This information serves as a guideline for authors in preparing and submitting a manuscript and navigating the peer review process to completion.

Please follow these guidelines exactly.

**Audience and Circulation**

*Vision Development & Rehabilitation*, the official publication of the College of Optometrists in Vision Development (COVD) has an international circulation of more than 10,000, including the membership of COVD, optometry students and residents. VDR is distributed quarterly via digital format and the public has online access to all content immediately upon publication. *VDR* is indexed in the Directory of Online Journals using ISSN 2374-6416.

**Manuscript Instructions**

These instructions apply to all manuscripts and are in accordance with the Recommendations for the Conduct, Reporting, Editing, and Publication of Scholarly Work in Medical Journals issued by the ICMJE, which can be found here: [http://www.icmje.org/icmje-recommendations.pdf](http://www.icmje.org/icmje-recommendations.pdf).

**Manuscripts**

All original manuscripts are to be uploaded through the Editorial Manager system; [http://www.editorialmanager.com/vdr/](http://www.editorialmanager.com/vdr/). Dr. Leonard Press, Editor-In-Chief will receive all uploads and acknowledgment of receipt will be generated within 24 hours. This online submission process provides an automated peer review process with tracking capabilities and digital communications. All manuscript submissions, including research, clinical procedures, editorials and reviews will all use the same process. Note: all authors must set up an author profile prior to or at time of submission. Use 8.5 x 11 sized paper and double-spacing throughout, including references.

**Alternative Manuscript Submission**

In the event an Author is unable to use the Editorial Manager system ([http://www.editorialmanager.com/vdr/](http://www.editorialmanager.com/vdr/)), please email a copy of the manuscript and all images to the Managing Editor at katie@covd.org. Each image must be sent in a separate file; do not embed images into the manuscript. The Managing Editor will then upload your manuscript, as submitted, by proxy. In using this alternative submission process the Author is giving permission for the Managing Editor to use Editorial Manager on their behalf.
Authorship Requirements
One author should act as correspondent and will upload manuscripts as the primary author. Manuscripts should have no more than six authors. Each author must be willing to take public responsibility for the paper. Data collection does not in itself justify authorship. Credit for authorship must also include: (1) conception or design, analysis and interpretation of data, or both; (2) drafting (or revising) paper for critically important intellectual content; and (3) final approval of version to be published. COVD may require authors to justify assignment of authorship and approve manuscripts prior to publication.

Conflict of Interest
All authors must disclose upon submission the existence of any financial arrangement with a company whose products figure prominently in the manuscript or with any competitor company. For articles in which frequent references are made to name-brand devices, medications, or products—whether any of the authors has such an affiliation or not, a disclaimer must be submitted for clarification and published at the end of the article.

Copyright
Consideration for publication is based upon assurance the manuscript (in whole or in part) is not being considered by any other publication nor has it been previously published. Upon uploading, Editorial Manager runs all submissions through a process to determine authenticity. Authors who have submitted an article for review automatically have transferred copyright to COVD when it is accepted for publication in VDR. Should permission be desired by authors, translators, or future publisher(s) to reprint or copy all or portions of an article published by COVD (including the use of figures or tables), a formal written request must be submitted to the Managing Editor, Katie Kirschner at College of Optometrists in Vision Development, 215 W. Garfield Rd, Ste 200, Aurora, OH 44202, or by e-mail at katie@covd.org or emailed to the Editor at Editor@covd.org.

Peer Review and Manuscript Processing
Manuscripts are acknowledged upon receipt. Papers are peer-reviewed by two or more content experts. Reviewer identities are kept confidential. The peer review cycle takes approximately 2-4 months. Every effort is made to publish manuscripts within 12-24 months of final acceptance.

Title Page
The title page should contain only the manuscript title, name(s) of Author(s), degree(s), and suffixes such as FCOVD. Professional or institutional affiliations of authors should also be provided. The title page should list the contact information for the corresponding author(s), including the address, phone and fax numbers and e-mail address.
Abstract and Concluding Statement
The abstract should be no longer than 300 words in length consisting of four basic sections: Background, Methods, Results, and Conclusions, which should briefly describe, the problem or topic addressed; how the study was conducted; the most important results; and what can be concluded from the results.

For Case Reports, substitute Case Report(s) for Methods and Results, and succinctly describe the case(s). (i.e. Background, Case Report, Conclusions)

Editorials: require no abstracts, but a brief executive summary is required.

Keywords: Include three to eight Keywords (or short phrases) at the end of the abstract. Keywords should make the article easy to find electronically.

The following should be placed at the bottom of your article as a concluding statement.

All statements are the author’s personal opinion and may not reflect the opinions of the College of Optometrists in Vision Development, or any institution or organization to which the author may be affiliated. Permission to use reprints of this article must be obtained from the editor. Copyright [insert year] College of Optometrists in Vision Development.

Tables and Illustrations
An appropriate number of photographs, tables, figures and illustrations are encouraged. Authors should consult the CBE Style Manual for further information on preparation of tables, figures, and other illustrative material. All should go on separate pages at the end of the paper and must be uploaded as separate files. DO NOT embed tables, figures or illustrative material within the body of the paper. If you are using a table, figure or illustration from another source a signed permission to do so must accompany the submission of the paper.

Photographs
All photographs of identifiable individuals require photograph release forms signed by the person/s in the picture and sent to the editor before the paper can be published. For photograph and video release forms please contact the Managing Editor at katie@covd.org. All photographs must be sent as separate files in JPG format. DO NOT embed photographs within the body of the paper. Images (photos or illustrations) should be in the JPEG format, at least 300 pixels (dots) per inch, no smaller than .5Mb. Please do not submit images captured from a website, as they are not suitable for print publication. When saving your .JPG file, save as Baseline Standard, best quality and not progressive or optimized. If you are not sure about the quality of your images, please contact mary@averillassociates.com to verify well in advance of the submission deadline.
Abbreviations
Except for units of measurement, abbreviations are discouraged. The first time abbreviations or acronyms are used, they should be spelled out.

Generic and Proprietary Names
Use generic names in referring to drugs. Use proprietary names only to differentiate between drug forms, or if a specific product was used in a study or associated with an adverse drug reaction. Instruments, devices, or other products may be referred to by their proprietary names. Provide the name and location (city/state or country) of the manufacturer (domestic or foreign) and set in parentheses following the first mention of the proprietary name.

Units of Measurement
Authors should express all measurements in conventional units.

Funding
Include acknowledgement of any funding received in support of the research which led to article publication.

References
In Microsoft Word use the following options for inserting references into manuscripts.

- Insert Citation
- Reference
- Footnote
- Endnote

Use numbers starting with the number “1” and place all references at the end of the paper.

Vision Development & Rehabilitation follows the recommended style for references as adapted by the National Library of Medicine for its databases. Please list all of the authors of the publications cited.

The following are samples of formatted references, and a more complete listing can be found at https://www.nlm.nih.gov/bsd/uniform_requirements.html:

Book Citation

Chapter in Book
Journal Citation

Journal article on the internet

Homepage/Web site

References must be numbered consecutively as cited in the paper. References to personal communication, unpublished information, and papers either “in preparation” or “submitted for publication” are discouraged. A reference may be cited as “in press” only if it has been accepted for publication.

Cited Internet Locations
Hyperlinks are to be provided either in written form within the manuscript text or, if listed in word or phrase (not URLs), to be underlined and be active hyperlinks in the Word document so locations can be used. Locations cited in word or phrase instead of actual locations will be added to references (end of numbered listing). It is preferred that hyperlinks be included for ALL references. For example:


Accepted Manuscripts
Authors will be notified of accepted manuscripts. Authors will be electronically notified regarding any revisions and copy-editing changes. Changes must be made and manuscript resubmitted by the date stated in the acceptance letter. Authors must be able to take public responsibility for all statements in their paper, including those changes made by the Editor and authorized by corresponding author. All correspondence regarding acceptance and revisions will be done electronically.

Review by Author(s)
Before publication, the corresponding author will receive page proofs for final review in PDF format via email. Corrections must be approved prior to acceptance for publication.
References


