Journal of VitreoRetinal Diseases (*JVRD*)

These guidelines summarize the materials and information authors should prepare when submitting to *JVRD*. Authors should review the requirements for their article type and follow any additional instructions provided by the editors.

Manuscripts should be submitted for consideration through *JVRD*'s online submission system, PeerTrack, at https://www.editorialmanager.com/jvrd/

1. Article Types and Requirements

The article types below are available through *JVRD*'s author submission process. Invitation-only categories require prior editorial invitation or approval.

Article Type	Submission Type	Description	Main-Text Word Limit	Abstract	References	Figures / Tables
Original Manuscripts	Open	Original scientific research addressing a question relevant to vitreoretinal disease.	4,000 words	Structured; 250 words maximum	No set limit	No set limit
Case Reports	Open; 1–2 cases	In-depth presentation of one or a small number of clinically instructive cases.	2,000 words	Structured; 250 words maximum	No set limit	No set limit
Case Series	Open; 3 or more cases	Series of similar cases involving a shared disease, condition, treatment, technique, or clinical question.	2,000 words	Structured; 250 words maximum	No set limit	No set limit
Reviews	Invitation only / EIC approval required	Review and synthesis of published literature on a topic relevant to *JVRD*.	5,000 words	Structured; 250 words maximum	No set limit	No set limit
Letter to the Editor	Invitation only / EIC approval required	Correspondence addressing material published in *JVRD* or another topic selected for journal correspondence.	750 words	No abstract	No set limit	No figures or tables permitted

Main-text word count: Word limits apply to the main manuscript text and exclude the abstract, references, tables, figure legends, acknowledgments, statements and declarations, and supplemental material.

2. Preparing Your Manuscript

Manuscript Format

- Submit the manuscript as a Microsoft Word document.
- Organize the manuscript using clearly identified sections and sequential heading levels.
- Use AMA style for references.
- Include 3 to 10 keywords following the abstract, when applicable.
- Ensure every in-text citation has a corresponding reference-list entry, and every reference-list entry is cited in the text.

- If a cited preprint has subsequently been published in a peer-reviewed journal, cite the published version rather than the preprint.

Title Page

- Include a title page as the first page of the manuscript file.
- Provide a concise, descriptive, and unambiguous title that accurately reflects the manuscript's content.
- Registry names may be included in the title when relevant, but the title should not identify the organization associated with the registry. Full registry identification may be provided within the manuscript where appropriate.
- Study group names should not be included in the title but may be identified within the manuscript where appropriate.
- Provide the full names, academic degrees, and institutional affiliations of all authors.
    - Affiliations should reflect the institutions where the research was conducted. If an author has moved to another institution since completing the research, the current affiliation may be identified in an author's note on the title page.
    - All individuals who meet the journal's authorship criteria must be included in the author list at the time of initial submission.
- Identify the primary corresponding author and provide their name, institutional affiliation, mailing address, and email address. If applicable, any co-corresponding authors may be identified in an author's note on the title page.
- Include the following required statements and disclosures:
    - **Conflicts of Interest:** Disclose any relevant financial or nonfinancial conflicts of interest for all authors. If no conflicts exist, explicitly state that there are none.
    - **Funding:** Identify all sources of financial support for the research, authorship, or publication of the manuscript, including applicable grant or award information. If no funding was received, explicitly state this.
    - **Ethical Considerations:** Provide applicable ethics committee or institutional review board approval or waiver information. If ethical approval was not required for the study, explicitly state this. Also include statements of informed consent when applicable to the study.
- Include the following additional information, as applicable:
    - **Use of Artificial Intelligence:** When AI tools have materially contributed to the content of the manuscript, identify the technology used and briefly describe how it was used, consistent with the journal's AI policy. Routine assistance with spelling, grammar, reference formatting, or minor language editing generally does not require disclosure.
    - **Other Information:** Acknowledgments, author notes (including equal-contribution or co-authorship designations), and data availability statements may also be included on the title page, when applicable.

Abstract

- Provide a structured abstract using Purpose, Methods, Results, and Conclusions, unless otherwise specified for the article type.
- Follow the abstract limit listed for the applicable article type in Section 1.
- If your manuscript includes data from a clinical trial, include the registry name, registry URL, and registration number at the end of the abstract.

Figures and Tables

- Number figures and tables consecutively in the order cited in the manuscript.
- Provide a descriptive legend for each figure that explains its content, including relevant clinical or scientific details.

- Provide alternative text (alt text) for each figure or image to describe its essential visual content for readers using assistive technologies.
- Retinal images and surgical photographs should be submitted in color.
- Prepare figures at 300 dpi.
- Provide a descriptive title for each table.
- Submit tables as editable Word tables rather than images.
- Give each table a header row and/or header column, as appropriate.
- Do not rely on color or shading alone to communicate information.
- *JVRD* does not set routine numerical limits on figures or tables for the article types above, except that no figures or tables are permitted with Letters to the Editor.

Supplemental Material

JVRD accepts supplemental material that supports the manuscript but is not essential to understanding the primary article. Supplemental material is published as supplied and is not copyedited.

- Upload supplemental material as separate, clearly labeled files in final publication-ready form.
- Provide a descriptive title and, where applicable, a legend sufficient to identify each supplemental item.
- In-text citations to supplemental material are optional. If supplemental items are cited, use consistent terminology and make the callouts clear enough for readers to locate the related material.
- Videos should be submitted as supplemental material rather than as figures.

Accessibility

Authors should prepare manuscripts, tables, figures, and supplemental files with accessibility in mind. This includes using logical heading levels, editable tables, appropriate table headers, and avoiding reliance on color alone to convey information.

Authors must provide alternative text (alt text) for figures to support accessibility for readers who are blind or have low vision. Alt text is a brief written description of an image that allows readers using screen readers and other assistive technologies to understand its essential visual content.

Alt text should describe the key information conveyed by the image, focusing on details necessary for understanding its purpose in the manuscript. It should complement, rather than duplicate, the figure legend. For clinical images, authors should describe relevant visual findings without unnecessarily repeating information already provided in the manuscript.

For additional guidance and examples of how to write effective alt text, authors are encouraged to consult the W3C Web Accessibility Initiative's Images Tutorial.

3. Research Reporting Requirements

Reporting Guidelines

Authors should follow the applicable EQUATOR Network reporting guideline for their study design when preparing the manuscript. Applicable guidelines may include CONSORT for randomized controlled trials, PRISMA for systematic reviews and meta-analyses, STROBE for observational studies, and CARE for case reports.

JVRD suggests that authors use the applicable reporting checklist when preparing their manuscript. Editors may request submission of a completed checklist when needed to assess adherence to the applicable reporting guideline.

Animal Research

Authors reporting research involving animals must confirm that they have read and adhered to the ARRIVE guidelines.

Clinical Trial Registration

Clinical trials must be registered in a publicly accessible clinical trial registry recognized by the World Health Organization (WHO) at or before enrollment of the first participant. Include the registry name, registry URL, and registration number at the end of the abstract.

4. Author and Submission Information

Author Information

- Provide the full name and institutional affiliation for each author.
- The affiliation should reflect the institution where the work was conducted. A current affiliation may be identified separately when an author has moved.
- Identify one primary corresponding author for submission-system communications and provide their current institutional affiliation, mailing address, and email address. Additional co-corresponding authors may be identified on the manuscript title page.
- Ensure that all individuals who qualify for authorship are included at submission and that all listed authors have reviewed and approved the submitted manuscript.

ORCID iDs

ORCID iDs are optional and may be provided for authors when available.

Acknowledgments

An Acknowledgments section is optional. When applicable, identify contributors who do not meet authorship criteria and disclose third-party writing or editorial assistance, including the nature of the assistance and source of support when relevant.

5. Statements and Declarations

Include the statements and declarations applicable to the manuscript as described below as part of the title page of your submission. Where a statement is required for all submissions, provide the applicable information or indicate it is not applicable.

Ethical Considerations

Research involving human participants, human data or tissue, or animals should include the applicable ethics committee, institutional review board, or animal-care approval or waiver information. Include the name of the approving or waiving body and approval number, when applicable. If formal approval was not required, state this clearly.

Informed Consent

Include an informed-consent statement when applicable. For manuscripts containing identifiable patient information, clinical images, videos, Case Reports, or similar case material, confirm that the appropriate consent for publication was obtained. If consent was waived by an appropriate ethics body, provide the applicable waiver information.

Declaration of Conflicting Interests

All authors must disclose any financial or nonfinancial relationships or activities that could influence, or reasonably be perceived as influencing, the research, authorship, or publication of the manuscript. This may include employment, consulting relationships, research funding, honoraria or other payments, ownership interests, patents or other intellectual property interests, and relevant personal, professional, academic, or intellectual relationships. If no conflicts exist, include a statement confirming that the authors have no conflicts to declare.

Funding

Include a Funding statement for all manuscripts. Identify the source of any financial support for the research, authorship, or publication of the article, including applicable grant or award information. If no funding was received, state this explicitly.

Data Availability

A Data Availability Statement is optional. Authors of research articles will be asked during submission to provide information about data availability and any applicable restrictions.

Manuscripts reporting the results of clinical trials must include a data-sharing statement consistent with ICMJE recommendations. The statement should indicate whether individual participant data will be shared and, if so, describe what data will be available, when and for how long they will be available, with whom they may be shared, and how access may be obtained.

Use of Artificial Intelligence

JVRD supports the responsible use of generative artificial intelligence (AI) and other AI-assisted technologies in manuscript preparation. Authors remain responsible for the accuracy, originality, integrity, appropriate attribution, and ethical compliance of all submitted content, including material generated or assisted by AI. AI tools may not be listed as authors.

Authors should disclose AI use when it materially contributes to content incorporated into the submitted work. The disclosure should identify the technology used and briefly describe how it was used. Routine uses such as spelling or grammar correction, reference formatting, and minor language editing generally do not require disclosure.

Authors should independently review and verify all AI-assisted content before submission, including factual statements, references, quotations, and numerical or statistical information.

For additional requirements regarding responsible AI use, including AI-generated or AI-modified scientific images, see the *JVRD* Journal Policies.

6. Submission Files and Information

Submission Files

- Cover letter: A cover letter is optional and may be included as a companion file with the submission.
- Manuscript file: Submit the manuscript, including a title page, as a Microsoft Word document prepared according to these guidelines.
- Figures: Submit figures and images as separate publication-quality files. Figures should be numbered consecutively in the order cited in the manuscript.
- Tables: Submit tables in editable format. Tables should be numbered consecutively in the order cited in the manuscript.
- Supplemental material: Submit any supplemental files or videos intended for publication with the article in their final, publication-ready form.
- Reporting checklists: *JVRD* suggests use of the applicable reporting checklist when preparing a manuscript. Authors who choose to submit a completed checklist should upload it as a companion file with the manuscript. An editor may also request a completed checklist when needed to assess adherence to an applicable reporting guideline.

Submission Information

Authors will be asked to provide or confirm the following information during submission:

- Article type
- Article title
- Abstract, when applicable
- Keywords
- Complete author list and institutional affiliations
- Corresponding author contact information
- ORCID iDs, when available (optional)
- Funding information
- Conflict of interest disclosures
- Applicable ethics and consent information
- Applicable data availability information, including any restrictions, for research articles
- Clinical trial registration information, when applicable
- Relevant preprint links and DOIs, if available, when the submitted manuscript has been posted as a preprint
- Confirmation that all listed authors have reviewed and approved the manuscript for submission
- Confirmation that the work is original, is not under consideration by another journal, and that any necessary permissions for third-party material have been obtained

7. Article-Type Submission Checklists

Before submitting, confirm that the manuscript meets the requirements for the applicable article type below. All manuscripts must also meet the general requirements described in the preceding sections. Where applicable, authors should follow the research-reporting guidance described in Section 3.

Original Manuscripts

☐ Main text does not exceed 4,000 words.

☐ Abstract does not exceed 250 words and is structured using Purpose, Methods, Results, and Conclusions headings.

☐ The manuscript reports original scientific research and includes a study population or dataset appropriate to the research question.

☐ Clinical trial registration information is included when applicable.

☐ ARRIVE compliance is confirmed when the research involves animals.

Case Reports

☐ Main text does not exceed 2,000 words.

☐ Abstract does not exceed 250 words and is structured using Purpose, Methods, Results, and Conclusions headings.

☐ The manuscript presents 1 or 2 cases.

☐ The manuscript is presented and titled as a Case Report rather than as a literature review or meta-analysis.

☐ Applicable ethics and patient consent information is included.

Case Series

☐ Main text does not exceed 2,000 words.

☐ Abstract does not exceed 250 words and is structured using Purpose, Methods, Results, and Conclusions headings.

☐ The manuscript presents 3 or more cases.

☐ The manuscript presents a series of similar cases involving a shared disease, condition, treatment approach, surgical technique, or outcome.

☐ Applicable ethics and patient consent information is included.

Reviews

☐ Invitation or approval from the Editor-in-Chief has been obtained. To request approval to submit a Review, please email the *JVRD* editorial office (JVRDEditorial@asrs.org) and provide an overview of the Review that you would like to submit. The request will then be shared with the Editor-in-Chief for consideration.

☐ Main text does not exceed 5,000 words.

☐ Abstract does not exceed 250 words and is structured using Purpose, Methods, Results, and Conclusions headings.

☐ The manuscript provides a review and synthesis of the published literature relevant to the topic.

Letter to the Editor

☐ Invitation or approval from the Editor-in-Chief has been obtained. To request approval to submit a Letter to the Editor, please email the *JVRD* editorial office (JVRDEditorial@asrs.org) and provide an overview of the Letter to the Editor that you would like to submit. The request will then be shared with the Editor-in-Chief for consideration.

☐ Main text does not exceed 750 words.

☐ No abstract is included.

☐ No figures or tables are included.

8. Submission and Editorial Office Contact Information

Manuscript Submission

All manuscripts must be submitted for consideration through *JVRD*'s online submission system, PeerTrack:

https://www.editorialmanager.com/jvrd/

Editorial Office Inquiries

For questions about manuscript preparation, submission requirements, or the status of a submitted manuscript, please contact the *JVRD* Editorial Office at:

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