations or in-kind contributions used to support the article should also be listed in this section.

1.3.7 Conflicts of Interest

Authors must disclose any conflicts of interest relating to ideas, viewpoints, evaluations or research presented in a manuscript. This may be personal relationships, employment, consultancies, advisories or patents relating to reported services or tools.

1.3.8 Tables and Figures

Tables and figures are to be numbered and titled. Always refer in the text to Table 1 or Figure 2 and not to "Table 1 above" or "Figure 1 below". Tables should be generated in Microsoft Word using the Table function and submitted as individual files. Tables should have legends at the top of the table with all abbreviations defined.

Figures should be submitted as individual TIF or JPEG files with a minimum resolution of 300 dpi. Where possible, figures with related information should be collated into single, multi-panelled figures. Graphs should be greyscale with solid fill unless colour or patterns are essential to differentiate graph information. Graphs should use Arial font. Figure legends should be listed together at the end of the manuscript.

1.3.9 Permissions

Authors are responsible for all statements made in their work and for obtaining permission from copyright owners to reprint or adapt a table or figure, or to reprint a quotation of 100 words or more. Authors should write to original author(s) and publisher(s) to request non-exclusive world rights in all languages to use the material in the article and in future editions. Please provide copies of all permissions and credit lines obtained.

1.3.10 References

The journal uses the Author-date (Harvard) style referencing system. Citations in the text should be indicated through the author's surname and the date of paper in brackets. For a single or two authored paper, both author's names should appear followed by the date. For papers with more than three authors, only the first author's surname is listed followed by et al. A bibliography at the end of the document should list all the references of the manuscript in alphabetical order based

on the author's surname. Full details of the paper should be given in the bibliography including authors, date of paper, title, name of the journal, volume number, page numbers and DOI.

1.4 SUBMITTING MANUSCRIPTS

All manuscripts should be submitted via email to Editor in Chief, Dr Lisa Nivison-Smith
LNivison-Smith@cfeh.com.au

All submissions need to have

- Title page
- Manuscript file (include title but no author list to assure anonymity in the review process)
- Individual files for each table and figure

Authors should confirm upon submission that the manuscript has not been published anywhere else or is being currently considered by another journal.

1.5 REVIEW PROCESS

Manuscripts will be acknowledged upon receipt. Papers will then undergo a preliminary review to confirm that formatting conforms to the Author Guidelines. Manuscripts which are highly non-compliant will be returned. Submitted manuscripts may be screened for plagiarism against previously published works.

Papers are then evaluated by the Editor and members of the Editorial Panel and external reviewers with expertise in the subject of the manuscript. The journal uses the double blind review system. All manuscripts will be assessed for originality, importance/relevance, validity and clarity. A final decision of accept, minor review, major review or reject will be made on the manuscript and returned to the authors. The journal aims to have the review process take less than 12 weeks from submission.

Manuscripts assigned a decision of minor or major review will be offered the option to resubmit. Resubmission requires a response to all the comments made by the reviewers, a clean copy of the edited manuscript and a marked copy of the original manuscript indicating all changes made. These manuscripts will be re-reviewed and the new decision forwarded to authors. Authors may revise manuscripts as many times till a decision of accept or reject is received.

1.6 AFTER ACCEPTANCE

1.6.1 Open Access agreement

Authors will be notified of article acceptance by email from the Editor in Chief. Authors will then be required to sign an Open Access Agreement.

1.6.2 Approving Proofs

Once accepted, final proofs of the manuscript will be emailed to the corresponding author to check for editing and typesetting errors. Once proofs are approved by the author, no further changes to the manuscript are permitted.

1.6.3 Graphical Abstracts

A graphic will be visible with the title and abstract on the contents page of the issue. The default image is the first graphical figure in the manuscript. If you wish the graphical abstract to be a different image, please notify the editor in the proofs.

1.7 POST-PUBLICATION

1.7.1 Early view

As *Vision Re/habilitation International* publishes annually, accepted manuscripts will be available through an early view service so authors are not delayed in disseminating research findings. Early view articles will have a Digital Object Identifier (DOI), but not be assigned to issue of the journal until the end of the calendar year.

1.7.2 Issue assignment

All articles within a single issue will be assigned a page number and published as part of a single issue at the beginning of the calendar year. Authors will be notified of the switch of their article from early view to publication by email.

1.7.3 Permission to Copy

No specific permission is required to photocopy or reproduce a single copy or a complete article as it appears in the *Vision Re/habilitation International* if the reprint is for free distribution within an educational organisation or classroom. Permission for other reprinting or re-publication must be obtained from the Editors.

1.7.4 Retractions and Corrections

Authors must notify the Editor in Chief of any errors in a published paper. The journal will then publish an erratum linked to the paper indicating the error.

If the paper requires a retraction, a thorough case for retraction must be made by the lodging party and this will be subject to review by the Editor in Chief, Editors and third parties where necessary. Retractions also include consultation with authors and their relevant institution.

1.8 ADDITIONAL GUIDANCE

Authors can obtain additional guidance on good practice in preparation of papers from the ICMJE at <http://www.icmje.org/recommendations>.