



Association of Technical Personnel in Ophthalmology

CE Article Submission Guidelines

Instructions for Authors (1 JCAHPO A 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) 731-7245

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 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.

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.

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Article Title _____

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Present Position _____

Education *(include basic preparation through highest degree held)*

Degree	Institution (Name, City, State)	Major Area of Study	Year Degree Awarded

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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