Author's Checklist for Morning Rounds Article

Before submitting your article, please review this checklist.

**PHYSICIAN INFORMATION**

**Authors:** All authors must be residents, fellows, or practicing ophthalmologists (not medical students).

**Contact info** of corresponding physician (including back-up email if someone is on vacation or out of the country)

**Biographical information** on the authors (e.g., Dr. Wwww is an ophthalmology resident, and Dr. Xxxxxx is professor of ophthalmology; both are at the Yyyyy Eye Institute in City, State.)

**Financial disclosure**

**One of the authors should be in a supervisory position.** Subspecialty articles must include at least one senior author in that subspecialty **who will review the manuscript for accuracy and completeness.**

**IMAGE INFORMATION**

**Resolution.** Digital images must be 300 dots per inch resolution and at least 4 inches x 4 inches. (If you are not sure how to check the resolution of your images, EyeNet can check.)

**Format.** JPEG, TIF, EPS, and BMP formats

**Caption.**

**Photo credit.**

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Please note: If copyright is owned by another individual or entity (for example, a coauthor, a publisher, or our institution), provide written confirmation that they understand and abide by the terms above.

If patient’s identity is apparent in the image, obtain the patient’s permission to use the image.

**Send images as separate files.** If you include them in the Word document, also send them as separate files.

**Video?** If you have a video related to the case, we can include it on EyeNet’s website as a “Web Extra.” Videos are requested to have narration and to be 1-3 minutes in length:
• **Preferred runtime**: 3 minutes or less  
• **Preferred formats**: MOV or MP4  
• **Minimum resolution**: NTSC standard (720x480 pixels); we prefer and welcome widescreen (16:9) aspect ratio and higher definition files up to 1080p.  
• **Audio**: All videos should be accompanied by a clear voice-over narration that corresponds with the footage. Musical soundtracks are highly discouraged.  
• **Copyrighted**: Make sure you have permission to use any included images, video or audio in your submitted work. Original contributions are best.

### Citations

Citations need to be flagged in the text.

Limit footnotes to fewer than 10, using these guidelines:

- Do not use a reference when stating information that is well established or is readily available through textbooks, sources such as UpToDate, StatPearls, or on websites, such as eyewiki.org.
- Use references when you:
  - present specific data or research findings.
  - discuss material that is speculative, new, or controversial—that is, not yet part of the mainstream.
- Use one reference, rather than several, to support a statement
- Use peer-reviewed publications and choose high-impact journals whenever possible. Do not cite trade publications or websites.

### LENGTH

**Length**: should be 1,100 to 1,500 words long.

### Use of AI

EyeNet policy on use of AI/ChatGPT to assist in development of manuscripts:

- Authors may use artificial intelligence (e.g., ChatGPT) in scientific writing solely to improve readability and language of the work, not to replace essential research and reporting tasks.
- AI must be used with human oversight in order to avoid incorrect, incomplete, or biased output.
• The use of AI in manuscript development must be disclosed to promote transparency and trust.
• AI cannot be listed as an author or coauthor.
• Authors are accountable for the contents of their work, and each author is responsible for ensuring the accuracy and integrity of the work and approving the final version.
• Authors must ensure that their work is original and does not infringe on third-party rights.