

# Submission instructions for Ophthalmic Anaesthesia

*The Journal of The British Ophthalmic Anaesthesia Society*

*Email submissions to  
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## Manuscript requirements

- The manuscript should be in MS Word (Arial font 11) with UK English spelling and single line spacing
- Pages must be numbered, except for the title page
- Research: up to 5000 words 30 references
- Review articles: up to 6000 words 40 references
- Case report: up to 2500 words 20 references
- Letter: up to 2000 words 15 references
- Word count excludes title page, summary and references

## Confirmation statements

By submitting, authors confirm that:

- Manuscript has not been published before
- All authors meet the requirements of authorship as per ICMJE guidelines ([icmje.org](http://icmje.org))
- Relevant consent and approvals from patients / next of kin / authorities has been obtained and is available for verification
- Permission(s) obtained for all copyrighted content in the manuscript (if applicable)
- Conflict of interests and funding source declared

## AI

- Use of AI (LLM's, chatbots (eg. ChatGPT) and Image generators) is to be disclosed at submission
- Describe in a cover letter what AI technology was used, how it was used and detail which sections used AI assistance
- AI tools should not be listed as authors and cannot bear responsibilities for authorship and accuracy
- The author is responsible for ensuring that no plagiarism has occurred via the use of AI generated content

## Title page

- Type of manuscript (Research, Case report, Letter)
- Title (up to 20 words)
- Authors: First Author, Second Author  
Primary institution, city, country, email for each author (Do not include author qualifications)
- Corresponding author's e-mail address
- Presentation at any meeting, location and date
- Acknowledgement (e.g. Individuals who helped towards the project but do not qualify to be an author)
- Author confirmation (see confirmation statements)

## Summary (Fresh page)

- Up to 250 words. Not required for Letters

## Main text (Fresh page)

- Research studies headings: Introduction, Methods, Results and Discussion.  
Subheadings in bold lowercase
- Case reports headings: include Introduction, Description and Discussion
- Avoid abbreviations except for measurements in International System of Units

## Figure(s) and Table(s) (Fresh page)

- Tables should be produced either as Word documents or Excel spreadsheets. Do not send tables as photographs (jpeg, gif or tiff) as these cannot then be edited
- Colour photographs are preferred
- Patients must not be identifiable from the images
- Figures should be provided with a minimum of 300 dpi resolution

## References (Fresh page)

- Number using superscripts in the text. List up to six authors, and the remainder as *et al*
- For guidance refer to:  
[http://www.nlm.nih.gov/bsd/uniform\\_requirements.html](http://www.nlm.nih.gov/bsd/uniform_requirements.html)
- Abbreviate journal titles as per MEDLINE:  
<https://www.ncbi.nlm.nih.gov/nlmcatalog/journals>

## Appendices (Fresh page)

- Additional information (e.g. survey questionnaire)