

Guidelines for authors of the SOG special issue of „Klinische Monatsblätter für Augenheilkunde“

	Original basic science, Original clinical research/ Experimentelle Studie, Klinische Studie	Review / Übersicht	The interesting case / Der interessante Fall	Submission via Scholar One Manuscripts (https://mc.manuscriptcentral.com/klimo-sog)
Content	Experimental and clinical studies	Reviews	1-2 cases or case series	
Title	German and English (for French articles in French, German, English), short, informative, max. 200 characters ¹ in each language			Only use the input field
Author names and institution adresses	Provide full surnames and names of all authors. Provide complete address of all involved institutions, including the name of the institution chairman. No author names, institutions and addresses in the main document			Only use the input field
Abstract	German and English; 2500 characters ¹ in each language			Only use the input field For “The interesting case”: please enter “n/a” into the input field, since it is a mandatory field
	Provide the sections <ul style="list-style-type: none"> • Background /Hintergrund • Patients and Methods /Patient und Methoden <u>or</u> • Material and Methods/Material und Methoden • Results/Ergebnisse • Conclusions/Schlussfolgerungen 	Non-structured abstract	Provi-	
Keywords	3-6 Keywords in German and English			Only use the input field For “The interesting case”: please enter “n/a” into the input field, since it is a mandatory field
Précis	Max. 300 characters ¹ , summarize the essential information in 2-3 sentences			Only use the input field
Main Document	Publication is possible in German, English or French.			Upload Manuscript and Reference list (without Abstract, figures or tables) as one Word document: <i>File Designation: 1. Main Document</i> <i>For Revision</i> Download the peer reviewed manuscript on your hard disk Use the Word feature „track changes“ to mark your modifications
Number of characters	Max. 12.000 characters ¹ (3 pages)	Max. 12.000 characters ¹ (3 pages)	Max. 8.000 characters ¹ (2 pages)	
	Additional pages will be charged by the SOG to the authors (300,- € per page). Only invited review articles will be free of charge. The total number of characters that your manuscript should contain is reduced by each figure that will be printed in			

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	your article: <ul style="list-style-type: none"> for "regular" figures (ca. ¼ print page) by about 1000 characters¹ for larger figures, e.g. algorithms (ca. ½ print page) by about 2000¹ characters¹ 			
Structure	<ul style="list-style-type: none"> Background/ Hintergrund/Introduction Patients and Methods /Patienten und Methoden/Patients et méthodes <u>or</u> Material and Methods/ Material und Methoden/ Matériel et méthodes Results/Ergebnisse/Résultats Discussion/Diskussion/ Discussion References/Literatur/ Références 	<ul style="list-style-type: none"> Text/Texte References/ Literatur/ Références 	<ul style="list-style-type: none"> Background/Hintergrund/Introduction History and Signs/ Anamnese und Befund/ Anamnèse et constatation médicale Therapy and Outcome/Therapie und Verlauf/Thérapie et évolution Discussion/Diskussion/Discussion References/ Literatur/ Références 	
Conflict of Interest	Please state your conflict of interest.			Only use the input field
Legends	At the end of the main document, please list all figure and table legends.			
Figures	<ul style="list-style-type: none"> for each colour figure Thieme will charge 180,- € Colour or Black-and-White image files: *.tif, *.jpg (resolution: 300 dpi). charts or drawings: in vector format, Word, PowerPoint or Excel; or as image file (e.g. *.tif oder *.jpg), resolution: 600 dpi parts of figures: mark with small letters (a, b, c, d...) every figure needs a legend 		Max. 6 figures	Not integrated in the main document, upload individually <i>File Designation: 2. Figure</i> For *.tif and *.jpg files use the input field "Legend" for the legend.
Code pnames / fake names / fictional personal data	According to Thieme guidelines, data about actual persons must be systematically alienated to protect personal rights and to make code names always recognizable as such. If one or several persons are provided with code names in pictures or texts, the following options are to be used: <ul style="list-style-type: none"> Individual persons (for example individual persons on forms / exemplary filled in prescriptions / templates): <ul style="list-style-type: none"> male: Herr M., M. Mustermann, Max Mustermann female: Frau M., E. Musterfrau, Erika Musterfrau Several persons (for example exemplary tables / charts / surveys / complex case examples): <ul style="list-style-type: none"> male: Alexander, Alfred, Felix, Johannes, Julius, Karl, Leon, Ludwig, Niklas, Samuel female: Anna, Charlotte, Clara, Emma, Frieda, Johanna, Laura, Lena, Mia, Sophie Use of surnames: As standard, only abbreviated surnames are used. Valid abbreviations are: B., D., L., M., N., P., R., S., T. If absolutely necessary in an individual case, the following written-out German surnames are also valid: Bauer, Müller, Meyer, Schneider, Fischer. Individual persons (English): <ul style="list-style-type: none"> male: Mr. D., J. Doe, Jon Doe 			

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	<ul style="list-style-type: none"> ○ female: Ms. D., J. Doe, Jane Doe • Several persons (English): <ul style="list-style-type: none"> ○ male: Andrew, Charles, David, George, James, Michael, Matthew, Robert, Thomas, William ○ female: Anne, Bridget, Catherine, Emily, Elizabeth, Jane, Melissa, Sarah, Susan, Victoria • If absolutely necessary in an individual case, the following written-out English surnames are also valid: Brown, Jones, Smith, Taylor, Williams. • If names from further language areas are required (for example Turkish, Russian, Spanish names), they must be unambiguously labeled as editorially changed names in the text as well as in the caption of figures (for example within a footnote or with the phrase “editorially changed names” in parentheses). • Further fictional data is combined with the word “Muster” or the word “sample” in English (for example Musterfirma, Musterinstitut, Sample Company, Sample Institute). Furthermore, the following applies: <ul style="list-style-type: none"> ○ addresses: Musterstraße 123, 1234 Musterstadt ○ date of birth without numbers: TT.MM.JJJJ ○ phone number: (01234) 56789-0 ○ medication: Mustermedikament ○ result: Musterbefund 			
Tables	Every table needs a legend			Upload as Word-File <i>File Designation: 3. Table</i>
References				Max. 10
¹ Incl. blanks				