Checklist for Manuscript Submission to the Japanese Journal of Ophthalmology

☐ Are the following required subjects prepared?

  · Copyright Transfer Agreement
  · Authorship (At least one checkmark is required in all three categories. If you selected “Other”, you should specify the details in the column provided.)
  · Conflicts of Interest (All authors should declare any COI)

Copyright Transfer Agreement can be downloaded at http://www.springer.com/10384
Conflicts of Interest form can be downloaded at http://www.icmje.org/conflicts-of-interest/

☐ Is the institutional review board (IRB)/ethics committee approval included?

  · If not, a statement must be included that the IRB/Ethics Committee has ruled that approval was not required for the study.

☐ Have the following been prepared? Contents, including: title page, abstract and keywords, main text: figures, figure legends, and tables following the Instructions for Authors?

  · Do not insert separate table legends. Include them with the table.
  · Each file should be uploaded in the above order.

☐ Are one first author and a corresponding author designated on the title page? (Multiple first authors and corresponding authors are not accepted.)

☐ Does the Abstract include Purpose, Study Design, Methods, Results, and Conclusion, in that order?
  · In Case Reports, you should include Background, Case(s), Observations, and Conclusions

☐ Does the Main text include Introduction, Patients and methods, Results, and Discussion, in that order?

☐ Are figures and tables prepared following the guidelines at http://www.nichigan.or.jp/jjo/?

  · Please note especially:
    · Do not use color in tables.
    · Horizontal lines (“rules”) should be inserted only above the column headings, below the column headings, and at the bottom of a table. Do not insert any vertical lines (rules).
    · For figures with multiple parts, each part should be denoted by a lowercase letter (a, b, c, etc.) in the top left corner of that part.

☐ Are the lines numbered consecutively in the manuscript? (Do not start numbering anew on each page.)