

## Guidelines for authors of „Klinische Monatsblätter für Augenheilkunde“

	Original basic research, Original clinical research	Review	The interesting case	Submission via Scholar One Manuscripts ( <a href="https://mc.manuscriptcentral.com/klimo">https://mc.manuscriptcentral.com/klimo</a> )
<b>Titel</b>	German and English, short, informative, max. 200 characters <sup>1</sup> in each language			Only use the input field
<b>Author names and institution adresses</b>	Provide full surnames and names of all authors. Provide complete address of all involved institutions. No author names, institutions and addresses in the main document			Only use the input field
<b>Abstract</b>	Publication in German: German and English; max. 2500 characters <sup>1</sup> in each language Publication in English: English; max. 2500 characters <sup>1</sup>			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"> <li>• Background</li> <li>• Patients/methods and material</li> <li>• Results</li> <li>• Conclusion</li> </ul>	Non-structured abstract		
<b>Keywords</b>	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
<b>Mini-Abstract for Table of Contents</b>	Max. 300 characters <sup>1</sup> , summarize the essential information in 2-3 sentences			Only use the input field
<b>Main Document</b>	Publication is possible in German or English			Upload Manuscript and Reference list (without Abstract, figures or tables) as one Word document: File Designation: 1. Main Document <i>For Revision</i> : Download the peer reviewed manuscript on your hard disk Use the Word feature „track changes“ to mark your modifications
<b>Conclusion</b>	<ul style="list-style-type: none"> <li>• <b>Already known:</b> Maximum 3 bullet points of 1-2 sentences each about the prior knowledge that inspired this work. The last point must explicitly address what has not been known so far and should be clarified in this work.</li> <li>• <b>Newly described:</b> Maximum 3 bullet points of 1-2 sentences each on the new insights resulting from this work. The focus should be on the new findings of this work.</li> </ul>			
<b>Number of characters</b>	Max. 36.000 characters <sup>1</sup>	Max. 60.000 characters <sup>1</sup>	Max. 18.000 characters <sup>1</sup>	
<b>Structure</b>	<ul style="list-style-type: none"> <li>• Introduction</li> <li>• Patients/methods and material</li> <li>• Results</li> <li>• Conclusion</li> </ul>	<ul style="list-style-type: none"> <li>• Introduction</li> <li>• Text</li> <li>• References</li> </ul>	<ul style="list-style-type: none"> <li>• Introduction</li> <li>• Text</li> <li>• References</li> </ul>	

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<b>Conflict of interest</b>	Please state your conflict of interest.			Only use the input field
<b>Acknowledgement</b>	All persons who made minor contributions to the study and all independent organisations that provided financial support must be listed.			Only use the input field
<b>Legends</b>	At the end of the main document, please list all figure and table legends.			
<b>Figures</b>	<ul style="list-style-type: none"> <li>• Colour or Black-and-White image files: *.tif, *.jpg (resolution: 300 dpi).</li> <li>• charts or drawings: image file (e.g. *.tif oder *.jpg), resolution: 600 dpi</li> <li>• parts of figures: mark with small letters (a, b, c, d...)</li> <li>• every figure needs a legend</li> </ul>			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.
<b>Code names / fake names / fictional personal dat</b>	<p>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:</p> <ul style="list-style-type: none"> <li>• Individual persons (for example individual persons on forms / exemplary filled in prescriptions / templates): <ul style="list-style-type: none"> <li>◦ male: Herr M., M. Mustermann, Max Mustermann</li> <li>◦ female: Frau M., E. Musterfrau, Erika Musterfrau</li> </ul> </li> <li>• Several persons (for example exemplary tables / charts / surveys / complex case examples): <ul style="list-style-type: none"> <li>◦ male: Alexander, Alfred, Felix, Johannes, Julius, Karl, Leon, Ludwig, Niklas, Samuel</li> <li>◦ female: Anna, Charlotte, Clara, Emma, Frieda, Johanna, Laura, Lena, Mia, Sophie</li> </ul> </li> <li>• 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.</li> <li>• Individual persons (English): <ul style="list-style-type: none"> <li>◦ male: Mr. D., J. Doe, Jon Doe</li> <li>◦ female: Ms. D., J. Doe, Jane Doe</li> </ul> </li> <li>• Several persons (English): <ul style="list-style-type: none"> <li>◦ male: Andrew, Charles, David, George, James, Michael, Matthew, Robert, Thomas, William</li> <li>◦ female: Anne, Bridget, Catherine, Emily, Elizabeth, Jane, Melissa, Sarah, Susan, Victoria</li> </ul> </li> <li>• If absolutely necessary in an individual case, the following written-out English surnames are also valid: Brown, Jones, Smith, Taylor, Williams.</li> <li>• 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).</li> <li>• 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"> <li>◦ addresses: Musterstraße 123, 1234 Musterstadt</li> <li>◦ date of birth without numbers: TT.MM.JJJJ</li> <li>◦ phone number: (01234) 56789-0</li> <li>◦ medication: Mustermedikament</li> <li>◦ result: Musterbefund</li> </ul> </li> </ul>			
<b>Tables</b>	Every table needs a legend			Upload as Word-File <i>File Designation: 3. Table</i>
<b>References</b>	Max. 30	Max. 50	Max. 10	
<b>AAM (Author accepted)</b>	Klinische Monatsblätter für Augenheilkunde offers its authors the option to have their manuscripts published immediately upon acceptance. This means that the unedited, unformatted version of the			

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<b>manuscript) Print Service</b>	<p>manuscript as it exists after peer review is published online, with a DOI. Authors wishing to make use of this service have to upload “clean” versions of their manuscripts after every revision; this is a precondition for this service, as is the confirmation that the Copyright Transfer Agreement (CTA) will be signed upon receipt.</p> <p>Once the paper has been accepted, the last clean version of the manuscript, including all metadata entered during submission (title, abstract, author affiliations etc.), becomes the first version of the article to be published online. This means that no more changes can be made to this submitted version. It will be published as the “Accepted Manuscript”. Changes by the authors are only possible in the proofs of the typeset PDF at a later time.</p> <p>This means in detail</p> <ul style="list-style-type: none"> <li>• For all authors, the affiliation information entered during submission will be published.</li> <li>• If an author is already in the system, please use “Edit” to update the address information if necessary.</li> <li>• To facilitate the entry of co-author information, please use the “Quick Fill” option if applicable.</li> <li>• The order of authors entered during submission will be the order of authors on the “Accepted Manuscript”.</li> <li>• All authors named under step “Authors &amp; Institutions” agree to the publication and signing of the CTA.</li> <li>• The conflict of interest and funding information will be published as entered at the step “Details &amp; Comments”.</li> <li>• Clinical trial information will be published as entered at the step “Details &amp; Comments”.</li> </ul>			