



The Author's Courtesy Galley.

As most of our readers have long known, the production of the C.J.O. is a quarterly operation, occurring in March, June, September and December of each year. What few people are aware of, except those who are intimately involved with this process, are the pre-production aspects. These have recently given the Editors, and the Business Manager, cause for some contemplative moments.

By way of background, here, briefly, is the chronology of the text of a given issue of *The Canadian Journal of Optometry*. An original article, either solicited from a specific author, or submitted unsolicited, is received. It is acknowledged and copies are forwarded to one or two members of a growing pool of C.J.O. referees. These referees are asked to be as thorough and as frank as they wish in their criticisms of the paper. The referee's comments are then returned to the author and, except in the occasional special case, the referee's identity is carefully screened out. (This is common academic practice in the review process.) Once the author has had a chance to evaluate the reviewer's comments, he or she is asked to rework the paper, correcting errors which may have been noted, and evaluating the merits of the "aesthetic" criticisms, as opposed to errors of fact. The article is then re-submitted to the C.J.O. From that point on, it is in the "production" process, along with all other articles slated for that issue.

Until a couple of years ago, it was an unwritten policy of the Journal to provide authors with "courtesy copies" of the article's galleys. (A "galley" is the text of the article, typeset, but not laid out, printed on 14-inch long sheets of paper.) It is, quite honestly, a courtesy which has caused some delay in the past and not a small amount of frustration on the part of the Journal's staff, from the Editor on down. The reason is this: All too often, the author or authors, having viewed the galley, would undertake to make changes in their text, not merely correcting the occasional minor "typo", but making sweeping editorial and content changes which, often as not, produced a substantially different paper. It then fell to the production staff to integrate these changes

into the paper in sufficient time to have the reworked paper appear in the issue for which it was planned.

About two years ago, using the same unwritten policy manual which directed that courtesy galleys be forwarded, it was discontinued as a practice. A series of letters was developed, each of which accompanied the article through its pre-production phases and, at the point where the author received the reviewers' comments, he or she also received a letter requesting that he or she be fully satisfied with the paper before re-submitting it to the C.J.O. Once submitted, it would be the final version of the paper. From that point on, i.e. from the acceptance of the revised paper, ensuring the accuracy of the typesetting against the original text became the responsibility of the typesetters, and the C.J.O. staff.

Strangely enough, it is a responsibility we are only too happy to accept, as a part of the process. An error-free page is as much a point of pride to us, as the successful test of an airframe design is to an aircraft designer.

Accordingly, while the provision of a typeset galley has been a courtesy to our contributing authors, we have found it to be occasionally counterproductive in the delays it injects into the production process. As we are now set up, it is a month-long operation to carry an article from raw copy to its place in the finished magazine. That includes our proofing time and all assembly and production processes. It *doesn't* include time to rework sections of submitted papers because an author is happier with a different arrangement of the words, or has found some supplementary research to support his or her thesis.

But there is also a negative side to this unwritten decision not to provide courtesy galleys. Another check has been removed from the process. Proofing is now left to the typesetters who, admittedly, are very thorough in their work, and to the C.J.O. staff, who are every bit as thorough. However, even this double degree of thoroughness is not completely perfect and the appearance of an "Errata" box is a regular event in the Journal. (Of some consolation is

the fact that "We Were Wrong" is a regular box in *The Globe and Mail* which, although published much more frequently than the C.J.O., has significantly more staff, and considerably more sophisticated computerized resources available to it, than do we.)

In addition, it is hard to justify the removal of a courtesy process, once begun, without causing some offence, even a minor one, somewhere along the line.

The point in all this is that, as the reader and potential author might suspect, we would like now to discontinue, formally, the process of providing a courtesy galley to the authors of papers submitted to the C.J.O. But we wish not to appear colder and less caring by so doing when, in fact, the reverse is true. Our prime concern is getting the C.J.O. out on time to the 2,000 Canadian optometrists who read it. To delay an issue because an author has not yet returned an approved galley is, to our way of thinking, a greater injury than not to send the galley in the first place. Our first responsibility is to our

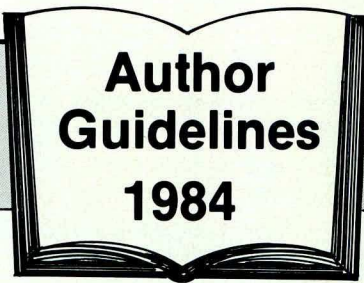
readers. Very closely behind, but second nonetheless in our concern, are the authors we feature in a given issue.

To provide some idea on what we require in a contributed paper, we have developed a *Guideline for C.J.O. Authors*. We feel that it is the author's responsibility to ensure that a submitted work is complete, up-to-date and presented in a finished format. It is our responsibility to ensure that it is transmitted as such to our readers through the typesetting process. If followed, the *Guideline* will ensure that there is no doubt in our minds as to what is written in a submitted paper, and what is shown in its illustrations.

It is a rare author who will submit unfinished, sloppy work and, to avoid erroneous interpretation, we will not accept it. Even with a courtesy galley, it is difficult to see how this process, if followed, can be bettered.

M.J. DiCola

The Canadian Journal of Optometry



Author Guidelines 1984

Introduction

The Canadian Journal of Optometry is the official Journal of The Canadian Association of Optometrists. Its primary purpose is to publish articles of a clinical, academic or editorial nature dealing with current aspects of optometric practice, research and development within the vision and eye care branches of the total health care delivery system in Canada.

Contributions are invited in the form of an original case study, research paper, clinical evaluation, editorial comment/opinion, book review or letter to the editor. In the case of major papers or case studies, the paper will be evaluated in terms of its originality, relevance, documentation, clarity and significance to the profession.

Each manuscript submitted to the CJO must be done so on the condition that neither it, nor its essential substance, has been previously published or accepted for publication elsewhere.

Manuscript Submission

Three copies, one of which *must* be the original (including the originals of all illustrative material), must be sent via first class mail to: Dr. G.M. Belanger, Editor, The Canadian Journal of Optometry, Suite 207 - 77 Metcalfe Street, Ottawa,

Ontario, K1P 5L6. Please include a cover letter which identifies the person responsible for the article, and includes both a mailing address and a (day) telephone number.

The Review Process

Manuscripts will be examined and acknowledged by the CJO upon receipt. In the CJO review procedure, a manuscript is customarily reviewed by two or more consultants with expertise in the article's subject area. Because the CJO is a quarterly publication, long delays are inevitable between the time of acceptance and an article's publication, usually of at least six months. Once the referee's comments are returned to the CJO, the complete package will be returned to the author, with a request that the article be corrected as required, where a factual error or omission may have occurred. In the more aesthetic commentary, i.e. style or format, it is left to the author to decide whether or not the suggested changes would improve the article. In any case, the amended copy, as re-submitted by the author after revision, *is the copy which will be published*. Any changes requested after the paper has been typeset will be

made only if adequate time is available and will be billed, as Author's Alterations to the author at the rate charged the CJO by the printer.

Abstracts

An abstract of no more than 200 words must accompany each article. Ideally, the abstract should be in both English and French, but the CJO editors will provide a translation if none is included. The abstract must be factual, not editorial, and include the article's main findings and conclusions.

Tables and Illustrations

Tables and illustrations should be clear, self-explanatory and should support, not duplicate, material contained in the text. Tabulated data must be clearly organized in chart or column form as required. Each table is also to be clearly identified by either a number or a caption. Figures should be professionally drawn and/or photographed. Sharply contrasted line drawings, or black and white photographs are requested. A photocopy is *rarely* acceptable as an original illustration. Reduction compensation, i.e. the text legibility when the illustration is reduced to the CJO column width of approximately 9 cm, must be taken into account when preparing original illustrative material. All figures and photographs must be clearly labelled with the author's name and key word(s) from the article's title, Figure number, and with the **Top** of the photograph or figure clearly indicated. It should be noted that CJO policy excludes the printing of photographs in colour unless the cost of colour separation and extra printing charges are assumed, by advance written agreement, by the author.

Manuscript Preparation

Manuscripts must be typewritten, double-spaced, on one side of white, 8½ x 11 paper, with margins of at least 1¼ inches. Where possible, neither a paragraph nor a sentence should be broken at the end of a page. Pages are to be numbered consecutively.

Style

All standard abbreviations, units of measurement and acronyms, e.g. VDT, OHIP, are acceptable. Uncommon abbreviations and/or acronyms should, in the first instance of use, be preceded by the full name for which it stands. For drugs and other products, generic names should be used. Proprietary or trade names may be indicated parenthetically. Numbers one through ten should be spelled out and units of measurement should be in SI format (Système Internationale).

The CJO assumes no responsibility for manuscripts lost in either the original or subsequent mailings to and from the author(s) or the referee(s). The principle author should retain a complete copy of the submission prior to mailing it to the CJO. All original material becomes the property of the CJO upon submission and will be returned to the author(s) only if requested in writing no later than 60 days after publication. For first-time authors, a sample copy of the CJO will be provided upon receipt of a written request for same. Telephone questions and comments are invited, and should be directed to the Business Manager, CJO, (613) 238-2006.

Position Available University of Waterloo

Applications are being considered for the position of **Clinical Supervisor** either part-time or full-time at the School of Optometry. As an important contributor to the curriculum, your duties would involve the education of clinical interns in the various clinics. Your position is important in the promotion of quality optometric vision care. For applicants having an area of special interest, efforts will be made for integration into the appropriate clinical activity.

Applicants should have the O.D. degree and qualify for licensure in Ontario. Salary negotiable within a range commensurate with experience and qualifications.

Letters of application and current resume should be submitted to **The Director, School of Optometry, University of Waterloo, Waterloo, Ontario, N2L 3G1.**

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